Agenda for the Board Meeting of the Board of Trustees to be held on Tuesday, November 19, 2013, 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
	Mrs. Susan Nemets, President	Trescut	Absent
	Mr. Steven Sullivan, Vice President		
	Mrs. Judith Thielemann, Board Clerk		
	Mr. Rick Murray, Trustee		
	Mr. Noel Camanag, 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 majority vote of the assembly. Thereafter, no change can be made in unanimous consent. At the point of adoption of the agenda, any Board the agenda be re-ordered.	the agenda except by	a two-thirds vote or by
3.	PUBLIC COMMMENT ON CLOSED SESSION ITEMS: At this time, any member of the public may address the Board concerning the Board is urged to use not more than three (3) minutes of time.	g the closed session it	ems. A person addressing
4.	CLOSED SESSION: During this time, the Board may adjourn to closed session to discuss conf	idential material relat	ing to:
	 A. Negotiations as it relates to MUTA and MUST authorized by Gove B. Liability Claim, Claimant Number: VCSD-025953 authorized by G 		
	ADJOURN FROM CLOSED: Time		
	RECONVENE IN PUBLIC (Approximate time-6:30pm) Time:		
	Report of actions taken during closed session: The president of the B session.	Board will report on ac	ctions taken during closed
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 October 15, 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 Speaker

Agenda for the Regular Meeting of the Board of Trustees to be held on Tuesday, November 19, 2013, at 6:00 p.m. in the School Multi-Purpose Room located at 3901 North Mesa School Road, Somis, California 93066

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. Robotics Presentation
- B. Modernization Plaque Presentation

8. SUPERINTENDENT AND PRINCIPAL'S REPORTS:

Superintendent:

- A. Title III Accountability
- B. LCAP
- C. Supplemental Educational Services (SES)
- **D.** Goals and Objectives

Principal:

- A. School Climate Update
- **B.** Zeros Aren't Permitted (ZAP) program
- C. School Site Council
- **D.** Smarter Balance Assessment

9. BOARD MEMBERS' REPORTS AND COMMUNICATIONS:

- **A.** Correspondence
 - **1.** CSBA requesting delegate nominations.
- **B.** Board members' reports and communications
- C. 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 (October 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.

Agenda for the Regular Meeting of the Board of Trustees to be held on Tuesday, November 19, 2013, at 6:00 p.m. in the School Multi-Purpose Room located at 3901 North Mesa School Road, Somis, California 93066

PLEASE SEE AGENDA ITEM 10D IN THE PACKET

E. Student of the Month Listing

It is the recommendation of the district administration that the Student of the Month 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

G. Receipt of Ventura County Report of Investments for the quarter ending June 30, 2013.

It is the recommendation of the district administration that the Ventura County Report of Investments for the quarter ending June 30, 2013, be approved as presented.

PLEASE SEE AGENDA ITEM 10G IN THE PACKET

11. ACTION/DISCUSSION ITEMS:

A. Consideration of adoption of the 1st Interim Report

It is the recommendation of the District Administration that the Board of Trustees adopt the 1st Interim Report.

PLEASE SEE AGENDA ITEM 12A IN THE PACKET

B. Receive the initial proposal of the Mesa Union Support Team (MUST) to the Mesa Union School District for the 2013-2014 school year.

In accordance with Government Code section 3547, all initial bargaining proposals of an exclusive bargaining representative shall be presented at a public meeting of a public school employer and thereafter, shall be public record. The Mesa Union Support Team (MUST) hereby presents its initial proposal to the Mesa Union School District. This proposal shall be available for public review in District Office from November 20-December 17, 2013, and the public will have an opportunity to respond to this proposal at the next scheduled Board meeting.

It is the recommendation of the district administration that the Board of Trustees review the received initial proposal of the Mesa Union Teachers' Association to the Mesa Union School District for the 2013-2014 school year.

PLEASE SEE AGENDA ITEM 12B IN THE PACKET

C. Consideration of Acceptance of the Annual Programmatic Audit for 2012-2013 from Golden Valley Charter School.

It is the recommendation of the District Administration that the Board of Trustees approve the 2012-2013Annual Programmatic Audit from Golden Valley Charter School.

PLEASE SEE AGENDA ITEM 12C IN THE PACKET

Agenda for the Regular Meeting of the Board of Trustees to be held on Tuesday, November 19, 2013, at 6:00 p.m. in the School Multi-Purpose Room located at 3901 North Mesa School Road, Somis, California 93066

D. Consideration of acceptance of the revised miscellaneous certificated salary schedule increasing the certificated substitute daily rates.

It is the recommendation of the district administration that the Board of Trustees approve the revised miscellaneous certificated salary schedule increasing the certificated substitute daily rate.

PLEASE SEE AGENDA ITEM 12D IN THE PACKET

E. Consideration of acceptance of the revised classified salary schedule.

It is the recommendation of the district administration that the Board of Trustees approve the revised classified salary schedule.

PLEASE SEE AGENDA ITEM 12E IN THE PACKET

F. Consideration of approval of the settlement authority request from York Risk Services Group, Inc., for Workman's Compensation Claim # VCSD-025953.

It is the recommendation of the district administration that the Board of Trustees approve the settlement authority request from York Risk Services Group, Inc., for workman's compensation claim # VCSD-025953.

G. Consideration of adoption of the board policies in sections 0000-3000 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 12G IN THE PACKET

H. Consideration of adoption of the board policies in section 4000 as presented or amended.

It is the recommendation of the district administration that the Board of Trustees adopt the policies in section 4000 as presented or amended.

PLEASE SEE AGENDA ITEM 12H IN THE PACKET

I. Consideration of adoption of the board policies in section 5000 as presented or amended.

It is the recommendation of the district administration that the Board of Trustees adopt the policies in section 5000 as presented or amended.

PLEASE SEE AGENDA ITEM 12I IN THE PACKET

J. First Reading for policy revisions in section 6000.

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 December 2013 agenda for adoption.

PLEASE SEE AGENDA ITEM 12J IN THE PACKET

K. First Reading for October 2013 Policy updates in section 0000- 3000.

Agenda for the Regular Meeting of the Board of Trustees to be held on Tuesday, November 19, 2013, at 6:00 p.m. in the School Multi-Purpose Room located at 3901 North Mesa School Road, Somis, California 93066

It is the recommendation of the district administration that the Board of Trustees review the policies in sections 0000-3000. These policies will be placed in the December 2013 agenda for adoption.

12. PERSONNEL:

A. Consideration of approval of the revised Hourly Specialist job description. Salary placement to be on the Certificated Miscellaneous Salary Schedule.

It is the recommendation of the district administration that the Board of Trustees approve the Hourly Intervention Teacher job description.

PLEASE SEE AGENDA ITEM 12A IN THE PACKET

B. Consideration of approval of hiring a (2) Hourly Specialists for four hours per day.

It is the recommendation of the district that the Board of Trustees approve the hiring of (2) Hourly Intervention Teachers for four hours per day.

C. Consideration of approval of hiring Leticia Cousino as a student supervisor for the remainder of the 2013-2014 school year. Salary placement to be on the classified salary schedule.

It is the recommendation of the district that the Board of Trustees approve the hiring of Leticia Cousino as a student supervisor for the remainder of the 2013-2014 school year.

D. Ratification of approval of hiring Kevin Andrew as a substitute computer resource technician. Salary placement to be on the classified salary schedule.

It is the recommendation of the district that the Board of Trustees approve the hiring of Kevin Andrew as a substitute.

13. ITEMS FOR FUTURE CONSIDERATION

- A. Summer Facility Use
- **B.** Annual Reorganization
- C. Policies 7000-9000 first read
- **D.** Counselor Services

14. FUTURE MEETINGS

A. December 17, 2013, 6:00 p.m.-reorganization meeting.

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.

Official Minutes of the October 15, 2013, Regular Meeting of the Board of Trustees of the Mesa Union School District

Call to order

The October 15, 2013, Regular Meeting of the Board of Trustees of the Mesa Union School District was called to order by President Nemets at 6:02 p.m. in the Multi-purpose Room.

Roll Call

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

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

Agenda

The agenda was adopted by common consent.

Public Comment on Closed Session

At 6:02 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 personnel as it relates to the 2013-2014 school year and negotiations as it relates to MUST and MUTA.

Reconvene to Open Session

At 6:35 p.m., the Board of Trustees returned to open session. President Nemets reported that the Board of Trustees had just returned from closed session where personnel as it relates to the 2013-2014 school year and negotiations as it relates to MUST and MUTA were discussed. No action was taken.

Official Opening Pledge

President Nemets led the Pledge of Allegiance.

Minutes

The minutes of the Regular Board Meeting of September 17, 2013, were approved by common consent.

Public Comments

No public comments

Superintendent's Report

Superintendent's Report:

A. Year IV Program Improvement: Dr. Babb shared the requirements for Year IV Program Improvement. Many of the requirements in Year IV Program Improvement are the same as those in Years 1-3. Those requirements include notifying parents of the school's designation as a PI school, offering choice, and providing students with Supplemental Educational Services (SES). This year staff is required to prepare a plan for Alternative Governance, which is an alternative to making school decisions. Within the governance plan it will be required to select an option from the following: Reopen school as a charter, replace all or most staff including principal, contract with outside entity to manage school, state takeover, which is not an option in California, or any other major restructuring. About 85% of schools that are in Year IV Program Improvement select other major restructuring. Year IV Program Improvement is for planning a governance plan. Year V Program Improvement is to implement the adopted governance plan. Currently at the state level there are some decisions regarding accountability and the Program Improvement process that are unresolved, and more information will be provided at the November state board meeting. Our current accountability system assumes that there will be standardized test data at the end of the school year. This year, there will be a freeze on the data. Dr. Babb contacted VCOE for input regarding the freeze and was advised to wait until more information from the state is received before moving forward on the planning of the alternative governance plan, and focus more attention on the Single Plan for School Achievement (SPSA) and the Local Control Accountability Plan (LCAP) which focuses on accountability and raising student achievement for all students especially challenged subgroups. Dr. Babb advised the board that he would update the board via the weekly memo and board meetings of any state updates that are received regarding Program Improvement. Dr. Babb also shared that the process for providing students with Supplemental Educational Services has begun. A meeting has been scheduled to meet with the SES providers. Parents will then be invited to meet the providers. The same process that we followed last year regarding SES services will be followed this year, although services will be provided earlier in the year.

Official Minutes of the October 15, 2013, Regular Meeting of the Board of Trustees of the Mesa Union School District

- B. Local Control Action Plan (LCAP): Dr. Babb shared that the board will need to adopt a Local Control Accountability Plan (LCAP) before July 1, 2014. The plan will be effective for a three-year cycle. The state will provide a template that encompasses eight priority areas: student engagement, other student outcomes, parental involvement, course access, implementation of common core state standards, basic services, school climate, and student achievement. Dr. Babb shared that he has started gathering data. Some necessary data, including school attendance, EL reclassification rates, and teacher misassignments, already exist. Some of the areas that did not have much data were efforts to seek parental involvement, and promotion of parent participation. Dr. Babb will be working on creating a system to gather the missing information. Dr. Babb also shared that parent, student, and staff data will need to be collected. Currently there is information on student enrollment, attendance patterns, and behavior, but Dr. Babb would like to streamline the data into subgroups. The collected information and its analysis will be shared at a later date.
- C. Professional Learning: Dr. Babb shared that on October 4, teachers and administrators attended professional development at VCOE with other school districts from the consortium. The training was very valuable; it focused on Common Core State Standards. It also gave teachers the opportunity to collaborate with teachers from other districts. In evaluations, teacher feedback was very positive. Most teachers met by grade level and focused on developed a Common Corebased writing assessment, created a rubric, and developed a timeline for the assessment. Teachers will meet at a later date either in person or via the Internet on My Big Campus, a social media network for teachers to discuss student achievement and student writing. During the training the secondary math and science teachers discussed the math and science state standards, changes in the curriculum and took part in hands-on, common core activities that were similar to AIMS.
- **D. Migrant Speech and Spelling:** Dr. Babb shared that Mesa Union will host this year's Migrant Speech Tournament and Spelling Bee on February 8, 2014, from 8:30-2:00 p.m. The speech tournament and spelling bee will be conducted in English and Spanish and will include schools throughout Ventura County Region 17 and may also include schools from other areas. A list of topics and spelling words will be provided to students prior to the event so students can prepare. This event will also provide students practice for the debate tournament that will take place later in the school year. Trustee Nemets volunteered to judge.

A. Correspondence:

Board Members' Reports and Communications

Trustee Thielemann shared that the same company that has been used in the past for yearbooks will be used for this year's yearbook. Trustee Thielemann shared that there will also be an online yearbook where pictures can be uploaded. Trustee Thielemann has a tutorial with the representative and was very impressed on the use of technology. The representative also offered to provide a group webinar using a smart board. Mr. Howatt will be sending out information for the yearbook club on the next Mesa Matters. Trustee Thielemann will be providing a web code where staff, students, and parents can upload pictures; then, the yearbook club will be able to select pictures for the yearbook. Trustee Thielemann is also seeking assistance in taking pictures of the 8th grade students. Mrs. Mitchell volunteered and also suggested asking Mr. Demaria, who has also taken pictures in the past.

B. Board members' reports and communications:

Trustee Nemets shared that the Robotics tournament will be taking place on Sunday Nov. 10th. Trustee Nemets reminded the board that an email was sent asking for volunteers. No experience is required to volunteer. Trustee Nemets thanked Trustee Camanag for finding 3 engineers from the Naval base to volunteer. Mesa will be hosting 16 teams; four teams are from Mesa Union.

Trustee Sullivan commented on the need to align science curriculum with the exploratory program in the junior high.

C. Board members' interests and concerns:

Trustee Sullivan spoke with other schools that were experiencing technology problems when using on-line textbooks. Trustee Sullivan suggested downloading textbooks to the local server instead of using the Internet. Trustee Sullivan suggested switching the servers from Windows to Linux to preserve the hardware.

Trustee Sullivan reminded the board that last year bullying was discussed. Trustee Sullivan would like to follow up on the administrative plan to address bullying. Dr. Babb shared that Mr. Howatt is preparing a plan, and will be presenting it at the next board meeting.

Trustee Sullivan shared that he has continued to observe cars blocking traffic and being left unattended in the loop. As a result of that what he observed on a particular day, Mr. Howatt placed a safety reminder in *Mesa Matters*. Trustee Sullivan shared that he is very grateful that Mr. Howatt sent out a reminder, which has made a great difference in the parking lot. Since then Trustee Sullivan has no longer observed unattended cars. Trustee Sullivan also shared that he was very excited to see the impression on student's faces when Mr. Howatt is out on the parking lot greeting students in the morning. Students are always very excited to see Mr. Howatt; his presence it is a great way to start school.

Trustee Sullivan shared that during the time when Mesa was a NASA explorer school there was a slogan on the back of the NASA T-shirts. "Failure is not an option". Trustee Sullivan feels that the message had an effect on how staff and student body perceived school. We don't let students fail. This message was discussed with the previous principal and the zeros aren't permitted (ZAP) program was introduced. Trustee Sullivan suggests that we bring back a program where students are not permitted to fail. Trustee Nemets approached the board to clarify if the ZAP program was still being used. Most of the junior high teachers are available in their class during lunch. Dr. Babb has seen students in the classroom but is not clear whether they are in class by choice or if this is a mandatory assignment. Trustee Babb will follow up with Mr. Howatt and provide an update at the next board meeting.

Trustee Thielemann shared concerns about the front landscape upkeep. The maintenance staff needs to improve the upkeep. Trustee Thielemann suggested placing a sign in front of the school that is nice and it can be used to hang up school event signs.

Consent Agenda

Consent Agenda:

The Consent Agenda was approved by common consent

Purchase Orders \$141,672.93 Checks totaling \$331,025.42 Enrollment 650

Action/Discussion:

President Nemets opened the Public Hearing at 7:10 p.m., for the purpose of presentation of the initial proposal of the Mesa Union Teachers' Association (MUTA) for the 2013-2014 school year negotiations, and allow for public comment. There was no comment.

Trustee Nemets closed the public hearing 7:11 p.m.

President Nemets opened Public Hearing at 7:11 p.m. for the purpose of presentation of the initial proposal of the Mesa Union School District to the Teachers' Association (MUTA) for the 2013-2014 school year negotiations and to allow for public comment. There was no comment.

Ms. Christie Mitchell, teacher, approached the board to ask if the articles had been revised from an earlier draft and corrected. Dr. Babb confirmed that corrections were made.

Trustee Nemets closed the public hearing at 7:12 p.m.

Open Public Hearing

Close Public Hearing

Open Public Hearing Close Public Hearing

MUTA Initial Proposal to MUSD

MUSD Initial Proposal to MUTA

Resolution #13-14-04

Resolution #13-14-05

Gervitz Graduate School of Education

District of Choice

Common Core State Standards Spending Plan

Quarterly Report Williams Uniform Complaints

Board Policies

Board Policies 1st read 0000's-3000's

Board Policies 1st read 4000's

Board Policies 1st read 5000's

Personnel

The Board of Trustees discussed and acknowledged receipt of the Initial Proposal of the Mesa Union Teachers' Association (MUTA) to the Mesa Union School District for the 2013-2014 school year for negotiations. There were no comments. The board of trustees thereby acknowledged receipt.

On motion of Trustee Sullivan, seconded by Trustee Camanag, and carried with a 5-0-0 vote, the board adopted the Initial Proposal of the Mesa Union School District to the Mesa Union Teachers' Association (MUTA) for the 2013-2014 school year negotiations.

On motion of Trustee Sullivan, seconded by Trustee Murray and carried with a 5-0-0 vote, Resolution # 13-14-04 Use of the Northern End of Property was adopted as amended.

On motion of Trustee Murray, seconded by Trustee Camanag and carried with a 5-0-0 vote, Resolution #13-14-05 In Recognition of National Red Ribbon Week October 23-October 31, 2013, was adopted.

On motion of Trustee Thielemann, seconded by Trustee Sullivan, and carried with a 5-0-0 vote, the service agreement with the Gervitz Graduate School of Education for the services of providing Mesa Union School District with South Coast Writing Project (SCWriP) teacher training was approved.

On motion of Trustee Thielemann, seconded by Trustee Sullivan, and carried with a 5-0-0 vote, the District of Choice procedures and application for the 2014-2015 school year were approved. Dr. Babb recommended maintaining 20 spaces available for the 2014-2015 school year. Recommendation was accepted.

On motion of Trustee Murray, seconded by Trustee Camanag, and carried with a 5-0-0 vote, the Common Core State Standards Spending Plan was adopted.

On motion of Trustee Sullivan, seconded by Trustee Murray, and carried with a 5-0-0 vote, the Quarterly Report on Williams Uniform Complaints was accepted.

On motion of Trustee Sullivan, seconded by Trustee Camanag, and carried with a 5-0-0 vote, the Board of Trustees adopted the policy updates as presented and amended.

The Board of Trustees was provided with Board Policies 0000's-3000 for first review to be brought for approval at the November 2013 Board meeting.

The Board of Trustees was provided with Board Policies 4000 for first review to be brought for approval at the November 2013 Board meeting.

The Board of Trustees was provided with Board Policies 5000 for first review to be brought for approval at the November 2013 Board meeting.

Personnel:

On motion of Trustee Thielemann, seconded by Trustee Murray, and carried with a 5-0-0 vote, the revised student supervisor job description placed on salary R2-002 of the classified salary schedule was approved.

On motion of Trustee Thielemann, seconded by Trustee Sullivan, and carried with a 5-0-0 vote,

Official Minutes of the October 15, 2013, Regular Meeting of the Board of Trustees of the Mesa Union School District

the hiring of a temporary student supervisor for 2 to 3 hours per day was approved.

Future Items

- December board meeting date
- Summer Facilities Use
- Discuss and Adopt the Initial Proposal of the Mesa Union School District to the Mesa Union Support Team for the 2013-2014 school year negotiations.

Future Meetings

November 19, 2013, at 6:00 p.m.

Adjournment

There being no further items Trustee Nemets adjourned the Regular Board Meeting at 7:35 p.m.



November 1, 2013

TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE Tuesday, January 7, 2014
Please deliver to all members of the governing board.

MEMORANDUM

To: All Board Presidents, Superintendents and CSBA Member Boards of Education

From: Cindy Marks, President

Re: Call for Nominations for CSBA Delegate Assembly

CSBA's Delegate Assembly is a vital link in the association's governance structure. Working with local districts, county offices, the Board of Directors and Executive Committee, Delegates ensure that the association reflects the interests of school districts and county offices of education throughout the state.

Nomination and Candidate Biographical Sketch forms for CSBA's Delegate Assembly are now being accepted until Tuesday, January 7, 2014. All forms and information related to the election process are available to download from the CSBA website at www.csba.org/AboutCSBA/Leadership.aspx.

- Any CSBA member board is eligible to nominate board members within their geographical region or subregion and may nominate as many individuals as it chooses by submitting a nomination form for each nominee.
- > All nominees must give their approval prior to being nominated to CSBA's Delegate Assembly.
- All nominees must submit a one-page, single-sided, candidate biographical sketch form and an optional one-page, one-sided résumé, (résumé cannot be substituted for the candidate biographical sketch form).
- All nomination materials must be postmarked or faxed no later than **Tuesday**, **January** 7. It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department. Late submissions will not be accepted.
- Delegates serve two-year terms beginning April 1, 2014 through March 31, 2016.
- There are two required Delegate Assembly meetings each year, one in May in Sacramento and one preceding the CSBA Annual Education Conference and Trade show in November or December.

For further information about the Delegate Assembly, please contact CSBA's Leadership Services department at (800) 266-3382. You may download the following forms and find more information at www.csba.org/AboutCSBA/Leadership.aspx. Thank you.

- Nomination Form
- Candidate's Biographical Sketch Form
- Important Dates
- List of all Delegates whose term expires in 2014
- Alphabetical List of Districts and County offices
- **♦** FAQ

PO		Order	Object	Resource	Account
Number	Vendor Name	Location	Description	Description	Amoun
B0314-00067	MJP COMPUTERS	MESA UNION	Mat'ls/Sup	Lottery	2,000.00
B0314-00068	TARANGO'S DIESEL REPAIR	MESA UNION	Mat'ls/Sup	Transportation	3,319.00
,			RntRprNCap	Transportation	9,644.00
30314-00070	CUMMINS CAL PACIFIC, LLC	MESA UNION	RntRprNCap	Unrestrict	1,200.00
30314-00071	UC REGENTS	MESA UNION	STAFF DEV	Common Core	7,000.00
90314-00066	CMC-ASILOMAR	MESA UNION	STAFF DEV	Unrestrict	50.00
20314-00067	TRI-COUNTY GATE COUNCIL	MESA UNION	Dues/Memb	Unrestrict	50.00
20314-00068	MJP COMPUTERS	MESA UNION	NonCapEqui	Lottery	750.89
20314-00069	PACIFIC EQUIPMENT	MESA UNION	RntRprNCap	Unrestrict	778.48
20314-00070	PACIFICOM	MESA UNION	RntRprNCap	Unrestrict	90.00
20314-00071	VTA CNTY OFFICE OF EDUCATION	MESA UNION	STAFF DEV	Unrestrict	80,00
20314-00072	ASSN OF CALIF SCHOOL ADMIN	MESA UNION	STAFF DEV	Unrestrict	295.00
20314-00073	CALIFORNIA MATH CONFERENCE	MESA UNION	STAFF DEV	CAT FLEX	75.00
0314-00074	COSTCO WHOLESALE	MESA UNION	Dues/Memb	Unrestrict	110.00
0314-00075	APPERSON	MESA UNION	Mat'ls/Sup	Unrestrict	67.73
0314-00076	ASSN OF CALIF SCHOOL ADMIN	MESA UNION	Dues/Memb	Unrestrict	1,221.48
20314-00077	PEARSON EDUCATION	MESA UNION	Prof Svc	Lottery	2,541.88
0314-00078	RENAISSANCE LEARNING, INC	MESA UNION	Prof Svc	Unrestrict	815.50
0314-00079	BANK OF AMERICA	MESA UNION	Prof Svc	Unrestrict	20.00
P0314-00080	NATIONAL SCHOOL BOARDS ASSOC	MESA UNION	Mat'ls/Sup	Unrestrict	234.00
0314-00081	VENTURA COUNTY SHERIFF'S DEPT	MESA UNION	Prof Svc	Unrestrict	231.36
20314-00082	BrainPOP, LLC	MESA UNION	Prof Svc	Lottery	2,201.50
P0314-00083	FRANCISCO RAMOS TREE SERVICE	MESA UNION	RntRprNCap	OngoMaint	1,300.00
0314-00084	POSITIVE PROMOTIONS, INC	MESA UNION	Mat'ls/Sup	Unrestrict	7.55
				Fund Raise	800.00
0314-00085	ANDERSON REFRIGERATION, INC. A NOERSON A/C & HEATING	MESA UNION	RntRprNCap	Unrestrict	135.00
P0314-00086	PARTNERSHIP FOR SAFE FAMILIES	MESA UNION	Prof Svc	Common Core	600.00
		Total Number of	POs	25 Tot	al 35,618.37

Fund Summary

Fund	Description	PO Count	Amount
010	General Fund	25	35,618.37

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

heck Number	Check	Pay to the Order of	Fund	Expensed	Chec
Fill produce over the period active	Date		Object	Amount	Amoun
003806572	10/01/2013	ACADEMIC THERAPY PUBLICATIONS	010-4300		390.25
003806573	10/01/2013	DISCOVERY EDUCATION	010-5800		1,570.00
003806574	10/02/2013	BUSINESS SERVICES AUTHORITY	010-5803		37,461.0
003806575	10/02/2013	GOLDEN VALLEY CHARTER SCHOOL	010-8096		75,804.0
003806576	10/03/2013	Fawn P. Nguyen	010-5220		50.0
003806577	10/03/2013	ALERT COMMUNICATIONS	010-5800		265.9
003806578	10/03/2013	ALTA DENA DAIRY	130-4700		1,092.5
003806579	10/03/2013	AT&T	010-5901		167.2
003806580	10/03/2013	CALIF DEPT OF EDUCATION	130-4700		254.8
003806581	10/03/2013	DIAL SECURITY	010-5800		57.8
003806582	10/03/2013	EXCEL LD	010-5901		11.0
003806583	10/03/2013	NCS PEARSON, INC	010-4300	elleriu.	1,156.9
003806584	10/03/2013	POOLE OIL COMPANY	010-4310		1,250.9
003806585	10/03/2013	REVOLVING ACCOUNT	010-4400		620.5
003806586	10/03/2013	RICOH USA, INC	010-4300		108.3
003806587	10/03/2013	SELF-INSURED SCHOOLS OF CALIF	010-9534		50,931.9
003806588	10/03/2013	SO CA GAS CO	010-5501		194.0
003806589	10/03/2013	SYSCO VENTURA	130-4300	117.52	
			130-4700	1,344.80	1,462.3
003806590	10/03/2013	WESTERN PSYCHOLOGICAL SERVICES	010-4300		2,101.9
003806591	10/10/2013	ANIMAL & INSECT PEST MGMT INC	010-5506		199.0
003806592	10/10/2013	CMC-ASILOMAR	010-5220		50.0
003806593	10/10/2013	MISSION LINEN SUPPLY	130-5600		62.8
003806594	10/10/2013	MJP COMPUTERS	010-4400		750.8
003806595	10/10/2013	OFFICEMAX, INC	010-4300		333.1
003806596	10/10/2013	PACIFIC EQUIPMENT	010-5600		778.4
003806597	10/10/2013	REVOLVING ACCOUNT	010-5220		40.0
003806598	10/10/2013	SYSCO VENTURA	130-4300	389.45	40.0
,00000000	10/10/2013	STOOS VENTORIX	130-4700	1,462.96	1,852.4
003806599	10/10/2013	TARANGO'S DIESEL REPAIR	010-4300	91.50	1,052.4
000000000	10/10/2013	WANTED BELLEVIEW	010-5600	191.00	282.5
103806600	10/10/2013	TRI-COUNTY GATE COUNCIL	010-5300	191.00	50.0
03806601	10/10/2013	UC REGENTS	010-5300		
003806602	10/10/2013	DEL NORTE WATER CO	010-5504		120.0
003806603	10/17/2013	HOME DEPOT CREDIT SERVICES			1,517.3
	10/17/2013		010-4300		391.2
003806604		MJP COMPUTERS	010-4300	450.40	105.8
03806605	10/17/2013	SYSCO VENTURA	130-4300	159.16	
200000000	4014710040	VERIZONIANDELEGO	130-4700	761.71	920.8
003806606	10/17/2013	VERIZON WIRELESS	010-5902		760.2
003806607	10/17/2013	VERIZON WIRELESS	010-5901		362.6
003806608	10/18/2013	POOLE OIL COMPANY	010-4310		926.0
003806609	10/18/2013	UNION BANK	010-5800		806.5
003806610	10/21/2013	Michele N. Waggoner	010-4300		161.2
003806611	10/21/2013	ALL-PHASE ELECTRIC SUPPLY CO	010-4300		344.5
003806612	10/21/2013	BANK OF AMERICA	010-5800		20.0
003806613	10/21/2013	CMC-ASILOMAR	010-5220		75.0
003806614	10/21/2013	GRAINGER	010-4300		358.0

Board Report

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
5003806615	10/21/2013	RICOH USA, INC	010-5600		3,502.15
5003806616	10/21/2013	MISSION LINEN SUPPLY	130-5600		54.33
5003806617	10/21/2013	NASON'S LOCK & SAFE, INC	010-4300		201.86
5003806618	10/21/2013	PACIFICOM	010-5600		90.00
5003806619	10/21/2013	REVOLVING ACCOUNT	010-5804		57.00
5003806620	10/21/2013	SPARKLETTS	010-5504		26.00
5003806621	10/21/2013	SPARKLETTS	010-5504		166.00
5003806622	10/21/2013	SYSCO VENTURA	130-4300	419.43	
			130-4700	2,164.45	2,583.88
5003806623	10/23/2013	AT&T	010-5901		183.91
5003806624	10/23/2013	ATKINSON, ANDELSON, LOYA, et al	010-5899		1,204.88
5003806625	10/23/2013	E.J. HARRISON & SONS, INC	010-5505		441.38
5003806626	10/23/2013	EMPIRE CLEANING SUPPLY	010-4300		2,309.74
5003806627	10/23/2013	HARBOR PLUMBING SUPPLY CO	010-4300		253.38
5003806628	10/23/2013	OFFICEMAX, INC	010-4300		333.14
5003806629	10/23/2013	REVOLVING ACCOUNT	010-5220		15.00
5003806630	10/24/2013	EMPLOYMENT DEVELOPMENT DEPT	010-9535		252.49
5003806631	10/24/2013	REVOLVING ACCOUNT	010-5800		19.00
5003806632	10/28/2013	TAX DEFERRED SERVICES	010-9539		6,500.00
5003806633	10/29/2013	UNION BANK	511-7434		770.00
5003806634	10/31/2013	SO CA EDISON CO	010-5502		7,574.60
5003806635	10/31/2013	SO CA GAS CO	010-5501		213.72
•		Total Numbe	er of Checks	64	212,973.25

Fund Summary

Fund	Description	Check Count	Expensed Amount
010	General Fund	55	203,919.22
130	Cafeteria Fund	8	8,284.03
511	Bond Interest & Redem 67118381	1	770.00
	Total Number of Checks	64	212,973.25
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		212,973.25

Objec	t Description	Adopted Budget	Revised Budget	Revenue	Balance	% Reve
Revenue D	etail					
Revenue Lin	it Sources					
8011		1,665,227.00	1,665,227.00	655,772.00	1,009,455.00	39.3
8012	Education Protection Act	639,468.00	639,468.00	143,202.00	496,266.00	22.3
8021	Homeowners' Exemption	18,079.00	18,079.00		18,079.00	
8041	Secured Rolls Tax	1,929,623,00	1,929,623.00		1,929,623.00	
8042	Unsecured Roll Taxes	70,074.00	70,074.00		70,074.00	
8043	Prior Years' Taxes	7,817.00	7,817.00	4,436.30	3,380.70	56.7
8044	Supplemental Taxes	25,124.00	25,124.00	11,000.47	14,123.53	43.7
8045	Education Rev Augmentation Fd	120,466.00-	120,466.00-	72.42	120,538.42-	-0.0
8092	PERS Reduction Transfer	4,624.00	4,624.00		4,624.00	
8096	Charter School Trans In Lieu P	1,021,029.00-	1,021,029.00-	246,363.26-	774,665.74-	24.1
	Total Revenue Limit Sources	3,218,541.00	3,218,541.00	568,119.93	2,650,421.07	17.
Federal Reve	nue					
8181	Special Education Entitlement	104,141.00	104,141.00		104,141.00	
8182	Special Education Discretiona	2,393.00	2,393.00		2,393.00	
8285	Interagency Contracts Between	21,900.00	21,900.00		21,900.00	
8290	All Other Federal Revenue	87,285.00	87,933.00	17,979.12	69,953.88	20.
	Total Federal Revenue	215,719.00	216,367.00	17,979.12	198,387.88	8.
Other State F	Revenues				•	
8311	Other State Apportionments Cu	130,566.00	130,566.00		130,566.00	
8434	Class Size Reduction K-3	179,928.00	179,928.00		179,928.00	
8550	Mandated Cost Reimbursements	29,892.00	29,892.00		29,892.00	
8560	State Lottery Revenue	102,337.00	102,337.00	2,478.06	99,858.94	2.4
8590	All Other State Revenues	160,254.00	292,854.00	70,128.00	222,726.00	23.9
	Total Other State Revenues	602,977.00	735,577.00	72,606.06	662,970.94	9.8
Other Local I	Revenue	002,011100	100,077100	1 2,000:00	002,070.04	
8660	Interest	5,000.00	5,000.00	877.91	4,122.09	17.
8675	Transportation Fees from Indiv	29,000.00	29,000.00	8,241.00	20,759.00	28.4
8677	Interagency Services Between L.	69,946.00	69,946.00	0,2 11.00	69,946.00	20.
8699	All Other Local Revenue	48,360.00	48,669.00	927.16	47,741.84	1.9
8792	Transfers of Apportionments Fr	257,126.00	257,126.00	71,160.00	185,966.00	27.6
	Total Other Local Revenue	409,432.00	409,741,00	81,206.07	E00002	19.8
	P	*****		Call Colon C	328,534.93	
	Total Year To Date Revenues	4,446,669.00	4,580,226.00	739,911.18	3,840,314.82	16.
Object	Description	Adopted	Revised			
ale, o Villa		Budget	Budget	Encumbrance Actual	Balance	Us

Fund 010 - Ge	neral Fund				Fiscal Year 20	13/14 Through Oc	tober 2013
Object	Description	Adopted	and the control of th	the all the first of the best of the control of the first terms of the			%
Expenditure De	tail	Budge	t Budget	Encumbrance	Actual	Balance	e Used
Certificated Salar						10/1/20/11	
1100	Teachers' Salaries	1,855,995.00	1,855,995.00	1,349,519.12	512,387.17	5,911.29	- 27.61
1110	Substitute Teacher	17,955.00	17,955.00		1,757.50	16,197.50	9.79
1130	Stipend	500.00	500.00			500.00	
1140	Extra Duty (表)	20,143.00	20,143.00	Addition (Victoria)	1,986.25	18,156.75	9.86
1200	Certificated Pupil Support Sal				5,958.75	5,958.75	- NO BDGT
1300	Cert Supervisors & Administrat	2,800.00	2,800.00			2,800.00	
1301	Superintendent	133,560.00	133,560.00	88,880.00	44,440.00	240.00	33.27
1303	Principal Andrews in the State of the State	92,020.00	92,020.00	61,346.72	30,673.36	.08	- 33.33
1900	Other Certificated Salaries	2,375.00	2,375.00			2,375.00	V. 1. 15
	Total Certificated Salaries	2,125,348.00	2,125,348.00	1,499,745.84	597,203.03	28,399.13	28.16
Classified Salaries	s						
2100	Instructional Aides' Salaries	118,552.00	118,552.00	58,843.04	17,396.11	42,312.85	14.67
2110	Substitute Aide	1,343.00	1,343.00		80.88	1,262.12	6.02
2150	Instructional Aide Overtime				250.93	250.93	- NO BDG
2200	Classified Support Salaries	287,556.00	287,556.00	198,753.68	75,480.43	13,321.89	26.2
2216	Substitute Bus Driver	427.00	427.00			427.00	
2250	Classified Support Overtime				1,929.96	1,929.96	- NO BDG1
2400	Clerical and Office Salaries	126,459.00	126,459.00	79,695.76	38,967.34	7,795.90	- 30.81
2450	Clerical/Office Overtime	5,641.00	5,641.00		4,355.25	1,285.75	77,2°
2900	Other Classified Salaries	29,459.00	29,459.00	29,701.60	7,425.40	7,668.00	- 25.2
2950	OTHER CLASS OVERTIME				7.25	7.25	- NO BDG
	Total Classified Salaries	569,437.00	569,437.00	366,994.08	145,893.55	56,549.37	25.62
Employee Benefit							
3101	STRS, certificated positions	175,521.00	175,521.00	123,860.80	49,256.82	2,403.38	28.06
3202	PERS, classified positions	55,990.00	55,990.00	40,002.80	15,821.60	165.60	28.26
3301	OASDI/Medicare/Alternative, ce	28,583.00	28,583.00	19,921.58	8,142.38	519.04	28.49
3302	OASDI/Medicare/Alternative, cl	42,038.00	42,038.00	26,465.92	10,713.03	4,859.05	25.48
3401	Health & Welfare Benefits, cer	269,024.00	269,024.00	220,632.40	55,158.10	6,766.50	- 20.50
3402	Health & Welfare Benefits, cla	104,058.00	104,058.00	82,964.56	20,741.14	352.30	19.93
3501	SUI, certificated positions	1,019.00	1,019.00	711.30	288.21	19.49	28.28
3502	SUI, classified positions	274.00	274.00	172.96	70.01	31.03	25.5
3601	Work Comp Ins, certificated po	63,338.00	63,338.00	45,310.80	18,047.76	20.56	- 28.49
3602	Work Comp Ins, classified posi	16,952.00	16,952.00	11,076.00	4,589.43	1,286.57	27.07
3802	PERS Reduction, classified pos	4,624.00	4,624.00			4,624.00	
	Total Employee Benefits	761,421.00	761,421.00	571,119.12	182,828.48	7,473.40	24.01
Selection Groups	ed by Account Type - Sorted by Org, Fund, Object, Filtered by	(Org = 603 Starting	Period = 1 Ending Ac	count Period = 4 Stmt	Ontion? =	ESCAPE	ONLLNE

603 - Mesa Union School

Zero Amounts? = N, SACS? = N, Restricted? = Y)

Generated for Erica Magdaleno (603EMAGDALENO), Nov 4 2013

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Fund 010 - Gen	neral Fund				Fiscal Year 201	l3/14 Through Oct	ober 2013
Object	Description	Adopted	Revised				%
Expenditure Det	A CONTRACTOR OF THE CONTRACTOR	Budget	Budget	Encumbrance	Actual	Balance	Used
Books and Supplie							
4100	Textbooks	11,647.00	14,147.00	1,849.86	12,056.13	241.01	85.22
4300	Materials and Supplies	148,977.00	150,187.00	44,046.03	43,135.00	63,005.97	28.72
4310	Bus Fuel	24,639.00	24,639.00	16,921.92	5,124.86	2,592.22	20.72
4319	Supplies Undesignated	33,155.00	144,420.00			144,420.00	20.00
4400	Non-Capitalized Equipment	27,400.00	29,521.00	1909 -1 00 (1904) 1	1,875.65	27,645.35	6.35
	Total Books and Supplies	245,818.00	362,914.00	62,817.81	62,191.64	237,904.55	17.14
Services and Othe	r Operating Expenditures	2-70,010100	002,014.00	02,017.01	02,101.05	201,304.03	
5100	Sub Agreements for Prof Servic	120,305.00	108,253.00	100,031.00	8,220.93	1.07	7.59
5200	Travel and Conferences	1,285.00	1,285.00	.00,001.00	0,220.00	1,285.00	7.00
5201	Car Allowance	2,380.00	2,380.00	1,600.00	800.00	20.00-	33.61
5220	STAFF DEVELOPMENT	14,917.00	24,917.00	13,852.06	1,664.95	9,399.99	6.68
5300	Dues and Memberships	8,160.00	8,660.00	1,331.48	4,214,91	3,113.61	48.67
5450	Other Insurance	26,286.00	26,286.00	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	26,285.09	.91	100.00
5501	Natural Gas	6,135.00	6,135.00	4,912.80	663.21	558.99	10.81
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	6,868.64	2,080.23	866.13	21.19
5505	Rubbish	6,095.00	6,095.00	4,234.48	1,765.52	95.00	28.97
5506	Pest Control	1,950.00	1,950.00	1,552.00	398.00		20.41
5600	Rentals,Leases,Repairs & Nonca	110,768.00	110,768.00	52,323.63	31,790.96	26,653.41	28.70
5750	Direct Costs for Interfund Ser				80.32-	80.32	NO BDGT
5800	Professnl/Consult Serv & Opera	199,123.00	203,248.00	52,549.61	16,564.68	134,133.71	8.15
5801	Audit	18,250.00	18,250.00	9,000.00	4,500.00	4,750.00	24.66
5803	Business Services Authority	112,382.00	112,382.00	74,921.00	37,461.00		33.33
5804	Employment Fees	1,397.00	1,397.00	125.00	533.00	739.00	38.15
5819	Holding	22,315.00	22,315.00		210.68	22,104.32	0.94
5899	Legal Services	33,500.00	33,520.00	22,708.79	4,000.18	6,811.03	11.93
5901	Phone Services	5,200.00	5,200.00	2,134.96	1,343.82	1,721.22	25.84
5902	Internet Services	14,560.00	18,060.00	5,100.38	2,395.42	10,564.20	13.26
5903	Postage	2,300.00	2,300.00	5.39	982.93	1,311.68	42.74
	Total Services and Other Operating Expenditures	784,133.00	790,226.00	399,500.08	165,546.33	225,179.59	20.95
Tuition				•			
7141	Other Tuition/Excess Costs to	73,695.00	43,695.00			43,695.00	
7142	Other Tuition/Excess Costs to	62,291.00	62,291.00			62,291.00	
	Total Tuition	135,986.00	105,986.00	.00	.00	105,986.00	

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONLINE
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Fiscal13a

Financial Statement

Fund 010 - General Fund				Fiscal Year 2013/1	4 Through Octob	er 2013
Total Year To Date Expenditures	4,622,143.00	4,715,332.00	2,900,176.93	1,153,663.03	661,492.04	24.47

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Fund 010 - General Fund		Fiscal Year 201	3/14 Through October	2013
Object Description	Beginning Balance	Year to Date Activity	Ending Balance	
Fund Reconciliation				
Assets				
9110 Cash in County Treasury	639,754.60	171,532.64	811,287.24	
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	이렇게 아이에 하다 하루함이 하다 하다	14,684.21	
9140 Cash Collections Awaiting Depo	1,411.20	1,411.20-	The second secon	
9200 Accounts Receivable - Clear	327,919.52	250,067.45-	77,852.07	
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	782,719.11-	882,577.66	
Liabilities	-, ,	, ,		
9510 Prior Year Liability - Clear	387,405.19	324,689.19-	62,716.00	
9530 Summer Pay Liability		21,286.22	21,286.22	
9534 HW Benefits Liability	1,214.60-	71,017.98-	72,232.58-	
第19年9535 TEA UI Liability Teaching TEA	5.13	自由 图	117.25	
9537 Retiree Benefit Liability	*	6,227.77	6,227.77	
9539 Misc Deduction Liability	104.73-	, and the second se	104.73-	
9552 Use Tax Payable	282.20	238.03-	44.17	
9651 Deferred Revenue-Setup	648.17	648.17-	14 mm tan	17.5
Total Liabilities	387,021.36	368,967.26-	18,054.10	
Calculated Fund Balance	1,278,275.41	413,751.85-	864,523.56	
	1,210,210.41	413,731.60-	004,323.30	
Beginning Fund Balance 9791 Beginning Fund Balance	1,278,275.41		1,278,275.41	
Beginning Fund Balance Proof	.00.	413,751.85-	413,751.85-	
Change in Fund Balance - Excess Revenues (Expenditures)		(413,751.85)		
Memo Only - Ending Fund Balance Accounts				

		Adopted	Revised		
eserves					
9720	Reserve for Encumbrances			2,900,176.93	2,900,176.93
estricted Balar	ce				
9740	Legaily Restricted Balance	63,711.00	134,558.00		
her Designation	ons				

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Fund 010 - Ge	eneral Fund		Fisc	cal Year 2013/14 T	nrough October 2013
Memo Only - E	nding Fund Balance Accounts (continued)			, was a second and	
		Adopted	Revised		
Other Designatio	ns (continued)				
9780	Other Assignments	117,087.00	176,307.00		PERMIT ALL LANCE OF
9789	Reserv Econ Uncertain	231,108.00	231,108.00		
9790	Undesignated/Unappropriated	529,343.00	601,196.00		
		Total Other Designations	.00	.00	.00

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Fund 010 - General Fund					Fiscal Year 2013/	14 Through Octo	ber 2013
	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, a	nd Changes in Fund Balance						
	A. Revenues B. Expenditures	4,446,669.00 4,622,143.00	4,580,226.00 4,715,332.00	2,900,176.93	739,911.18 1,153,663.03	3,840,314.82 661,492.04	16.15 24.47
	C. Subtotal (Revenue LESS Expense) D. Other Financing Sources and Uses Sources LESS Uses	175,474.00-	135,106.00-		413,751.85-	3,178,822.78	
	E. Net Change in Fund Balance	175,474.00-	135,106.00-		413,751.85-	3,178,822.78	
	F. Fund Balance: Beginning Balance (9791) Audit Adjustments (9793) Other Restatements (9795)	1,116,723.00	1,278,275.00		1,278,275.41		
•	Adjusted Beginning Balance	1,116,723.00	1,278,275.00		1,278,275.41		
	G. Calculated Ending Balance *Components of Ending Fund Balance	941,249.00	1,143,169.00		864,523.56		
	Legally Restricted (9740)	63,711.00	134,558.00				
	Other Designations (9780)	117,087.00	176,307.00				
	Undesig/Unapprop (9790)	529,343.00	601,196.00				
	Other	231,108.00	231,108.00		2,900,176.93		

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Object	Description		Adopted Budget	Revised Budget		Revenue	Balance	Rcv
Revenue Detai	I							
Federal Revenue								
8220	Child Nutrition Programs		96,633.00	96,633.00		1,924.81	94,708.19	1.9
		Total Federal Revenue	96,633.00	96,633.00		1,924.81	94,708.19	1.9
Other State Reve								
8520	Child Nutrition Programs		8,000.00	8,000.00		150.01	7,849.99	1.
		Total Other State Revenues	8,000.00	8,000.00		150.01	7,849.99	1.
Other Local Reve	enue						•	
8634	Food Services Sales		59,200.00	59,200.00		8,154.55	51,045.45	13.
8660	Interest	·	100.00	100.00			100.00	
		Total Other Local Revenue	59,300.00	59,300.00		8,154.55	51,145.45	13.
		Total Year To Date Revenues	163,933.00	163,933.00		10,229.37	153,703.63	6.
Object	Description		Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	Us
Expenditure De	etail							
Classified Salarie								
2200	Classified Support Salarie		41,656.00	41,656.00	31,675.44	7,918.86	2,061.70	19.
2212	Subsitute Cafeteria Worke		4,740.00	4,740.00			4,740.00	
2250	Classified Support Overtin	and the second of the second o	2,444.00	2,444.00	elie elie au popino ele	1,241.40	1,202.60	50.
2400	Clerical and Office Salarie	avalatina in vitalita in in in international in the international international international international in	17,509,00	17,509.00	11,932.00	4,474.50	1,102.50	25.
		Total Classified Salaries	66,349.00	66,349.00	43,607.44	13,634.76	9,106.80	20
Employee Benefi			7.044.00	-04400	4.000.70			
	PERS, classified positions		7,214.00	7,214.00	4,989.52	1,560.07	664.41	21.
3202	OAODIAL P. COL. P.		4,860.00	4,860.00	3,079.68	979.00	801.32	20
3202 3302	OASDI/Medicare/Alternati			40 000 00			20	20.
3202 3302 3402	Health & Welfare Benefits		12,690.00	12,690.00	10,151.76	2,537.94	.30 "Materia" (1966-1964) (1966-1966)	00
3202 3302 3402 3502	Health & Welfare Benefits SUI, classified positions	, cla	12,690.00 31.00	31.00	20.08	6.39	4 53	
3202 3302 3402	Health & Welfare Benefits	, cla I posi	12,690.00 31.00 1,975.00	31.00 1,975.00	20.08 1,316.00	6.39 411.48	4.53 247.52	20. 20.
3202 3302 3402 3502 3602	Health & Welfare Benefits SUI, classified positions Work Comp Ins, classified	, cla	12,690.00 31.00	31.00	20.08	6.39	4 53	
3202 3302 3402 3502 3602 Books and Suppl	Health & Welfare Benefits SUI, classified positions Work Comp Ins, classified	, cla I posi	12,690.00 31.00 1,975.00 26,770.00	31.00 1,975.00 26,770.00	1,316.00 19,557.04	6.39 411.48 5,494.88	4.53 247.52 1,718.08	20 20
3202 3302 3402 3502 3602 Books and Suppl	Health & Welfare Benefits SUI, classified positions Work Comp Ins, classified lies Materials and Supplies	, cla I posi Total Employee Benefits	12,690.00 31.00 1,975.00 26,770.00	31.00 1,975.00 26,770.00 13,700.00	20.08 1,316.00	6.39 411.48	4.53 247.52 1,718.08 8,700.00	20
3202 3302 3402 3502 3602 Books and Suppl 4300 4400	Health & Welfare Benefits SUI, classified positions Work Comp Ins, classified lies Materials and Supplies Non-Capitalized Equipment	, cla I posi Total Employee Benefits	12,690.00 31.00 1,975.00 26,770.00 6,500.00 3,500.00	31.00 1,975.00 26,770.00 13,700.00 3,500.00	20,08 1,316.00 19,557.04 3,301.72	6.39 411.48 5,494.88 1,698.28	4.53 247.52 1,718.08 8,700.00 3,500.00	20. 20 12.
3202 3302 3402 3502 3602 Books and Suppl	Health & Welfare Benefits SUI, classified positions Work Comp Ins, classified lies Materials and Supplies	, cla I posi Total Employee Benefits	12,690.00 31.00 1,975.00 26,770.00 6,500.00 3,500.00 73,500.00	31.00 1,975.00 26,770.00 13,700.00 3,500.00 64,000.00	20,08 1,316.00 19,557.04 3,301.72 49,359.34	6,39 411.48 5,494.88 1,698.28 12,340.66	4.53 247.52 1,718.08 8,700.00 3,500.00 2,300.00	20 20 12
3202 3302 3402 3502 3602 3602 3606s and Suppl 4300 4400 4700	Health & Welfare Benefits SUI, classified positions Work Comp Ins, classified lies Materials and Supplies Non-Capitalized Equipment	, cla I posi Total Employee Benefits nt	12,690.00 31.00 1,975.00 26,770.00 6,500.00 3,500.00	31.00 1,975.00 26,770.00 13,700.00 3,500.00	20,08 1,316.00 19,557.04 3,301.72	6.39 411.48 5,494.88 1,698.28	4.53 247.52 1,718.08 8,700.00 3,500.00	20 20

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Financial Statement

Fund 130 - C	afeteria Fund	Fiscal Year 2013/14 Through October 201					
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure D	etail (continued)						
Services and Ot	her Operating Expenditures (continued)						
5600	Rentals,Leases,Repairs & Nonca	2,200.00	3,200.00	2,344.15	355.85	500.00	11.12
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	2,344.15	968.85	1,562.00	19.87
	Total Year To Date Expenditures	179,194.00	179,194.00	118,169.69	34,137.43	26,886.88	19.05

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Object	Description	Beginning Balance	大大 大连 医二十二氏 医结肠切除性 经转换的 经收益 化电子 医多氏病 化电子 医皮肤 化硫酸 计信息 化二十二烷 医红色	Ending Balance	
Fund Reconcil	iation				
Assets					
9110	Cash in County Treasury	18,119.05	4,906.60	23,025.65	
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	20,399.36-	11.27	
9320	Stores	6,750.12		6,750.12	
	Total Assets	55,805.29	25,918.25-	29,887.04	
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	23,908.06-	22,682.68	
Beginning Fund	Balance				
9791	Beginning Fund Balance	46,590.74		46,590.74	
	Beginning Fund Balance Proof	.00	23,908.06-	23,908.06-	
	Change in Fund Balance - Excess Revenues (Expenditures)		(23,908.06)		

Memo Only - E	Ending Fund Balance Accounts				
		Adopted	Revised		
Reserves					
9720	Reserve for Encumbrances			118,169.69	118,169.69
Other Designati	ons				
9760	Other Commitments	10,533.00	31,330.00		

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Fund 130 - Cafeteria Fund	January Communication of the Control				Fiscal Year 2013/1	4 Through Octol	per 2013
Description		Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fu	nd Balance			and the second s			-
A. Revenues B. Expenditures	_	163,933.00 179,194.00	163,933.00 179,194.00	118,169.69	10,229.37 34,137.43	153,703.63 26,886.88	6.24 19.05
	nue LESS Expense) g Sources and Uses s	15,261.00-	15,261.00-		23,908.06-	126,816.75	
E. Net Change in	Fund Balance	15,261.00-	15,261.00-		23,908.06-	126,816.75	
F. Fund Balance:							
Audit Adju	Balance (9791) stments (9793) atements (9795)	25,794.00	46,591.00		46,590.74		
Adjusted B	eginning Balance	25,794.00	46,591.00		46,590.74		
Legally Re Other Desi	ting Balance of Ending Fund Balance stricted (9740) gnations (9780) napprop (9790)	10,533.00	31,330.00		22,682.68		
Other	,	10,533.00	31,330.00		118,169.69		

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Fund 140 - De	eferred Maintenance Fund				Fiscal Year 2013/1	4 Through Octol	oer 2013
Object	Description	Adopted Budget	Revised Budget		Revenue	Balance	% Rcvc
Revenue Detai	<u> 18 - Carte Brook, and an anti-anti-anti-anti-anti-anti-anti-anti-</u>	Duaget	buagei	Strik Hall	Kevenue	Datatice	KCV
Other Local Rev	enue				*		····
8660	Interest	550.00	550.00		115.48	434.52	21.00
	Total Other Local Revenue	550.00	550.00		115.48	434.52	21.00
	Total Year To Date Revenues	550.00	550.00		115.48	434.52	21.00
		Adopted	Revised				%
Object	Description	Budget	Budget	Encumbrance	Actual	Balance	Use
Expenditure D	ofail						
my political and m	etali						
	her Operating Expenditures						
		5,000.00	5,000.00			5,000.00	
Services and Oth	ner Operating Expenditures	5,000.00 5,000.00	5,000.00 5,000.00			5,000.00 5,000.00	
Services and Oth 5600	ner Operating Expenditures Rentals,Leases,Repairs & Nonca	•	•			•	
Services and Oth 5600 5604	ner Operating Expenditures Rentals,Leases,Repairs & Nonca Heating and Air Conditioning	5,000.00	5,000.00	.00	.00	5,000.00	

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Object	Description		Beginning Balance	Year to Date Activity	Ending Balance
und Reconcil	iation				
ssets					
9110	Cash in County Treasury		199,969.73	219.32	200,189.05
9200 A	Accounts Receivable - Clear		169.17	103.84-	65.33
		Total Assets	200,138.90	115.48	200,254.38
		Calculated Fund Balance	200,138.90	115.48	200,254.38
eginning Fund	Balance	******			
9791	Beginning Fund Balance		200,138.90		200,138.90
		Beginning Fund Balance Proof	.00	115.48	115.48
	Change in Fund Baland	e - Excess Revenues (Expenditures)		115.48	
			•		

 Other Designations
 Adopted
 Revised

 9760
 Other Commitments
 155,683.00
 165,689.00

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Fund 140 - Deferred Maintenance Fund			Fiscal Year 2010	3/14 Through Octol	per 2013
Description	Adopted Budget	Revised Budget Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance				·	
A. Revenues B. Expenditures	550.00 35,000.00	550.00 35,000.00	115.48	434.52 35,000.00	21.00
C. Subtotal (Revenue LESS Expense) D. Other Financing Sources and Uses Sources LESS Uses	34,450.00~	34,450.00-	115.48	34,565.48-	
E. Net Change in Fund Balance	34,450.00-	34,450.00-	115.48	34,565.48-	
F. Fund Balance: Beginning Balance (9791) Audit Adjustments (9793) Other Restatements (9795)	190,133.00	200,139.00	200,138.90		
Adjusted Beginning Balance	190,133.00	200,139.00	200,138.90		
G. Calculated Ending Balance *Components of Ending Fund Balance Legally Restricted (9740) Other Designations (9780) Undesig/Unapprop (9790)	155,683.00	165,689.00	200,254.38		
Other	155,683.00	165,689.00			

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Fund 150 - Pu	ıpil Transport	ation Equipment		Fiscal Year 2013/14 Through October 201:			
Object	Description		Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detai	I						
Other Local Rev	enue						,
8660	Interest		100.00	100.00	11.28	88.72	11.28
		Total Other Local Revenue	100.00	100.00	11.28	88.72	11.28
		Total Year To Date Revenues	100.00	100.00	11.28	88.72	11.28

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Object	Description	Beginning	Year to Da	기계 보통하는 얼마나 없다 프로젝터를 하고 있다.
Fund Reconcil	The state of the s	Balance	<u>Activi</u>	y Balance
Assets				
9110	Cash in County Treasury	19,689.14	21.€	3 19,710.77
9200	Accounts Receivable - Clear	16.86	10.3	5- 6.51
	Total Assets	19,706.00	11.2	8 19,717.28
	Calculated Fund Balance	19,706.00	11.2	8 19,717.28
3eginning Fund	Balance			**************************************
9791	Beginning Fund Balance	19,706.00		19,706.00
	Beginning Fund Balance Proof	.00	**************************************	8 11.28
	Change in Fund Balance - Excess Revenues (Expenditures)	**	11.2	8

Memo	Only -	- Ending	Fund	Balance	Accounts
------	--------	----------	------	---------	----------

Adopted Revised

Other Designations

9760 Other Commitments

19,826.00

19,806.00

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Fund 150 - Pupil Transportation Equipment Fiscal Year 2013/14 Through October 2013					
Description	Adopted Budget	Revised Budget	Encumbrance Actual	Budget % of Balance Budget	
Revenues, Expenditures, and Changes in Fund Balance					
A. Revenues B. Expenditures	100.00	100.00	11.28	88.72 11.28	
C. Subtotal (Revenue LESS Expense) D. Other Financing Sources and Uses Sources LESS Uses	100.00	100.00	11.28	88.72	
E. Net Change in Fund Balance	100.00	100.00	11.28	88.72	
F. Fund Balance: Beginning Balance (9791) Audit Adjustments (9793) Other Restatements (9795)	19,726.00	19,706.00	19,706.00		
Adjusted Beginning Balance	19,726.00	19,706.00	19,706.00		
G. Calculated Ending Balance *Components of Ending Fund Balance Legally Restricted (9740) Other Designations (9780) Undesig/Unapprop (9790)	19,826.00	19,806.00	19,717.28		
Other	19,826.00	19,806.00			

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Fund 171 - S/	R Capital Outlay-Technology			Fiscal Year 2	013/14 Through October 2013
Object	Description		Beginning Balance	Year to Dal Activi	나는 이 이 사람들은 사용하는 위상하는 중에 돌아 들어 가는 그 살을 하게 되었다.
Fund Reconcili	iation				
Assets					
9110	Cash in County Treasury		36.01		36.01
		Calculated Fund Balance	36.01	0.	36.01
Beginning Fund	Balance				
9791	Beginning Fund Balance		36.01		36.01
		Beginning Fund Balance Proof	.00	.0	.00
	Change in Fund Balan	ce - Excess Revenues (Expenditures)			
		· · · · · · · · · · · · · · · · · · ·			
Memo Only - E	nding Fund Balance Accounts				
Other Designatio	ns	Adopted		Revised	
9760	Other Commitments	36.00		36.00	

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Fund 171 - S/R Capital Outlay-Technology					er 2013
Adopted Budget	Revised Budget E	ncumbrance	Actual	Budget Balance	% of Budget
Annual Communication of the Co					
36.00	36.00		36.01		
36.00	36.00		36.01		_
36.00	36.00 36.00		36.01		
	36.00 36.00 36.00	36.00 36.00 36.00 36.00 36.00 36.00	Budget Budget Encumbrance 36.00 36.00 36.00 36.00 36.00 36.00	Adopted Budget Revised Budget Encumbrance Actual 36.00 36.00 36.01 36.00 36.00 36.01 36.00 36.00 36.01	Budget Budget Encumbrance Actual Balance 36.00 36.00 36.01 36.00 36.00 36.01 36.00 36.00 36.01

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Fund 173 - S/R Capital Outlay-Equipment					Fiscal Year 2013/14 T	hrough Octo	ber 2013
Object	Description		Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail							
Other Local Reve	nue						
8660	Interest		60.00	60.00	6.02	53.98	10.03
		Total Other Local Revenue	60.00	60.00	6.02	53.98	10.03
		Total Year To Date Revenues	60.00	60.00	6.02	53.98	10.03

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Object	Description		Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconci	liation				
Assets				44.00	
9110	Cash in County Treasury		10,460.59	11.35	10,471.94
9200	Accounts Receivable - Clear		8.69	5.33-	3.36
		Total Assets	10,469.28	6.02	10,475.30
		Calculated Fund Balance	10,469.28	6.02	10,475.30
Beginning Fund	Balance	Primitaria relacati	d yw at Didwician cundow d Bhoth and well to be an emillion fol you fine about his		
9791	Beginning Fund Balance		10,469.28		10,469.28
		Beginning Fund Balance Proof	.00	6.02	6.02
	Change in Fund Balance - Ex	cess Revenues (Expenditures)		6.02	

Other Designations Adopted Revised

9760 Other Commitments 10,546.00 10,529.00

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)



Fund 173 - S/R Capital Outlay-Equipment Fiscal Year 2013/14 Through October 2013					
Description	Adopted Budget	Revised Budget	Encumbrance Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance					
A. Revenues B. Expenditures	60,00	60.00	6.02	53.98	10.03
C. Subtotal (Revenue LESS Expense) D. Other Financing Sources and Uses Sources LESS Uses	60.00	60.00	6.02	53.98	
E. Net Change in Fund Balance	60.00	60.00	6.02	53.98	
F. Fund Balance: Beginning Balance (9791) Audit Adjustments (9793) Other Restatements (9795)	10,486.00	10,469.00	10,469.28		
Adjusted Beginning Balance	10,486.00	10,469.00	10,469.28		
G. Calculated Ending Balance *Components of Ending Fund Balance Legally Restricted (9740) Other Designations (9780) Undesig/Unapprop (9790)	10,546.00	10,529.00	10,475.30		
Other	10,546.00	10,529.00			

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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			Beginning	Year to Date	Ending
Object	Description	自己的证据,但是是自己的证据,但是是是是是自己的证据,但是是是自己的证据,但是是是自己的证据,但是是是自己的证据,但是是是是是是是一种的。	Balance	Activity	Balance
Fund Reconcil	lation				
Assets			······		
9110	Cash in County Treasury		11,176.49	5.96	11,182.45
9200	Accounts Receivable - Clear		9.71	5.96-	3.75
		Total Assets	11,186.20	.00	11,186.20
Liabilities					•
9611	Due to Other Funds - SetUp		11,186.20		11,186.20
		Calculated Fund Balance	.00	.00	.00
		Beginning Fund Balance Proof	.00	.00	.00

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Fund 211 - Building Fund			Fiscal Year 2013/14 Th	rough Octo	ber 2013
Description	Adopted Revised Budget 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 251 - De	veloper Fees				Fiscal Year 201	3/14 Through Oct	ober 2013
		Adopted	Revised				%
Òbject	Description	Budget	Budget		Revenue	Balance	Rcvd
Revenue Detail							
Other Local Reve	enue						
8660	Interest	160.00	160.00		21.44	138.56	13.40
8681	Mitigation/Developer Fees				2,677.41	2,677.41-	NO BDGT
	Total Other Local Revenue	160.00	160.00		2,698.85	2,538.85-	1,686.78
	Total Year To Date Revenues	160.00	160.00		2,698.85	2,538.85-	1,686.78
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Object Expenditure De				Encumbrance	Actual	Balance	自负 (TADE) (1975年3月)
Expenditure De				Encumbrance	Actual	Balance	自负 (TADE) (1975年3月)
Expenditure De	Seder (1993) (1997) - NACO - NACO AND			Encumbrance	Actual	Balance 80.32-	THE CANAL HE CASE A FE
Expenditure De	etail er Operating Expenditures			Encumbrance			Used
Expenditure De	etail er Operating Expenditures Direct Costs for Interfund Ser	Budget	Budget		80.32	80.32-	Used NO BDGT
Expenditure De Services and Oth 5750	etail er Operating Expenditures Direct Costs for Interfund Ser	Budget	Budget		80.32	80.32-	Used NO BDGT
Expenditure De Services and Oth 5750 Capital Outlay	etail Ier Operating Expenditures Direct Costs for Interfund Ser Total Services and Other Operating Expenditures	Budget	Budget		80.32 80.32	80.32- 80.32-	NO BDGT

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONBINE

Fund 251 - D	eveloper Fees		Fiscal Year 201	3/14 Through October 2013
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconcil	lation			
Assets	Value of the second of the sec			
9110	Cash in County Treasury	28,311.85	252.97-	28,058.88
9200	Accounts Receivable - Clear	24.03	14.75-	9.28
9311	Due From Other Funds - SetUp	11,186.20		11,186.20
	Total As	ssets 39,522.08	267.72-	39,254.36
	Calculated Fund Bal	lance 39,522.08	267.72-	39,254.36
Beginning Fund	Balance		RESEASE AND RESEARCH AS A SECOND OF THE PROPERTY OF THE PROPER	***************************************
9791	Beginning Fund Balance	39,522.08		39,522.08
	Beginning Fund Balance F	Proof .00	267.72-	267.72-
	Change in Fund Balance - Excess Revenues (Expenditu	ıres)	(267.72)	

Memo Only - Ending Fund Balance Accounts	Memo	Only -	Ending	Fund	Balance	Accounts
--	------	--------	---------------	------	----------------	----------

Adopted

Revised

Other Designations

9780 Other Assignments 28,502.00

36,795.00

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE DONLANTE

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Fund 251 - Developer Fe	es			Fiscal Year 2013/14	l Through Octo	ber 2013
	Description	Adopted Budget	Revised Budget	Encumbrance Actual	Budget Balance	% of Budget
Revenues, Expenditures, ar	nd Changes in Fund Balance				- Lilland	
	A. Revenues B. Expenditures	160.00	160.00 2,887.00	2,698.85 2,966.57	2,538.85- 79.57-	1,686.78 102.76
	C. Subtotal (Revenue LESS Expense) D. Other Financing Sources and Uses Sources LESS Uses	160.00	2,727.00-	267.72-	2,459.28-	
	E. Net Change in Fund Balance	160.00	2,727.00-	267.72-	2,459.28-	
	F. Fund Balance: Beginning Balance (9791) Audit Adjustments (9793) Other Restatements (9795)	28,342.00	39,522.00	39,522.08		
	Adjusted Beginning Balance	28,342.00	39,522.00	39,522.08		
	G. Calculated Ending Balance *Components of Ending Fund Balance Legally Restricted (9740)	28,502.00	36,795.00	39,254.36		
	Other Designations (9780) Undesig/Unapprop (9790) Other	28,502.00	36,795.00			

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE PONEUNE

Fund 355 - S	chool Facilities Hardship		Fiscal Year 2013/14 T	hrough October :	2013
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance	
Fund Reconci	liation				
Assets					
9110	Cash in County Treasury	1.78		1.78	
Liabilities					
9611	Due to Other Funds - SetUp	1.78		1.78	
	Calculated Fund Balance	.00	.00	.00	
	Beginning Fund Balance Proof	.00	.00	.00	
	Change in Fund Balance - Excess Revenues (Expenditures)				

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONLINE
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Fund 355 - School Facilities Hardship	Fiscal Year 2013/14 Through October 2013
Description	Adopted Revised Budget % of Budget Budget Budget 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	

Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Selection Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONUINE

9760

Other Commitments

Financial Statement

245.00

Fund 401 - S	p Res Cap Outlay Proj, Constr			Fiscal Year 2013/14 T	ihrough Oct	ober 2013
Object	Description		Beginning Balance	Year to Date Activity	Ending Balance	
Fund Reconci	liation					
Assets						
9110	Cash in County Treasury		244.59		244.59	
		Calculated Fund Balance	244.59	.00	244.59	
Beginning Fund	Balance	***************************************				
9791	Beginning Fund Balance		244.59		244.59	
		Beginning Fund Balance Proof	.00	.00	.00	
	Change in Fund Bala	nce - Excess Revenues (Expenditures)				
Memo Only - E	Ending Fund Balance Accounts					· · · · · · · · · · · · · · · · · · ·
-	-	Adopted	Re	vised		
Other Designation	ons	, 110 p. 10 1				

245.00

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONLINE

Fund 401 - Sp Res Cap Outlay Proj, Constr	Fiscal Year 2013/14 Through October 2013		
Description	Adopted Budget	Revised Budget Encumbrance	Budget % of Actual Balance 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)	245.00	245.00	244.59
Adjusted Beginning Balance	245.00	245.00	244.59
G. Calculated Ending Balance *Components of Ending Fund Balance Legally Restricted (9740) Other Designations (9780) Undesig/Unapprop (9790)	245.00 245.00	245.00	244.59
Other	240.00	243.00	

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONLINE
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	d Interest & Redem 67117056			FISC	al Year 201	3/14 Through Oct	ober 2013
Object	Description	Adopted Budget	Revised Budget		Revenue	Balance	% Reve
Revenue Detail							
Other State Revenu	ies						,
8571	Voted Indebtedness Levies, HOP	1,419.00	1,419.00			1,419.00	
	Total Other State Revenues	1,419.00	1,419.00	**************************************	.00	1,419.00	
Other Local Revent	ue						
8611	Voted Indebtedness Levies, Sec	235,409.00	235,409.00			235,409.00	
8612	Voted Indebtedness Levies, Uns	4,966.00	4,966.00			4,966.00	
8613	Voted Indebtedness Levies, P/Y				10.16	10.16-	NO BDG1
8614	Voted Indebtedness Levies, Sup				465.30	465.30-	NO BDG1
8660	Interest	500.00	500.00		93.29	406.71	18.66
	Total Other Local Revenue	240,875.00	240,875.00	000000000000000000000000000000000000000	568.75	240,306.25	0.24
	Total Year To Date Revenues	242,294.00	242,294.00	The state of the s	568.75	241,725.25	0.23
Object	Description	Adopted	Revised				- %
	e kalifirik profesional profesional de la profesional de la profesional de la profesional de la profesional de La profesional de la	Budget	Budget	Encumbrance	Actual	Balance	Used
Expenditure Deta	ail						
Debt Service	AVPAV. A						
7433	Bond Redemptions	95,000.00	95,000.00		95,000.00		100.00
7434	Bond Interest and Other Servic	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
					• • • • • • • • • • • • • • • • • • • •		68.98

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Object	ond Interest & Redem 67117056 Description		Beginning Balance	Year to Date Activity	4 Through October 20 Ending Balance
Fund Reconcil			Dalario	Addivity	and a second second
Assets					
9110	Cash in County Treasury		234,973.78	173,672.07-	61,301.71
9200	Accounts Receivable - Clear		177.86	109.18-	68.68
		Total Assets	235,151.64	173,781.25-	61,370.39
		Calculated Fund Balance	235,151.64	173,781.25-	61,370.39
Beginning Fund	Balance	BIGNAT	WAR 1997	Manager of the Control of the Contro	
9791	Beginning Fund Balance		235,151.64		235,151.64
		Beginning Fund Balance Proof	.00	173,781.25-	173,781.25-
	Change in Fund Balance	- Excess Revenues (Expenditures)		(173,781.25)	

Memo Only - Ending Fund Balance Accounts	Memo	Only -	Endina	Fund	Balance	Accounts
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Adopted Revised

Other Designations

9760 Other Commitments 216,545.00 224,696.00

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONLINE
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t & Redem 67117056			Fiscal Year 2013/1	4 Through Octol	ber 2013
Description	Adopted Budget	Revised Budget Encumbrance	Actual	Budget Balance	% of Budget
and Changes in Fund Balance					
A. Revenues B. Expenditures	242,294.00 252,750.00	242,294.00 252,750.00	568.75 174,350.00	241,725.25 78,400.00	0.23 68.98
C. Subtotal (Revenue LESS Expense) D. Other Financing Sources and Uses Sources LESS Uses	10,456.00-	10,456.00-	173,781.25-	163,325.25	
E. Net Change in Fund Balance	10,456.00-	10,456.00-	173,781.25-	163,325.25	
F. Fund Balance: Beginning Balance (9791) Audit Adjustments (9793) Other Restatements (9795)	227,001.00	235,152.00	235,151.64		
Adjusted Beginning Balance	227,001.00	235,152.00	235,151.64		
G. Calculated Ending Balance *Components of Ending Fund Balance Legally Restricted (9740) Other Designations (9780) Undesig/Unapprop (9790)	216,545.00	224,696.00	61,370.39		
	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)	Description Adopted Budget 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 *Components of Ending Fund Balance Legally Restricted (9740) Other Designations (9780) Undesig/Unapprop (9790)	Description	Adopted Budget Budget Encumbrance Actual	Description

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONLINE
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Fund 511 - Bo	nd Interest & Redem 67118381			Fiscal Year	2013/14 Through Oct	tober 2013
Object	Description	Adopted Budget	Revised Budget	Rever	nue Balance	% Reve
Revenue Detail						
Other State Rever	nues					
8571	Voted Indebtedness Levies, HOP	1,466.00	1,466.00		1,466.00	
	Total Other State Revenues	1,466.00	1,466.00	APPEAR TO A THE STATE OF THE ST	.00 1,466.00	
Other Local Reve	nue					
8611	Voted Indebtedness Levies, Sec	243,314.00	243,314.00		243,314.00	
8612	Voted Indebtedness Levies, Uns	5,477.00	5,477.00		5,477.00	
8613	Voted Indebtedness Levies, P/Y			9	.65 9.65-	NO BDG
8614	Voted Indebtedness Levies, Sup			483 TERRITORNA (1984)	.09 483.09-	NO BDG
8660	Interest	600.00	600.00	85	.39 514.61	14.23
	Total Other Local Revenue	249,391.00	249,391.00	578	.13 248,812.87	0.2
	Total Year To Date Revenues	250,857.00	250,857.00	578	.13 250,278.87	0.2
Object	↑ Description	Adopted	Revised			9,
		Budget	Budget	Encumbrance Act	ual Balance	Used
Expenditure De	tail					
Debt Service	The second secon					
7433	Bond Redemptions	45,000.00	45,000.00	45,000	.00	100.0
7434	Bond Interest and Other Servic	209,088.00	209,088.00	105,932	.50 103,155.50	50.6
	Total Debt Service	254,088.00	254,088.00	.00 150,932	.50 103,155.50	59.4
	Total Year To Date Expenditures	254,088.00	254,088.00	.00 150,932	.50 103,155.50	59.40

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONLINE
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Fund 511 - Bond Interest & Redem 67118381 Fiscal Year 2013/14 Through October 2013						
Object	Description		Beginning Balance	Year to Date Activity	Ending Balance	
Fund Reconci	lation					
Assets						
9110	Cash in County Treasury		221,729.96	150,253.35-	71,476.61	
9200	Accounts Receivable - Clear		164.57	101.02-	63.55	
		Total Assets	221,894.53	150,354.37-	71,540.16	
		Calculated Fund Balance	221,894.53	150,354.37-	71,540.16	
Beginning Fund	Balance				And the second s	
9791	Beginning Fund Balance	•	221,894.53		221,894.53	
		Beginning Fund Balance Proof	.00	150,354.37-	150,354.37-	
	Change in Fund Balance - Ex	cess Revenues (Expenditures)		(150,354.37)		

		Adopted	Revised
Other Designation	ons		
9760	Other Commitments	210,007.00	218,664.00

Fund 511 - Bond Interest & Redem 67118381			Fiscal Year 2013	3/14 Through Octo	ber 2013
Description	Adopted Budget	Revised Budget	Encumbrance Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance					
A. Revenues B. Expenditures	250,857.00 254,088.00	250,857.00 254,088.00	578.13 150,932.50	250,278.87 103,155.50	0.23 59.40
C. Subtotal (Revenue LESS Expense) D. Other Financing Sources and Uses Sources LESS Uses	3,231.00-	3,231.00-	150,354.37-	147,123.37	
E. Net Change in Fund Balance	3,231.00-	3,231.00-	150,354.37-	147,123.37	
F. Fund Balance: Beginning Balance (9791) Audit Adjustments (9793) Other Restatements (9795)	213,238.00	221,895.00	221,894.53		
Adjusted Beginning Balance	213,238.00	221,895.00	221,894.53		
G. Calculated Ending Balance *Components of Ending Fund Balance Legally Restricted (9740) Other Designations (9780) Undesig/Unapprop (9790)	210,007.00	218,664.00	71,540.16		
Other	210,007.00	218,664.00			

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 4, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONMINE

Grade	Teacher	Subject	Period	Total Enrolled
Transitional	Coe			<u>,</u>
K	606			***
K	Coe			19
K1	Larson			3
K	Larson			22
K	Sanchez			22
К				70
1	Dichiacchio			25
1	Maxim			24
1	Vollmert			21
1				70
2	Puga			26
2	Sakai			25
2	Webster			25
2				76
3	Best			23
3	Mayes			25
3	McKenna			25
3				73
4	Kuklenski/Waggoner			30
4	Mitchell			30
4/5 (4 TH)	Ford/Muhlithner			12
4				72
4/5 (5 TH)	Ford/Muhlightner			14
5	DeMaria			31
5	Willey (Skeens)			29
5 .	l mey (oncome)			74
Elementary				435
6				70
7				75
8				70
Junior High				215
School				650
6	Alkire	Homeroom	0	36
6	Alkire	Science 6	1	36
6	Alkire	Science 6	2	34
6	Alkire	Social Studies	3	36
-	_	6		
6	Alkire	Social Studies	5	34
		6		
	"	_		
6	Wiley	Homeroom	0	34

6	Wiley	English Lang 6	1	34	
6	Wiley	English Lang 6	2	36	
7	Wiley	Exploratory 7	3	37	
6	Wiley	Exploratory 6	4	35	
			1		
7	Dunn	Homeroom	0	38	
7	Dunn	Science 7	1	38	
8	Dunn	Science 8	3	37	
8	Dunn	Science 8	4	33	
7	Dunn	Science 7	5	37	
			1		
7	Grogan	Homeroom	0	37	
7	Grogan	English Lang 7	1	37	
7	Grogan	Social Studies	2	37	
		7			
7	Grogan	Social Studies	4	38	
		7			
7	Grogan	English Lang 7	5	38	
8	Dwork	Homeroom	0	35	
8	Dwork	Social Studies	1	32	
		8			
8	Dwork	Social Studies	2	38	
		8			
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	36	
8	Hanley	Algebra	1	7	
		Readiness 8			
7/8	Hanley	Pre Alg. 7/8	2	30	
7	Hanley	Pre Alg. 7	4	37	
8	Hanley	Exploratory 8	5	35	
7	Rosen	PE 7	3	38	
6	Rosen	PE 6	4	35	
8	Rosen	PE 8	5	35	

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STUDENT OF THE MONTH OCTOBER 2013

OCIODEN 2013					
TEACHER	SOM	PRINCIPAL'S AWARD			
		FRIENDSHIP			
COE	SADIE CASTRO JIMMY SHIELDS CATE MADELEINE REFERENTE	AUDREY WALEA MATTHEW DYKES			
LARSON	ADDISON KINNON IAN TOREJA JAIDYN NAVARRETE	ADDISON KIKER DAVID CORONADO KIYOSHI OKAMURA			
SANCHEZ	ISABELLE RAMIREZ AIDYN CRULL MIA MACIAS	LEILANI VICENTE JORDAN GILBREATH ETHAN HARMON			
DICHIACCHIO	LEXIE PINKERTON KINGSTON SAKAI	KARLEE MOMO MAYA LANDEROS			
MAXIM	CAMILO SOLIS CLAIRE KIM KIARA RUSSELL	ALEX DULLAM BRYCETON DOUGLAS CONNOR DEBONI STACY LARIOS			
VOLLMERT	AVA CARBAJAL JAKE BONALES	LOLA SHULTZ BRADDOCK BEIFUSS			
PUGA	SEANNA PETERSEN VANESSA HURTADO	DOMINIC VICENTE RHEA NOORE EMILY MALLOY			
SAKAI	RYAN SERRA KIELA ORTIGUERRA DELANEY MCCLURE	BOBBY VALENCIA ALISON GENGO ADRIAN SANCHEZ			
WEBSTER	DYLAN DAVIS-BOCCALI JEAN FREDERIC-REFERENTE	BLYTHE CAMMACK JAMES MIRANDA LUCY GROOMS			

STUDENT OF THE MONTH OCTOBER 2013

TEACHER	SOM	PRINCIPAL'S AWARD
		FRIENDSHIP
BEST	REGINA HERNANDEZ OMAR LOPEZ	JANESSA MARES GABRIEL GALICIA
MAYES	KASEN LYNCH ALONDRA GARCIA	ILIANNA VELASCO LEO YOUNG
MCKENNA	KRISTIN ROSENMUND ROLAND ESPINOSA	KATHY MARTINEZ JACOB ARMSTRONG
FORD	KATE LAN JACK WOLBERT PARKER LYNCH	DORSA KHODDAMI ASHLEY DUONG
KUKLENSKI	MAX CARTER CARYS HEINRICH	JADEN EHRHARDT SOPHIA PETERSON
MITCHELL	TORBEN STUPAR CARLOS ANGUIANO	ANTHONY LEMOS MICHAEL CONIGLIO
DEMARIA	NATALIE MUMMERY KELLAN JACK	BRISA GARCIA MARCOS ALATORRE
WILLEY	DIEGO LUNA SAKURA OKAMURA	DEREK GONZALES JADEN BRUNETT

STUDENT OF THE MONTH SPECIAL AWARD OCTOBER 2013

TEACHER PHYSICAL EDUCATION

COE BRONSEN JONES

MELINA RUSSELL

LARSON ANDRES JIMENEZ

DELAYNIE ABERNATHY

SAWYER ZAVALA TYLER NOWAK

SANCHEZ JAYDEN BRYANT

KINGSTON RYDBERG

DICHIACCHIO MITCHELL TARAZON

RYAN LYNCH STEFANO POZZI

MAXIM ALEXIS MORALES

ANAIS MAGDALENO KADEN PACION LILIANA MORENCY

VOLLMERT ASHLEY WALLACE

ELIJAH GARCIA

PUGA OMAR VILLA

ROCKY CONLEY ADAN BAZALDUA

SAKAI NATHANIEL CORTEZ

JILL LAN

WEBSTER DANIEL GARCIA

AUDREY CUNNINGHAM

Teacher

Physical Education

BEST

ANIAH DIXON ALEX DEARCOS

MAYES

LEX YOUNG

SHANTI MIGLINO

MCKENNA

AMANDA VEGA

BRYAN CASTELLANOS OLIVIA WOLBERT

DHRUV PATEL

FORD

SEBASTIAN ROMAN

GIA BOISSELIER

KUKLENSKI

KAYLA POOLE

MAX CARTER

MITCHELL

TONY HANNA

TEAGAN MCCLURE

DEMARIA

FLETCHER GRAVEL

ASHLEY KYTLICA

WILLEY

ELISA LOPEZ

GIOVANNI HERRERA







Golden Valley Charter School

2013-14 November Financial Update (actuals through 10/31/13)



• 2013-14 November Update

- The attached reports present a summary of how GVCS is performing so far vs. the approved 2013-14 "September Update", the most recent Board-approved budget for GVCS.
- Currently, GVCS is running \$18,476 under budget through 10/31/13, but this is nearly entirely due to differences in monthly revenue timing and not a reduction in overall revenues for the year. This mismatch will realign in upcoming months. Expenditures are aligning very 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 2013-14 October Update BUDGET VS. ACTUALS - SUMMARY

Revenues:		2013-14 ept. Update	Year-to-Date <u>Budget</u>	1	Year-to-Date <u>Actuals</u>		′ariance: <u>let vs Actual</u>
Revenue Limit	\$	4,548,090	\$ 884,117	\$	862,616	\$	(21,501)
Federal Revenue		105,000	-		=		-
Other State Revenue		428,383	42,000		80,504		38,504
Other Local Revenue		4,400	2,000		950		(1,050)
TTL Revenues:	\$	5,085,873	\$ 928,117	\$	944,070	\$	15,953
Expenditures:							
Certificated Salaries	\$	1,844,365	\$ 516,076	\$	524,104	\$	8,027
Non-certificated Salaries		133,100	24,000		28,907		4,907
Benefits		560,036	156,705		153,847		(2,858)
Books/Supplies/Materials		1,196,714	50,973		51,006		33
Services/Operations		1,118,898	249,566		236,934		(12,632)
Capital Outlay		-	_				
Other Outgo		46,281	tes		_		_
TTL Expenditures:	\$	4,899,394	\$ 997,320	\$	994,798	\$	(2,523)
Net Revenues	\$	186,479	\$ (69,203)	\$	(50,728)	\$	18,476
Year-To-Date Budget vs. Actuals:			\$ 18,476	und	er budget so far	this yea	ar
	Paragraphic	MEMBERSHIP.	· wasternamen		THE STATE OF THE S		CONTRACTOR
Beginning Balance July 1	\$	1,648,329					
Ending Balance June 30	\$	1,834,808					
Ending Balance as % of Total Outgo:		37.4%	•				

Check Date	Check Number	Vendor	Tot	al
10/4/2013	52826	Delta Managed Solutions, Inc.	\$	8,850.00
	52814	Advanced Academics, Inc.	\$	5,460.00
	No. 1 august	Rainbow Resource Center	\$	1,895.15
	52856	Rosetta Stone, Ltd. (Fairfield Language Tech.)	\$	1,233.60
	52842	Law Office of Young, Minney & Corr, LLP	\$	817.95
	52839	Keyboard Galleria Music Center	\$	695.75
	52848	North Dakota Center For Distance Education	\$	567.29
	52869	Young At Art- Simi Valley	\$	550.00
	52852	Peace Hill Press, Inc	\$	539.89
	52838	Institute For Excellence In Writing	\$	537.50
	52849	Office Depot	\$	524.51
	52846	Middlebury Interactive (Power Speak)	\$	495.00
		Delian Music	\$	468.00
	52864	Tae Ryong TaeKwonDo School - Camarillo	\$	459.29
		Singapore Math, Inc	\$	448.20
	 Commence of the control of the control	Stanles - aCommerce	\$	408.79
	52844	Math- U- See California, Inc.	\$	394.37
	52841	Lakeshore Learning Materials	\$	393.92
	52850	Office Denot eCommerce	\$	383.62
		Barnes & Noble Inc	\$	375.34
		Ballet Academy Ventura	\$	358.00
		Connections Learning	\$	345.00
		Kids Art Inc - Northridge	\$	331.00
	takan dida katangan di dalam kalangan kalangan di katangan beranggan beranggan beranggan beranggan beranggan b	University of Nebraska- Lincoln	\$	298.01
	the state of the s	Houghton Mifflin Harcourt - Acct#147529		279.78
	the control of the co	Home Science Tools	\$	272.49
	the contraction of the contracti	Education Station	\$	260.17
	ing ngangan ng membanah nangamenah membanah sa	Follett Educational Services	\$	244.53
		McGraw-Hill	\$	244.28
		Young At Art- Camarillo	\$	215.00
	52833	Guitar Center		184.88
	 PSS, 1975 - ave 3 is not average average average average average. 	Analytical Grammar Inc	\$ \$	167.85
		Children's Music Academy	\$	165.00
	. No. 1 to the state of the control	Evan Moor	\$	157.90
	52030 52870	California Reading Association	ب \$	150.00
	52070 52859	Shurley Instructional Material	۲	143.64
	52055		٦ -	138.67
			\$	134.38
		Thinkwell Corporation Dick Blick Company	\$	er e
	5202/	Hearthsong (The Children's Group)	\$ \$	124.13
	52034	Excellence in Education		116.94
	Market and the second s	Classic Education, Inc	\$	116.54
			\$ \$	104.32
	DZ03/	Royal Fireworks Publishing	}	88.00
	52865 rana4	Steve Spangler Science	\$	82.94
	52821 Face	Cassell's Music, Inc	>	80.00
	52867	Valley Bob's Driving School	\$	78.00
		Apple Inc	Ş	52.68
	52829	ETA/Hand2Mind	Ş	47.63
	52813	A Child's Dream Come True	\$	46.95
	52862	Staples Business Advantage	\$	37.72
and the substitution	52820	Carson- Deliosa	\$	36.46

Check Date Check Number	Vancant Register, October 2013	
A Company of the Comp	Vendor 7 Insect Lore	Total
ASSECTION AND SERVICE CONTRACTOR	the angle of the state of the s	\$ 31.6
	3 Madcap Logic, LLC	\$ 29.9
	8 School Specialty Inc.	\$ 23.
	4 Play-Well TEKnologies- Santa Barbara/Ventura	\$ 17.0
	1 Paper, Scissors, Stone	\$ 10.9
5485 40/4/2042 T. L. I	3 Pearson - Acct#2462900, 05-5238169, 005-59407-000, 2484106	\$ 10.7
10/4/2013 Total		\$ 30,725.1
	9 MJP Computers	\$ 22,041.9
,我们就是是自己的人,我们就是一个人的人,我们就是一个人的人,我们就是一个人的人的人的人,也不是一个人的人的人,也不是一个人的人,也不是一个人的人,也不是一个人	O Rainbow Resource Center	\$ 3,357.3
 Control (Control (Control	8 School Pathways	\$ 2,500.0
200 min a constitution of the contract of the	5 Huckleberry Center	\$ 2,453.8
	3 Apple Inc	\$ 1,080.9
	B Board of Equalization	\$ 882.0 \$ 851.4
	4 Apple One Employment Services	
 Naviva (2003) semple a 2000 (1996) de la la	6 Connections Learning	\$ 720.0
College Colleg	1 Live Education!	\$ 675.0
	1 Staples - eCommerce	\$ 623.3
	5 TaeKwonDo Plus	\$ 547.0
	7 Office Depot	\$ 496.7
	Monarch's National Gymnastics Training Center	\$ 476.0
	L Monica Romero	\$ 453.9
- 100 A C	7 Conejo Players, Inc.	\$ 450.0
	3 Office Depot eCommerce	\$ 418.2
	Chakeshore Learning Materials	\$ 387.4
	3 Thinkwell Corporation	\$ 329.7
	5 Sandra M. Yip	\$ 300.0
	Science For High School	\$ 296.6
	Nancy Larson Publishers, Inc.	\$ 282.3
	Pearson - Acct#2462900, 05-5238169, 005-59407-000, 2484106	\$ 281.9
The state of the s	6 Mary Jo Stirling	\$ 277.0
	Lisa Sophos	\$ 264.8
5296!	North Dakota Center For Distance Education	\$ 250.0
rudi ribu 110 (b)	3 Joyce Salsberry	\$ 248.6
	Singapore Math, Inc	\$ 244.2
	United Parcel Service	\$ 232.8
52990	Tricia Purcell	\$ 229.2
52887	Christine Albright	\$ 219.2
52938	B Elizabeth Gomez	\$ 212.3
52952	Laura Guy	\$ 202.8
52879	Brave Writer, LLC	\$ 199.0
52934	Delian Music	\$ 197.2
52992	Wendy Hand-Hogan	\$ 193.8
52993	Wendy Theobald	\$ 191.5
52985	Tae Ryong TaeKwonDo School - Camarillo	\$ 187.5
52970	Ovation School For Performing Arts	\$ 187.5
5294(Follett Educational Services	\$ 186.9
· · · · · · · · · · · · · · · · · · ·	CAPIT	\$ 178.4
· Transition () The Control of the	Jeannie Gudith	\$ 176.4
 [16] S. C. C.	Appolina Osborne	\$ 171.1
 Description of the property of th	Norma McBride	\$ 171.1

Check Date Check N	umber Vendor	Tabel
41558	52884 Claddagh Dance Company	Total
**************************************	52881 Cassell's Music, Inc	\$ 160.00
		\$ 160.00
	52933 Cynthia Peterson	\$ 152.89
	52989 Tiffany Stark	\$ 150.23
	52977 Santa Barbara County Education Office 52872 Amanda Burns	\$ 150.00
	of the control of the	\$ 148.13
	52994 Wieser Educational	\$ 145.76
	52982 Staples Business Advantage	\$ 137.09
	52942 Hayley Hamilton	\$ 134.58
	52932 Cornerstone Learning Technology, Inc.	\$ 125.00
	52937 Elenco Electronics Inc.	\$ 116.82
	52998 Acorn Naturalists	\$ 114.80
	52958 Melissa Barnett	\$ 106.33
	52944 Houghton Mifflin Harcourt - Acct#147529	\$ 101.37
	52936 Educator's Publishing Service	\$ 99.79
	52957 Math- U- See California, Inc	\$ 98.26
	52984 Sylvia Klein	\$ 94.92
	52983 Stephanie Hagenbach	\$ 91.69
	52971 Peace Hill Press, Inc	\$ 84.15
	52935 Education Station	\$ 83.44
	52877 Barnes & Noble Inc	\$ 80.57
	52966 Oak Meadow Inc	\$ 75.00
	52962 Moving Beyond The Page	\$ 58.62
	52883 City Creek Press, Inc	\$ 56.90
	52975 Renaissance Publications	\$ 50.98
	52987 Teaching Textbooks, Inc.	\$ 49.95
	52955 Los Angeles County Office of Education	\$ 45.00
	52939 Evan- Moor	\$ 40.80
	52969 Oriental Trading Company, Inc.	\$ 31.99
	52974 Rancho Simi Recreation & Park	\$ 31.00
	52876 Art Supplies Wholesale	\$ 28.65
	52949 Keyboard Galleria Music Center	\$ 28.19
	52941 Handwriting Without Tears	\$ 24.76
	52947 Jostens	\$ 15.77
	52943 Home Science Tools	\$ 3.30
10/11/2013 Total		\$ 47,566.75
10/18/2013	53043 Special Ed Asst & Tech Support, Inc	\$ 30,225.55
	53005 Apple Inc	\$ 3,463.70
	53036 Rainbow Resource Center	\$ 2,163.65
	53026 Huckleberry Center	\$ 1,959.20
	53010 CCSA Conference Registration	\$ 1,050.00
	53009 Blackbird & Company	\$ 676.97
	53030 Los Angeles County Office of Education	\$ 675.00
	53004 APLUS+	\$ 663.10
	53033 Office Depot eCommerce	\$ 591.37
	53018 Emh Sports USA. Inc	\$ 465.10
	53045 Staples Business Advantage	\$ 384.62
	53028 Lakeshore Learning Materials	\$ 340.76
	53021 Follett Educational Services	\$ 340.70
	53039 Rotary Club of Ventura	\$ 338.00
	53038 Rosetta Stone, Ltd. (Fairfield Language Tech.)	\$ 321.43
	Table Modella Storie, Etc., Transition Lunguage Techny	y 341.43

Check Date	Check Number	Vendor	Tatal	
41565		Teaching Textbooks, Inc.	Total	289.80
72000		TaeKwonDo Plus	\$	the state of the state of the state of
	A COLOR OF	Claddagh Dance Company	\$	287.25
		Pleasant Valley Rec & Park	\$	285.00
	and the contract of the contra	Singapore Math, Inc	\$	276.00
		Art Supplies Wholesale		260.62
	TV. TT	Houghton Mifflin Harcourt - Acct#147529	\$	255.30
		Jostens	\$	219.40
	and the state of t	Barnes & Noble Inc	\$	202.99
	and the second of the second o	the contract of the contract o	\$	183.58
		Pearson - Acct#2462900, 05-5238169, 005-59407-000, 2484106 Staples - eCommerce	\$	178.25
	the control of the co	Oak Meadow Inc	\$	169.29
	and the second of the second o		\$	165.92
	Commence of the Commence of th	All American Ballet School	\$	165.00
		Santa Barbara County Education Office	\$	150.00
	200 (1111)	Steven Sunnarborg Musical Serv	Ş	132.00
		School Specialty Inc.	\$	126.53
	AND	Lisa Sophos	\$	123.77
	AND THE RESERVE AND THE PROPERTY OF THE PROPER	Office Depot	\$	122.64
	Samuel Control of the	U. S. Bank	\$	116.93
	Million and Committee Comm	Rancho Simi Recreation & Park	\$	110.00
		A Child's Dream Come True	\$	109.50
		Creation Engine, Inc.	\$	101.51
		City of Ojai	\$	100.00
	the first of the control of the cont	Excellence in Education	\$	77.10
	the analysis of the state of th	Arts Attack	\$	63.38
	the state of the s	Dick Blick Company	\$	45.31
		Dance Family Studio	\$	45.00
		Aleks Corporation	\$	45.00
		Growing With Grammar (JacKris)	\$	42.98
		Evan- Moor	\$	31.13
	53015	Deeper Roots	\$	29.97
	management and the control of the co	Guitar Center	\$	28.81
	53052	United Parcel Service	\$	24.74
	proceedings of the contract of the process of the contract of	Education Station	\$	21.25
	and the control of th	Steve Spangler Science	\$	4.99
	nager/myserrerrerrerrerrerrerrerrerrerrerrerrerr	Home Science Tools	\$	3.50
10/18/2013 Tota			\$ 4	3,253.59
10/25/2013		Nickerson Family Trust (Sjnden LLC)	\$	9,222.00
		Advanced Academics, Inc.	\$	3,600.00
	the state of the s	K12 Inc	\$	2,827.18
		Byu Independent Study	\$	1,798.00
	53095	Rainbow Resource Center	\$	1,638.43
	53066	Cuizon Ballet Centre	\$	1,440.00
		Burbank Music Academy	\$	1,340.00
	No. 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Museum Tour, Inc.	-	1,079.05
		Office Depot	6.65	1,077.42
	53104	Ventura Family YMCA	and the second	1,061.00
	53064	Children's Music Academy	\$	810.00
	Annual Control of the	Wallers' Gymjam Academy	\$	784.50
	9- 800 000 000 000 000 000 000 000 000 00	Kids Art Inc - Pasadena	. \$	622.00
		Iron Fist Martial Arts, LLC	\$	600.00
		,	T	555.00

Check Date	Check Number	Vendor	Tot	al
10/25/2013	53058	Apple Inc	\$	583.61
	53082	Kids Art Inc - Sherman Oaks	\$	496.00
	53099	TelePacific Communications	\$	385.19
	53085	Mathnasium Of Burbank	\$	350.00
	53098	Staples - eCommerce	\$	315.72
	53078	Huckleberry Center	\$	308.00
	53093	Office Depot eCommerce	\$	307.34
	53107	Xerox Corporation	\$	301.36
	53057	Alliance for Performing Arts	\$	270.60
	53097	ServiceMaster Building Maintenance	\$	253.08
		Monarch's National Gymnastics Training Center	\$	252.00
	53059	Barnes & Noble Inc	\$	229.32
	and the contract of the contra	Follett Educational Services	\$	216.84
		Conejo Recreation and Park Dis	s	178.25
	53111	The Red Chair School of Perf.	\$	165.00
	53067	Dance Creations LLC	\$	150.00
	53105	Vibe Performing Arts Studios	\$	148.50
	53060	Better Chinese	\$	148.44
		Thinkwell Corporation	\$	125.00
	and the control of th	Pearson - Acct#2462900, 05-5238169, 005-59407-000, 2484106	\$	113.23
		McGraw-Hill	\$	106.57
	the contract of the contract o	Oak Meadow Inc	\$	95.35
	the transfer of the contract o	Blackbird & Company	\$	89.32
	the second secon	Mission Renaissance	\$	89.00
		Math- U- See California, Inc	\$	80.61
	The state of the s	Evan- Moor	\$	71.99
	21	Excellence in Education	\$	62.49
	and the second section of the second section is	E. J. Harrison & Sons Inc	\$	62.43
		The College Board (PSAT/MNSQT)	\$	56.00
		School Specialty Inc.	\$	54.74
		Emh Sports USA, Inc	\$	48.00
		All About Spelling	\$	47.90
	F 4 . 1 / P	The Critical Thinking Co.	\$	47.82
		Handwriting Without Tears	\$	40.81
	and the second s	Education Station	\$	30.11
		Great Books Academy	\$	24.95
		Growing With Grammar (JacKris)	\$	21.99
		Lakeshore Learning Materials	\$	11.44
		Houghton Mifflin Harcourt - Acct#147529	\$	8.31
10/25/2013 Tot	al ·			34,246.89
Grand Total			\$ 1	60,792.40

STEVEN HINTZ

TREASURER TAX COLLECTOR

August 6, 2013

Linda Catherine Le, MPPA Assistant Treasurer-Tax Collector

Ventura County Board of Supervisors County Government Center 800 South Victoria Avenue Ventura, CA 93009

SUBJECT:

Discuss and File Report of Investments, Including Market Values for

Investments for the Month Ending June 30, 2013.

RECOMMENDATION: Discuss and File

FISCAL/MANDATES IMPACT: None

DISCUSSION:

The average daily portfolio balance for the month of June amounted to \$1.6 billion. The portfolio yield for the month of June was .498%. The weighted average days to maturity increased 28 days to 276 days. The total net monthly earnings were \$714 thousand. The portfolio has been structured to satisfy the anticipated cash flow needs of the participants. The investment practices and portfolio holdings are in compliance with the investment policy.

The portfolio has been managed with the stated objectives of safety, liquidity and earning a competitive rate of return, outlined in the Statement of Investment Policy. In striving to maintain the primary objective, safety of principal, the County portfolio has received a rating of AAAf by Standard & Poor's, the highest possible ranking given by the agency. Regarding the secondary objective, maintaining sufficient liquidity to meet cash flow needs, the portfolio is rated S1+, also the highest ranking given by S&P. In light of the first two objectives, the portfolio has on balance outperformed its benchmarks, satisfying the final objective, that of earning a competitive rate of return.

The Ventura County investment fund is a fixed-income, interest-rate-sensitive portfolio with no direct exposure to equities, commodities or global markets. Accordingly, this report will more specifically focus on factors related to U.S. interest rates.

The yields for U. S. interest rate securities rose very slightly in June as debate continued within the Federal Open Market Committee about the future of the Fed's buy-back of U. S. securities. A significant number of regional Federal Reserve Bank presidents have publicly stated that the Fed should taper off its purchases. The broad stock market has reacted negatively to any suggestion of tapering, however; and because the economic

County of Ventura August 6, 2013 Page 2 of 2

news continues to be mixed and the previously-stated prerequisites for ending the buy-back program are not close to being met, I do not expect any significant change in policy.

There has been a measurable, albeit slight, uptick in interest rates in early July due to market factors. The rise in highly-rated one-year corporate notes has steadied, but they are still yielding nearly twice the return of federal agencies. The fund has gradually increased its holdings in that category to approximately 13%.

Accordingly, it is my intent to continue to manage the portfolio based on the cautious assumptions that the Federal Reserve will not reverse itself in the next several months, and that interest rates are likely to rise slightly during that time. Although we will continue to use commercial paper to manage the anticipated cash flow needs of the pool participants, we will seek out higher-yielding investments maturing in the 12 to 18 month time period, as appropriate. Still, it is reasonable to expect that the reported yield will continue to remain in the 40 to 45 basis point range as long as interest rates are being held down.

This letter has been reviewed and approved as to form by the CEO, the Auditor-Controller, and County Counsel.

Please call me at 654-3726, if you have any questions regarding this item.

Steven Hintz

Treasurer-Tax Collector

Exhibit 1 – Market Values of Investments

Exhibit 2 – Monthly Transactions

Exhibit 3 - Summary of Government Agency Securities

Exhibit 4 - Graphs

Exhibit 5 - Portfolio Holdings

ACCOUNT: All Accounts Selected * = Trade or Other Activity Pending

General Reporting	
From Month End 06/30/20)13
07/01/2013 03:45:11 PM I	EDT

Asset ID	Units	Maturity Date	Market Value	Fed Tax Cost	Gain/Loss Amount	%	S & P Rating	Moody`s Rating	Units in Transition	Encumbrd Units
ACCOUNT: 11435100 COUNTY	OF VENTURA					_				
NET CASH NET CASH										
	.0000 U.S. D	OOLLARS	\$.01	\$.01	\$.00	.00			.0000	.00
SUBTOTAL	.0000		\$.01	\$.01	\$.00	.00			.0000	.00
COMMERCIAL PAPER COMMERCIAL PAPER DISCOUN 16677JU87	10,000,000.0000	07/08/2013	\$9,999,700.00	\$9,999,513.89	\$186.11	.00			.0000	.00
2254EAXN8	10,000,000,0000	10/22/2013	N DTD 05/16/13 07/08 \$9,992,200.00	\$9,985,844,44	\$6,355.56	.06			.0000	.00
A 2 3 4 E/M A 1910 HOMOGRAPHICANICALINA A 2 3 4 E/M A 1910			39,992,200.00 PDN DTD 04/23/13 10		30,555.50	.00			.0000	.00
2254EAY49	3,000,000.0000 CRED	11/04/2013 IT SUISSE AG C	\$2,996,970.00 PDN DTD 05/02/13 11	\$2,995,815.00 ./04/2013	\$1,155.00	.04			.0000	.00
2254EAYS6	10,000,000.0000 CRED	11/26/2013 IT SUISSE AG C	\$9,988,100.00 PDN DTD 05/30/13 11	\$9,987,500.00 /26/2013	\$600.00	.01			.0000	.00.
36959HVT1	10,000,000.0000 GENE	08/27/2013 RAL ELEC CAP	\$9,997,000.00 I CORP CPDN DTD 0	\$9,994,000.00 2/28/13 08/27/2013	\$3,000.00	.03			.0000	.00
4662J0XX5	3,000,000.0000 MORG	10/31/2013 GAN J.P. CHASE	\$2,997,060.00 & CO CPDN DTD 02/	\$2,993,874.99 28/13 10/31/2013	\$3,185.01	.11			.0000	.00
4662J0YJS	5,000,000.0000 MORG	11/18/2013 GAN J.P. CHASE	\$4,994,350.00 & CO CPDN DTD 06/	\$4,995,355.56 19/13 11/18/2013	(\$1,005.56)	(.02)			.0000	.00
4662J0ZQ8	5,000,000.0000 MOR	12/24/2013 GAN J.P. CHASE	\$4,991,950.00 & CO CPDN DTD 06/	\$4,993,175.00 25/13 12/24/2013	(\$1,225.00)	(.02)			.0000	.00
<u>4662J2YJ1</u>	5,000,000.0000 MORO	11/18/2013 GAN J.P. CHASE	\$4,994,350.00 & CO CPDN DTD 03/	\$4,989,451.40 18/13 11/18/2013	\$4,898.60	.10			.0000	.00.
466272ZK7	6,000,000.0000 MORG	12/19/2013 3AN J.P. CHASE	\$5,990,580.00 & CO CPDN DTD 03/	\$5,987,341.67 21/13 12/19/2013	\$3,238.33	.05			.0000	.00
4662J2ZP6	10,000,000.0000 MORG	12/23/2013 GAN J.P. CHASE	\$9,984,000.00 & CO CPDN DTD 04/	\$9,978,902.78 22/13 12/23/2013	\$5,097.22	.05			.0000	.00
4662J2ZQ4	8,000,000.0000 JP MC	12/24/2013 RGAN CHASE &	\$7,987,120.00 & CO CPDN DTD 05/2	\$7,986,466.67 8/13 12/24/2013	\$653.33	.01			.0000	.00
74977KUB3	17,000,000.0000	07/11/2013	\$16,999,320.00	\$16,984,717.78	\$14,602.22	.09			.0000	.00.

ACCOUNT: All Accounts Selected
* = Trade or Other Activity Pending

Asset ID	Units	Maturity Date	Market Value	Fed Tax Cost	Gain/Loss Amount	⁰⁄₀ —	S & P Rating	Moody`s Rating	Units in Transition	Encumbrd Units
	RABO	BANK USA FIN	L CORP CPDN DTD	01/11/13 07/11/2013						-
89233GU12	10,000,000.0000 TOYO	07/01/2013 TA MOTOR CRI	\$10,000,000.00 EDIT CO CPDN DTI	\$9,999,669.44 0 10/04/12 07/01/2013	\$330.56	.00			.0000	.00
89233GUS3	40,000,000.0000 TOYO	07/26/2013 TA MOTOR CRI	\$39,995,600.00 EDIT CO CPDN DTI	\$39,961,666.67 0 10/29/12 07/26/2013	\$33,933.33	.08			.0000	.00
89233GUV6	10,000,000.0000 TOYO	07/29/2013 TA MOTOR CRI	\$9,998,800.00 EDIT CO CPDN DTI	\$9,991,191.67 0 11/01/12 07/29/2013	\$7,608.33	.08			.0000	.00.
89233GWD4	30,000,000.0000 TOYO	09/13/2013 TA MOTOR CRI	\$29,986,500.00 EDIT CO CPDN DTI	\$29,979,450.00 0 03/14/13 09/13/2013	\$7,050.00	.02			.0000	.00
89233GXH4	5,000,000.0000 TOYO	10/17/2013 TA MOTOR CRI	\$4,996,250.00 EDIT CO CPDN DTE	\$4,991,875.00 0 03/06/13 10/17/2013	\$4,375.00	.09			.0000	.00.
89233HC77	10,000,000.0000 TOYO	03/07/2014 TA MOTOR CRI	\$9,968,200.00 EDIT CO CPDN DTI	\$9,980,644.44 0 06/10/13 03/07/2014	(\$12,444.44)	(.12)			.0000	.00
90526MU88	10,000,000.0000 UNIO	07/08/2013 N BANK NA CPI	\$9,999,700.00 ON DTD 02/08/13 07/	\$9,999,611.10 /08/2013	\$88.90	.00			.0000	.00
90526NA21	10,000,000.0000 UNIO	01/02/2014 N BANK NA CPI	\$9,980,500.00 ON DTD 04/29/13 01/	\$9,983,466.67 /02/2014	(\$2,966.67)	(.03)			.0000	.00
90526NBB0	10,000,000.0000 UNIO	02/11/2014 N BANK NA CPI	\$9,973,800.00 ON DTD 06/11/13 02/	\$9,982,986.11 /11/2014	(\$9,186.11)	(.09)			.0000	.00
SUBTOTAL	237,000,000.0000		\$236,812,050.00	\$236,742,520.28	\$69,529.72	.03			.0000	.00
CORPORATE BONDS CORPORATE BONDS										
06406HBL2	12,300,000.0000 BANK	05/15/2014 OF NEW YORK	\$12,713,280.00 MELLON DTD 05/1	\$12,855,846.00 12/09 4.300 05/15/2014	(\$142,566.00)	(1.11)	A+	AA3	.0000	.00
<u>172967EZ0</u>	3,100,000.0000 CITIG	10/15/2014 ROUP INC MED	\$3,260,518.00 TERM NOTE	\$3,281,660.00	(\$21,142.00)	(.64)	A-	BAA2	.0000	.00
22546QAA5	21,701,000.0000 CRED	05/01/2014 IT SUISSE NEW	\$22,585,315.75 YORK DTD 05/04/0	\$22,664,452.25 9 5.500 05/01/2014	(\$79,136.50)	(.35)	A+	ΛI	.0000	.00
22546QAE7	8,055,000.0000 CRED	03/23/2015 IT SUISSE NEW	\$8,403,217.65 YORK DTD 03/23/1	\$8,492,319.92 0 3.500 03/23/2015	(\$89,102.27)	(1.05)	Λ ·F	AI	.0000	.00
22546QAH0	19,909,000.0000 CRED	01/14/2014 IT SUISSE NEW	\$20,081,411.94 YORK DTD 01/14/1	\$20,142,139.36 1 2.200 01/14/2014	(\$60,727.42)	(.30)	$A \cdot \cdot$	A1	.0000	.00

ACCOUNT: All Accounts Selected * = Trade or Other Activity Pending

Asset ID	Units	Maturity Date	Market Value	Fed Tax Cost	Gain/Loss Amount	%	S & P Rating	Moody's Rating	Units in Transition	Encumbrd Units
36962G4C5	10,000,000.0000 GENI	05/13/2014 ERAL ELEC CAP	\$10,472,200.00 CORP DTD 05/13/09 5	\$10,839,800.00 5.900 05/13/2014	(\$367,600.00)	(3.39)	AA+	A1	.0000	.00
36962G5M2	22,467,000.0000 GENI	01/09/2015 ERAL ELEC CAP	\$22,908,925.89 CORP MED TERM N	\$23,025,501.00 OTE	(\$116,575.11)	(.51)	AA+	A1	.0000	.00
36962GK86	5,000,000.0000 GENI	09/15/2014 ERAL ELEC CAP	\$5,238,900.00 CORP MEDIUM TER	\$5,313,050.00 M MED TERM NO	(\$74,150.00) ГЕ TRANCHE # 1	(1.40) FR00655	$AA:\vdash$	A1	.0000	.00
36962GX41	20,000,000.0000 GENI	06/09/2014 ERAL ELEC CAP	\$20,979,000.00 CORP MED TERM N	\$21,218,000.00 OTE TRANCHE#1	(\$239,000.00) FR 00747	(1.13)	AA+	A1	.0000	.00
459200GT2	2,450,000.0000 IBM (08/05/2013 CORP DTD 08/05/	\$2,451,200.50 10 1.000 08/05/2013	\$2,456,125.00	(\$4,924.50)	(.20)	AA-	AA3	.0000	.00
46623EJE0	7,936,000.0000 JPMC	01/24/2014 DRGAN CHASE &	\$8,000,519,68 CO MED TERM NOT	\$8,026,470.40 ГЕ	(\$25,950.72)	(.32)	A	A2	.0000	.00
46625HCE8	5,000,000.0000 JP MO	03/01/2015 DRGAN CHASE &	\$5,319,000.00 & CO DTD 02/25/05 4.	\$5,336,880.00 750 03/01/2015	(\$17,880.00)	(.34)	A	A2	.0000	.00
46625ННNЗ	10,000,000.0000 JPMC	06/01/2014 RGAN CHASE &	\$10,358,900.00 CO DTD 05/18/09 4.6	\$10,414,500.00 550 06/01/2014	(\$55,600.00)	(.53)	Α	A2	.0000	.00
46625HHP8	10,000,000.0000 JPMC	01/20/2015 RGAN CHASE &	\$10,386,400.00 CO DTD 09/18/09 3.7	\$10,508,600.00 00 01/20/2015	(\$122,200.00)	(1.16)	Α	A2	.0000	.00
585907AM0	6,720,000.0000 MELI	12/15/2014 .ON BANK NA D	\$7,100,688.00 TD 11/24/04 4.750 12/	\$7,187,557.44 15/2014	(\$86,869.44)	(1.21)	A-+	AA2	.0000	.00
89233P4H6	3,225,000.0000 TOYO	08/12/2013 OTA MOTOR CRE	\$3,228,902.25 EDIT CORP MED TER	\$3,241,447.50 RM NOTE	(\$12,545.25)	(.39)	AA-	AA3	.0000	.00
<u>89233P5J1</u>	2,000,000.0000 TOYO	10/11/2013 OTA MOTOR CRE	\$2,002,240.00 EDIT CORP MED TER	\$2,004,946.00 RM NOTE	(\$2,706.00)	(.13)	AA-	AA3	.0000	.00
89233P6M3	5,000,000.0000 TOYO	01/27/2014 OTA MOTOR CRE	\$5,004,700.00 EDIT CORP MED TER	\$5,007,450.00 RM NOTE	(\$2,750.00)	(.05)	AA-	AA3	.0000	.00
90333WAB4	4,975,000.0000 US BA	02/04/2014 ANK NA DTD 02/	\$5,144,249,50 04/02 6.300 02/04/2014	\$5,161,836.13	(\$17,586.63)	(.34)	A+	A1	.0000	.00
91159HGR5	15,690,000.0000 US BA	05/15/2014 ANCORP DTD 05/	\$16,200,866.40 /14/09 4.200 05/15/201	\$16,251,003.60	(\$50,137.20)	(.31)	A+	A1	.0000	.00
<u>983024AE0</u>	8,765,000.0000	02/01/2014	\$9,023,655.15	\$9,053,456.15	(\$29,801.00)	(.33)	AA	A1	.0000	.00

ACCOUNT: All Accounts Selected
* = Trade or Other Activity Pending

Asset ID	Units	Maturity Date	Market Value	Fed Tax Cost	Gain/Loss Amount	%	S & P Rating	Moody`s Rating	Units in Transition	Encumbrd Units
	WYE	TH DTD 12/16/03	3 5.500 02/01/2014							
SUBTOTAL	204,293,000.0000		\$210,864,090.71	\$212,483,040.75	(\$1,618,950.04)	(.76)			.0000	.00
FEDERAL AGENCY GOVERNMENT AGENCIES 31315PFR5	2,000,000.0000 FED 2	04/29/2014 AGRIC DTD 04/2	\$2,044,640.00 29/09 3.125 04/29/2014	\$2,061,274.00	(\$16,634.00)	(.81)	N/A	N/A	.0000	.00
31315PSE0	4,500,000.0000 FARM	03/25/2014 MER MAC MED '	\$4,499,010.00 TERM NOTE SER 000	\$4,501,935.00	(\$2,925.00)	(.06)	N/A	N/A	.0000	.00
31331JCV3	3,200,000.0000 FED I	02/03/2014 FARM CREDIT E	\$3,237,600.00 BK DTD 02/03/10 2.20	\$3,272,480.00 0 02/03/2014	(\$34,880.00)	(1.07)	AA+	ΛΛΛ	.0000.	.00
31331KAH3	22,465,000.0000 FED I	02/27/2014 FARM CREDIT E	\$22,599,565,35 BK DTD 01/19/11 1.12	\$22,398,237.70 5 02/27/2014	\$201,327.65	.90	AA+	AAA	.0000	.00
31331KCN8	5,000,000.0000 FED I	02/18/2014 FARM CREDIT E	\$5,041,650.00 BK DTD 02/18/11 1.53	\$5,000,000.00 0 02/18/2014	\$41,650.00	.83	AA+	AAA	.0000	.00
31331KGN4	25,000,000.0000 FED I	04/07/2014 FARM CREDIT E	\$25,227,250.00 BK DTD 04/07/11 1.40	\$25,000,000.00 0 04/07/2014	\$227,250.00	.91	AA+	AAA .	.0000	.00
31331KY79	9,000,000.0000 FED I	11/29/2013 FARM CREDIT E	\$9,007,740.00 BK DTD 11/29/11 0.50	\$9,000,000.00 0 11/29/2013	\$7,740.00	.09	AA+	AAA	.0000	.00.
31331KZJ2	17,000,000.0000 FED I	09/23/2013 FARM CREDIT E	\$17,008,160.00 BK DTD 09/23/11 0.35	\$16,980,620.00 0 09/23/2013	\$27,540.00	.16	AA+	AAA	.0000	.00.
31331XWW8	5,190,000.0000 FED I	04/25/2014 FARM CREDIT E	\$5,391,475.80 BK DTD 04/25/07 5.00	\$5,462,625.51 0 04/25/2014	(\$71,149.71)	(1.30)	AA+	AAA	.0000	.00.
31331YHM5	9,600,000.0000 FED I	12/15/2014 FARM CREDIT E	\$10,132,608.00 BK DTD 12/12/07 4,30	\$10,551,552.00 0 12/15/2014	(\$418,944.00)	(3.97)	AA+	AAA	.0000	.00
313371UC8	10,000,000.0000 FED I	12/27/2013 HOME LN BK DT	\$10,035,400.00 FD 11/18/10 0.875 12/2	\$10,083,600.00 27/2013	(\$48,200.00)	(.48)	AA+	AAA	.0000	.00
313373JR4	35,000,000.0000 FED I	05/28/2014 HOME LN BK DT	\$35,366,450.00 FD 04/15/11 1.375 05/2	\$35,679,450.00 28/2014	(\$313,000.00)	(.88)	AA+	ΑΛΛ	.0000	.00
313374Y61	31,000,000.0000 FED I	08/28/2013 HOME LN BK SE	\$31,017,670.00 ER 1	\$31,049,934.00	(\$32,264.00)	(.10)	AA+	AAA	.0000	.00
3133762C8	43,000,000.0000 FED I	11/27/2013 HOME LN BK DT	\$43,040,850.00 FD 10/14/11 0.375 11/2	\$43,070,950.00 27/2013	(\$30,100.00)	(.07)	AA+	AAA	.0000	.00

ACCOUNT: All Accounts Selected
* = Trade or Other Activity Pending

Asset ID	Units	Maturity Date	Market Value	Fed Tax Cost	Gain/Loss Amount	% —	S & P Rating	Moody's Rating	Units in Transition	Encumbrd Units
313376355	50,000,000.0000 FED F	07/09/2013 HOME LN BK DT	\$50,002,500.00 D 12/08/11 0.375 07/0	\$50,000,000.00 09/2013	\$2,500.00	.01	ΛΛ+	ΑΛΛ	.0000	.00
313379QS1	9,000,000.0000 FED F	09/06/2013 HOME LN BK DT	\$9,001,800.00 D 06/06/12 0.250 09/0	\$9,006,093.00 06/2013	(\$4,293.00)	(.05)	AA+	AAA	.0000	.00
3133ECAT1	20,000,000.0000 FED F	12/19/2013 FARM CREDIT BI	\$20,004,000.00 K DTD 12/19/12 0.190	\$20,007,140.00 0 12/19/2013	(\$3,140.00)	(.02)	AA+	AAA	.0000	.00
3133ECFD1	10,000,000.0000 FED F	05/13/2014 FARM CREDIT B	\$9,998,300.00 K DTD 02/13/13 0.200	\$10,000,592.00 0 05/13/2014	(\$2,292.00)	(.02)	AA+	AAA	.0000	.00
3133ECGH1	10,000,000.0000 FED F	03/04/2014 FARM CREDIT B	\$9,998,000.00 K DTD 03/04/13 0,180	\$9,999,300.00 0 03/04/2014	(\$1,300.00)	(.01)	AA+	AAA	.0000	.00.
3133XSP93 attributedrisusanipalisatum	5,000,000.0000 FED I	12/13/2013 HOME LN BK DT	\$5,067,000.00 D 12/04/08 3.125 12/1	\$5,116,760.00 3/2013	(\$49,760.00)	(.97)	AA+	AAA	.0000	.00
3134G2U42	10,000,000.0000 FED F	10/15/2013 HOME LN MTG C	\$10,006,800.00 CORP DTD 09/27/11 0	\$9,995,100.00 0.375 10/15/2013	\$11,700.00	.12	AA+	AAA	.0000	.00
3134G2UA8	50,000,000.0000 FED H	08/20/2014 HOME LN MTG C	\$50,410,500.00 CORP DTD 07/26/11 1	\$50,384,100.00 .000 08/20/2014	\$26,400.00	.05	AA+	AAA	.0000	.00
3134G3Y20	116,000,000.0000 FED F	11/27/2015 HOME LN MTG C	\$115,676,360.00 CORP DTD 11/27/12 0	\$116,033,600.00 0.500 11/27/2015	(\$357,240.00)	(.31)	AA+	AAA	.0000	.00
3135G0BR3	35,000,000.0000 FED N	08/09/2013 NATL MTG ASSN	\$35,013,300.00 DTD 06/17/11 0.500	\$35,055,500.00 08/09/2013	(\$42,200.00)	(.12)	AA+	AAA	.0000	.00
3135G0BY8	20,000,000.0000 FED N	08/28/2014 NATL MTG ASSN	\$20,140,600.00 DTD 07/18/11 0.875	\$20,167,600.00 08/28/2014	(\$27,000.00)	(.13)	AA+	AAA	.0000	.00
3135G0HG1	20,000,000.0000 FED N	03/16/2015 NATL MTG ASSN	\$20,002,200.00 HDTD 02/06/12 0,375	\$19,894,000.00 03/16/2015	\$108,200.00	.54	AA+	AAA	.0000	.00,
3135G0RS4	20,000,000.0000 FED N	11/06/2015 NATL MTG ASSN	\$19,944,400.00 I SER 0000	\$20,000,000.00	(\$55,600.00)	(.28)	AA+	AAA	.0000	.00
3135G0RX3	70,000,000.0000 FED N	11/27/2015 NATL MTG ASSN	\$69,780,900.00 FSER 0000	\$70,017,500.00	(\$236,600.00)	(.34)	AA+	AAA	.0000	.00
3137EACL1	83,000,000.0000 FED I	10/28/2013 HOME LN MTG C	\$83,198,370.00 CORP DTD 08/20/10 0	\$82,956,990.00 0.875 10/28/2013	\$241,380.00	.29	AA+	AAA	.0000	.00
3137EACZ0	55,000,000.0000	11/27/2013	\$55,052,250.00	\$54,828,670.00	\$223,580.00	.41	AA+	AAA	.0000	.00.

WELLS FARGO Market/Cost Value Comparison Report By Account By Industry Class COUNTY OF VENTURA

ACCOUNT: All Accounts Selected
* = Trade or Other Activity Pending

General Reporting From Month End 06/30/2013 07/01/2013 03:45:11 PM EDT

Asset ID	Units	Maturity Date	Market Value	Fed Tax Cost	Gain/Loss Amount	<u>%</u>	S & P Rating	Moody`s Rating	Units in Transition	Encumbrd Units
	FED I	HOME LN MTG CC	ORP DTD 11/01/11	0.375 11/27/2013						
3137EADA4	10,000,000.0000 FED I	12/29/2014 HOME LN MTG CC	\$10,045,300.00 PRP DTD 12/16/11	\$9,995,500.00 0.625 12/29/2014	\$49,800.00	.50	AA+	AAA	.0000	.00
31398A2S0	145,000,000.0000 FED 1	09/23/2013 NATL MTG ASSN I	\$145,276,950.00 DTD 08/06/10 1.00	\$145,649,900.00 0 09/23/2013	(\$372,950.00)	(.26)	AA+	AAA	.0000	.00
31398A5W8	40,000,000.0000 FED 1	12/18/2013 NATL MTG ASSN 1	\$40,117,200.00 DTD 11/01/10 0.75	\$39,907,000.00 0 12/18/2013	\$210,200.00	.53	AA+	AAA	.0000	.00
31398AX31	69,955,000.0000 FED 1	08/20/2013 NATL MTG ASSN I	\$70,057,833.85 DTD 07/09/10 1.25	\$70,618,738.10 0 08/20/2013	(\$560,904.25)	(.79)	AA+	AAA	.0000	.00
STRIPPED AND ZERO-COUP 313586QR3	25,000,000,0000	07/05/2014 NATL MTG ASSN I	\$24,854,250.00 DEB ZERO CPN I	\$24,893,500.00 TD 07/05/84 07/05/20	(\$39,250.00) 014	(.16)	AA+	AAA	.0000	.00
31358C7G5	9,000,000.0000 FED N	11/15/2014 NATL MTG ASSN N	\$8,899,110.00 MED TERM NOT	\$8,931,563.10 E ZERO CPN	(\$32,453.10)	(.36)	N/A	N/A	.0000	.00
SUBTOTAL	1,103,910,000.0000	\$1	1,106,197,993.00	\$1,107,571,804.41	(\$1,373,811.41)	(.12)			.0000	.00
OTHER ASSETS OTHER ASSETS MS6232818	50,000,000.0000 CA L/	AIF STATE OF CAI	\$50,000,000.00 LIFORNIA INVES	\$50,000,000.00 TMENT FD	\$.00	.00			.0000	.00
SUBTOTAL	50,000,000.0000		\$50,000,000.00	\$50,000,000.00	\$.00	.00			.0000	.00
ACCOUNT 11435100 TOTAL	1,595,203,000.0000	\$1	1,603,874,133.72	\$1,606,797,365.45	(\$2,923,231.73)	(.18)			.0000	.00
GRAND TOTAL	1,595,203,000.0000	\$1	1,603,874,133.72	\$1,606,797,365.45	(\$2,923,231.73)	(.18)			.0000	.00
			END O	PDFDADT						

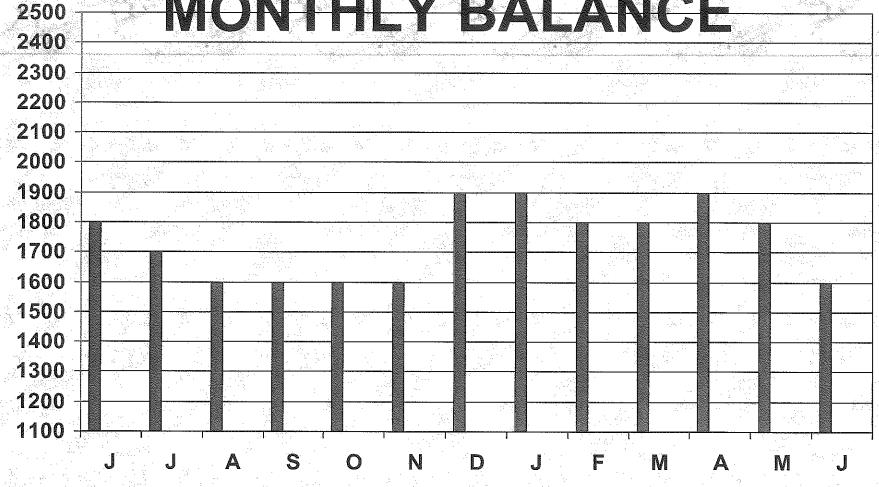
JUNE 2013 TRANSACTIONS

06/26/13	06/25/13	06/24/13	06/21/13	06/20/13	06/19/13	06/18/13	06/18/13	06/18/13	06/17/13	06/17/13	06/14/13	06/13/13	06/13/13	06/13/13	06/13/13	06/12/13	06/11/13	06/11/13	06/11/13	06/10/13	06/03/13	Transaction Date
Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase/ Sale
3.650	5.00	10.00	6.335	5.00	5.00	4.975	5.594	3.100	9.00	8.765	10.00	10.00	0.690	15.00	5.00	10,00	10.00	2.00	3.217	5.00	5.00	Par Amount
MTN	S	웃	MIN	MTN	CP CP	STZ	MIN	NTN	MIN	STZ	유	ÇP	MTN	MTN	MTN	S	CP	MTM	MTN	NTN	NTN	Security Type
CREDIT SUISSE	JP MORGAN	UNION BANK	CREDIT SUISSE	CREDIT SUISSE	JP MORGAN	US BANK	CREDIT SUISSE	CITIGROUP	GECC	PFIZER	TMCC	CHEVRON	US BANCORP	US BANCORP	JP MORGAN	TMCC	UNION BANK	GECC	GECC	CREDIT SUISSE	JP MORGAN	Security Name
05/01/14	12/24/13	07/08/13	05/01/14	05/01/14	11/18/13	02/04/14	01/14/14	10/15/14	01/09/15	02/01/14	07/01/13	07/08/13	05/15/14	05/15/14	06/01/14	03/07/14	02/11/14	01/09/15	01/09/15	05/01/14	03/01/15	Maturity Date
0.430436	0.27	0.10	0.355278	0.354428	0.22	0.306708	0.26	1.034328	0.660085	0.204409	0.07	0.07	0.400239	0.310040	0.508773	0.26	0.25	0.560028	0.618942	0.425398	0.850044	Yield

GA Summary

	1,103.910			
69.20%	1,103.910	34.000	1,069.910	
0.00%	0.000	0.000	0.000	Tennesse Valley Authority
0,41%	6.500	0.000	6.500	Federal Agricultural Mortgage Corp
8.55%	136.455	0.000	136.455	Federal Farm Credit Bank
20.31%	324.000	0.000	324.000	Federal Home Loan Mortgage Corporation
28.46%	453.955	34.000	419.955	Federal National Mortgage Association
11.47%	183.000	0.000	183.000	Federal Home Loan Bank
	TOTAL	Discount Notes	NOTES	
Portfolio	A COLUMN TO A COLU	6/28/2013		FEDERAL AGENCIES
Percent of				
			1,595.203	TOTAL PORTFOLIO =





AVERAGE MATURITY

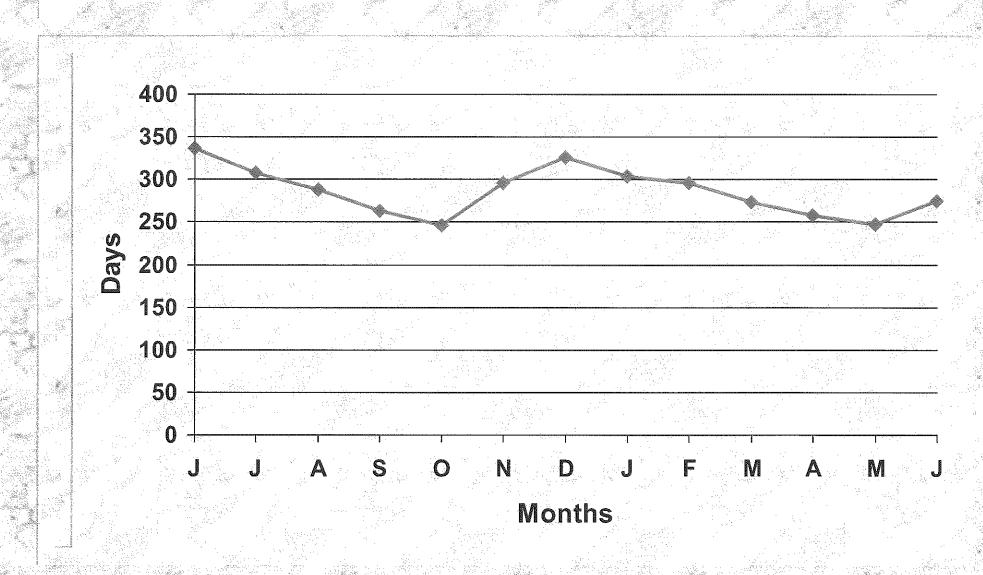


Exhibit 4

+++YIELD COMPARISON

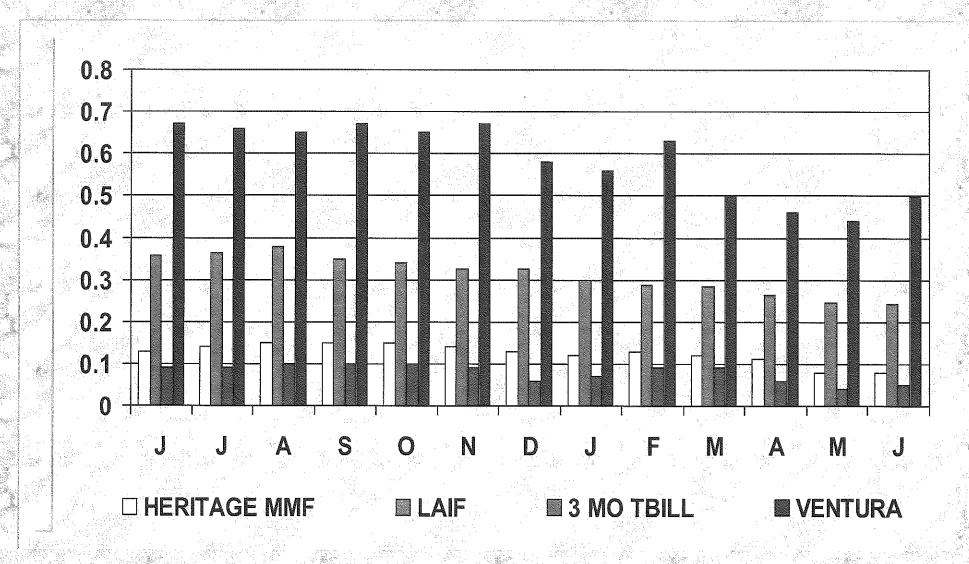
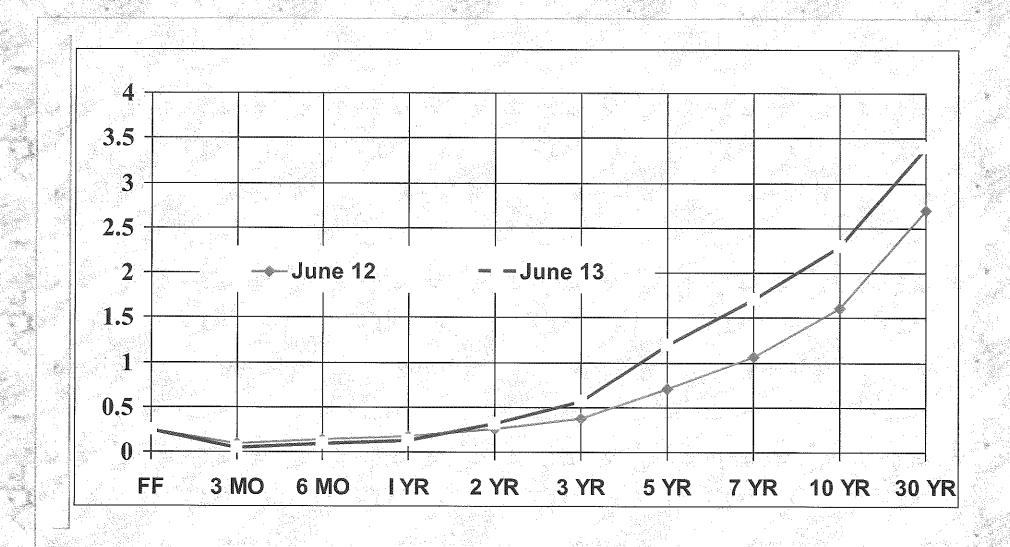


Exhibit 4

YIELD GURVE



MATURITY DISTRIBUTION

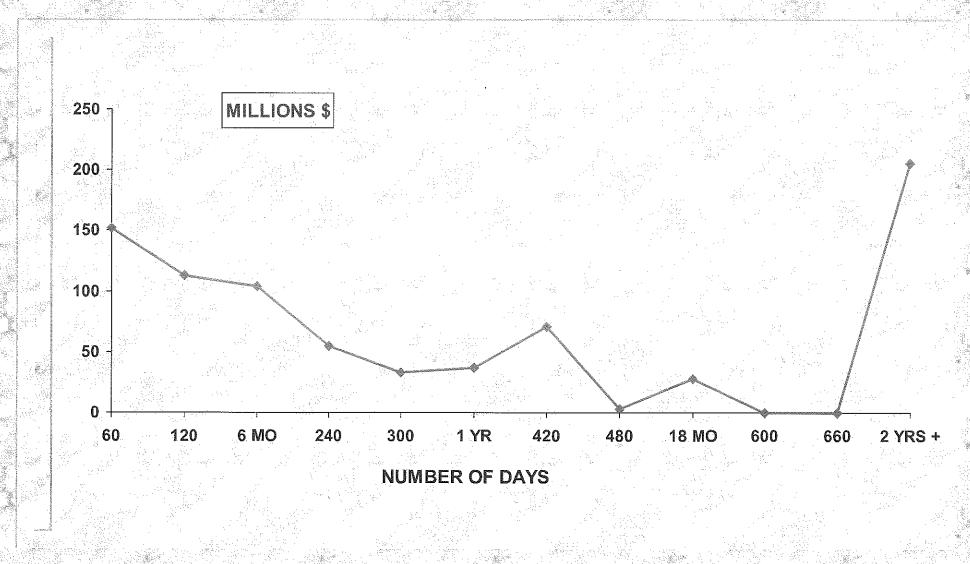


Exhibit 4

PORTFOLIO HOLDINGS BY CLASS

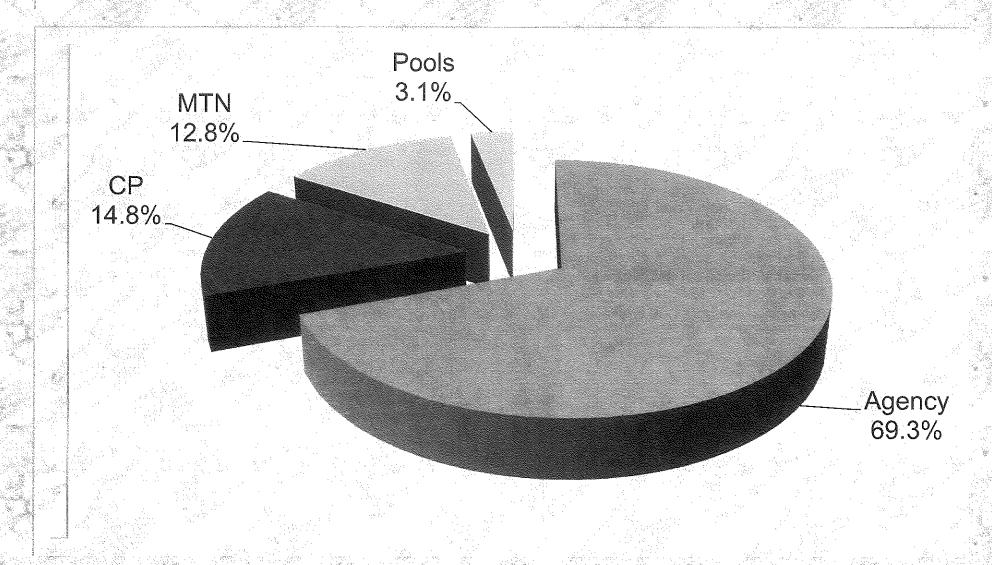
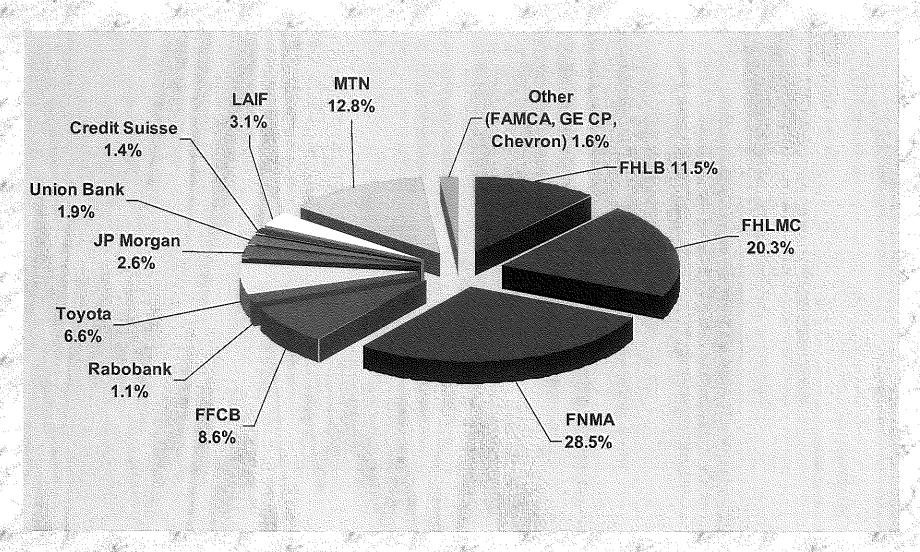


Exhibit 4

PORTFOLIO HOLDINGS



Mesa Union School District

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



2013/2014 FIRST INTERIM Budget Detail

Prepared By:
Cynthia Hansen
Ventura County Schools Business Services Authority
5189 Verdugo Way
Camarillo, CA 93012

Phone: (805) 383-1972 Fax: (805) 383-1973 e-mail: chansen@vcoe.org

Mesa Union School District 2013/2014 FIRST INTERIM Budget Detail

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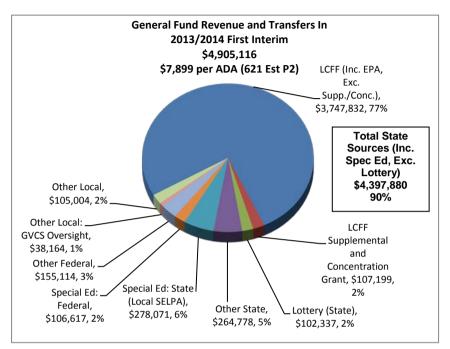
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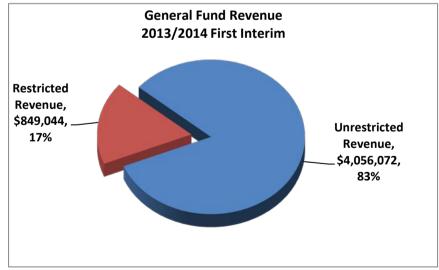
	l A	F	G	Н	ı	J	K	L	М	N
1			Mesa	Union Schoo	l District	· · · ·				
2				Budget Snaps	hot					
3				013/2014 Fir						
4										
5				Act	uals			Projected	as of 2013/14 Fir	st Interim
6		2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
7	CBEDS enrollment (First Wednesday in October)	581	584	602	606	631	665	650	650	645
	ADA Generated (P2) (Exc. County Transfers)	552	560	573	581	614	636.24	621	621	616
9	Attendance Ratio	95.01%	95.89%	95.18%	95.87%	97.31%	95.68%	95.54%	95.54%	95.50%
10	ADA Funded	557	560	573	581	614	636.24	636.24	621	621
11	% Increase/(Decrease) from Prior Year	0.00%	0.54%	2.32%	1.40%	5.68%	3.62%	0.00%	-2.40%	0.00%
12										
13	Revenue Limit Funding									
14	Statutory COLA	4.53%	5.66%	4.25%	-0.39%	2.24%	3.24%			
15	Deficit	\$0.00	7.8440%	18.3550%	17.9633%	19.7540%	22.2720%			
16	Funded Revenue Limit per ADA	\$5,517.16	\$5,374.69	\$4,712.95	\$4,976.74	\$4,925.57	\$4,979.20			
	% Increase/(Decrease)	4.57%	-2.58%	-12.31%	5.60%	-1.03%	1.09%			
	*Total Revenue Limit Funding	\$ 3,076,295	\$ 2,999,236		\$ 2,903,277	\$ 3,067,130	\$ 3,196,108			
	% Increase/(Decrease) from Prior Year	-17.72%	-2.50%	-8.52%	5.81%	5.64%	4.21%			
20										
21	Local Control Funding Formula									
22	COLA							1.565%	1.87%	1.99%
23	LCFF Gap Funding Rate							11.780%	16.49%	18.69%
_	Funded LCFF per ADA	(2012/13 incl	udes Funded R	ev Lim, Tier III	, Transp, EIA, (CSR)	\$5,772.45	\$6,059.08	\$6,456.19	\$6,845.14
_	% Increase/(Decrease)			, -		,	1-, -	4.97%	6.55%	6.02%
26	*Total LCFF Funding						\$ 3,677,625		\$ 4,009,292	\$ 4,250,829
27	% Increase/(Decrease) from Prior Year						, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	4.82%	4.00%	6.02%
28	, , , , , , , , , , , , , , , , , , , ,									
	General Fund									
	Revenue	\$ 4,792,147	\$ 4.527.695	\$ 4.545.717	\$ 4.512.969	\$ 4,398,413	\$ 4.475.483	\$ 4.905.116	\$ 4.858.643	\$ 5,100,180
	Expenditures	\$ 4,439,363		\$ 4,530,035		\$ 4,641,353			\$ 4,791,207	\$ 4,844,346
32	Other Sources/(Uses)	\$ 14,281	\$ (70,669)			\$ 1,011,333	\$ 601,153	\$ 1,3 13,301	\$ 1,731,207	\$ 1,011,010
	Net Increase/(Decrease)	\$ 367,065	\$ (70,003) \$ 81,177	, ,		т	\$ (66,325)	\$ (40,865)	\$ 67,436	\$ 255,834
	Ending Fund Balance	\$ 1,741,843	\$ 1,823,020	\$ 1,775,203	\$ 1,587,541	\$ 1,344,600	\$ 1,278,275	\$ 1,237,410	\$ 1,304,846	\$ 1,560,680
	% Increase/(Decrease)	26.70%	4.66%	-2.62%	-10.57%	-15.30%	-4.93%	-3.20%	5.45%	19.61%
	Ending Fund Balance as % of Expenditures/(Uses)	39.36%	41.00%	38.65%	33.77%	28.97%	28.14%	25.02%	27.23%	32.22%
37	Ending Fand Balance as 70 of Expenditures/ (03c3)	33.3070	41.00%	30.0370	33.7770	20.5770	20.1470	23.0270	27.23/0	J2.22/0
	California Consumer Price Index	3.40%	1.30%	0.70%	1.70%	2.39%	2.30%	2.00%	2.30%	2.50%
39	camorna consumer rince macx	3.40%	1.30%	0.7070	1.70%	2.33/0	2.3070	2.0070	2.3070	2.30/0
_	Total Utilities	\$ 82,298	\$ 81,882	\$ 78,665	\$ 86,412	\$ 84,022	\$ 86,898	\$ 91,006	\$ 93,095	\$ 95,420
	% Increase/(Decrease)	3 62,296 14.89%	-0.51%	-3.93%	9.85%	3 64,022 -2.77%	3.42%	3 91,006 4.73%	2.30%	3 93,420 2.50%
47	/o morease/ (Decrease)	14.03%	-0.31%	-3.33%	3.03%	-2.11%	3.42%	4./3%	2.30%	2.30%
	Teacher FTE	27.00	26.80	26.80	27.30	28.80	27.91	27.46	27.46	27.46
L ⁴³										
50	IAvaraga Actual Taachar Calary (Eya Basafita)	[E0 202	1 04.951	05.120	J 03,041	→ 00,133	7 07,193	פאט,כס ק		
50	Average Actual Teacher Salary (Exc. Benefits)	\$ 58,302	-			-	¢ 00.400	¢ 00.043		4 WI /IIIh
	Average Actual Teacher Salary (Inc. Fringe and	\$ 58,302 \$ 74,323	\$ 81,811		\$ 82,627	-	\$ 86,166	\$ 88,012	\$ 89,688	Ş J1,400
51	Average Actual Teacher Salary (Inc. Fringe and Health and Welfare Benefits)	\$ 74,323	\$ 81,811	\$ 81,814	\$ 82,627	\$ 84,749				
51 52	Average Actual Teacher Salary (Inc. Fringe and Health and Welfare Benefits) Fringe Benefits	\$ 74,323 13.45%	\$ 81,811 12.86%	\$ 81,814 12.53%	\$ 82,627 13.01%	\$ 84,749 14.05%	13.78%	12.77%	12.77%	12.77%
51 52 53	Average Actual Teacher Salary (Inc. Fringe and Health and Welfare Benefits) Fringe Benefits % Increase/(Decrease) (Salary only)	\$ 74,323 13.45% -6.14%	\$ 81,811 12.86% 11.37%	\$ 81,814 12.53% 0.30%	\$ 82,627 13.01% -0.13%	\$ 84,749 14.05% 1.71%	13.78% 1.57%	12.77% 2.76%	12.77% 1.50%	12.77% 1.50%
51 52 53 54	Average Actual Teacher Salary (Inc. Fringe and Health and Welfare Benefits) Fringe Benefits % Increase/(Decrease) (Salary only) COLA/Raise for Employees-On Schedule	\$ 74,323 13.45% -6.14% 4.00%	\$ 81,811 12.86% 11.37% 0.00%	\$ 81,814 12.53% 0.30% 0.00%	\$ 82,627 13.01% -0.13% 0.00%	\$ 84,749 14.05% 1.71% 0.00%	13.78% 1.57% 0.00%	12.77% 2.76% 0.00%	12.77% 1.50% 0.00%	12.77% 1.50% <i>0.00%</i>
51 52 53 54 55	Average Actual Teacher Salary (Inc. Fringe and Health and Welfare Benefits) Fringe Benefits % Increase/(Decrease) (Salary only)	\$ 74,323 13.45% -6.14%	\$ 81,811 12.86% 11.37%	\$ 81,814 12.53% 0.30% 0.00%	\$ 82,627 13.01% -0.13%	\$ 84,749 14.05% 1.71%	13.78% 1.57%	12.77% 2.76%	12.77% 1.50%	12.77% 1.50%
51 52 53 54 55 56	Average Actual Teacher Salary (Inc. Fringe and Health and Welfare Benefits) Fringe Benefits % Increase/(Decrease) (Salary only) COLA/Raise for Employees-On Schedule COLA/Raise for Employees - One Time	\$ 74,323 13.45% -6.14% 4.00%	\$ 81,811 12.86% 11.37% 0.00%	\$ 81,814 12.53% 0.30% 0.00%	\$ 82,627 13.01% -0.13% 0.00%	\$ 84,749 14.05% 1.71% 0.00%	13.78% 1.57% 0.00%	12.77% 2.76% 0.00%	12.77% 1.50% 0.00%	12.77% 1.50% <i>0.00%</i>
51 52 53 54 55 56 57	Average Actual Teacher Salary (Inc. Fringe and Health and Welfare Benefits) Fringe Benefits % Increase/(Decrease) (Salary only) COLA/Raise for Employees-On Schedule COLA/Raise for Employees - One Time Health Benefit Costs (80% Blue Cross PPO)	\$ 74,323 13.45% -6.14% 4.00% 0.00%	\$ 81,811 12.86% 11.37% 0.00% 0.00%	\$ 81,814 12.53% 0.30% 0.00% \$ -	\$ 82,627 13.01% -0.13% 0.00% \$ -	\$ 84,749 14.05% 1.71% 0.00% \$ -	13.78% 1.57% 0.00% 0.00%	12.77% 2.76% 0.00% 0.00%	12.77% 1.50% 0.00% 0.00%	12.77% 1.50% 0.00% 0.00%
51 52 53 54 55 56 57 58	Average Actual Teacher Salary (Inc. Fringe and Health and Welfare Benefits) Fringe Benefits % Increase/(Decrease) (Salary only) COLA/Raise for Employees-On Schedule COLA/Raise for Employees - One Time Health Benefit Costs (80% Blue Cross PPO) Annual Cost of Plan	\$ 74,323 13.45% -6.14% 4.00% 0.00% \$ 9,342.00	\$ 81,811 12.86% 11.37% 0.00% 0.00% \$ 10,050.00	\$ 81,814 12.53% 0.30% 0.00% \$ -	\$ 82,627 13.01% -0.13% 0.00% \$ -	\$ 84,749 14.05% 1.71% 0.00% \$ -	13.78% 1.57% 0.00% 0.00% \$ 12,391.20	12.77% 2.76% 0.00% 0.00% \$ 13,254.60	12.77% 1.50% 0.00% 0.00% \$ 14,269.77	12.77% 1.50% 0.00% 0.00% \$ 15,335.72
51 52 53 54 55 56 57 58 59	Average Actual Teacher Salary (Inc. Fringe and Health and Welfare Benefits) Fringe Benefits % Increase/(Decrease) (Salary only) COLA/Raise for Employees-On Schedule COLA/Raise for Employees - One Time Health Benefit Costs (80% Blue Cross PPO) Annual Cost of Plan % Increase/(Decrease)	\$ 74,323 13.45% -6.14% 4.00% 0.00% \$ 9,342.00 8.14%	\$ 81,811 12.86% 11.37% 0.00% 0.00% \$ 10,050.00 7.58%	\$ 81,814 12.53% 0.30% 0.00% \$ - \$ 10,224.00 1.73%	\$ 82,627 13.01% -0.13% 0.00% \$ - \$ 11,115.90 8.72%	\$ 84,749 14.05% 1.71% 0.00% \$ - \$ 11,674.20 5.02%	13.78% 1.57% 0.00% 0.00% \$ 12,391.20 6.14%	12.77% 2.76% 0.00% 0.00% \$ 13,254.60 6.97%	12.77% 1.50% 0.00% 0.00% \$ 14,269.77 7.66%	12.77% 1.50% 0.00% 0.00% \$ 15,335.72 7.47%
51 52 53 54 55 56 57 58 59	Average Actual Teacher Salary (Inc. Fringe and Health and Welfare Benefits) Fringe Benefits % Increase/(Decrease) (Salary only) COLA/Raise for Employees-On Schedule COLA/Raise for Employees - One Time Health Benefit Costs (80% Blue Cross PPO) Annual Cost of Plan % Increase/(Decrease) Annual District Cap (Cost to District)	\$ 74,323 13.45% -6.14% 4.00% 0.00% \$ 9,342.00 8.14% \$ 8,179.56	\$ 81,811 12.86% 11.37% 0.00% 0.00% \$ 10,050.00 7.58% \$ 8,527.56	\$ 81,814 12.53% 0.30% 0.00% \$ - \$ 10,224.00 1.73% \$ 8,527.56	\$ 82,627 13.01% -0.13% 0.00% \$ - \$ 11,115.90 8.72% \$ 9,122.16	\$ 84,749 14.05% 1.71% 0.00% \$ - \$ 11,674.20 5.02% \$ 9,296.16	13.78% 1.57% 0.00% 0.00% \$ 12,391.20 6.14% \$ 9,716.16	12.77% 2.76% 0.00% 0.00% \$ 13,254.60 6.97% \$ 10,151.76	12.77% 1.50% 0.00% 0.00% \$ 14,269.77 7.66% \$ 10,659.34	12.77% 1.50% 0.00% 0.00% \$ 15,335.72 7.47% \$ 11,192.32
51 52 53 54 55 56 57 58 59	Average Actual Teacher Salary (Inc. Fringe and Health and Welfare Benefits) Fringe Benefits % Increase/(Decrease) (Salary only) COLA/Raise for Employees-On Schedule COLA/Raise for Employees - One Time Health Benefit Costs (80% Blue Cross PPO) Annual Cost of Plan % Increase/(Decrease)	\$ 74,323 13.45% -6.14% 4.00% 0.00% \$ 9,342.00 8.14%	\$ 81,811 12.86% 11.37% 0.00% 0.00% \$ 10,050.00 7.58%	\$ 81,814 12.53% 0.30% 0.00% \$ - \$ 10,224.00 1.73% \$ 8,527.56	\$ 82,627 13.01% -0.13% 0.00% \$ - \$ 11,115.90 8.72%	\$ 84,749 14.05% 1.71% 0.00% \$ - \$ 11,674.20 5.02%	13.78% 1.57% 0.00% 0.00% \$ 12,391.20 6.14%	12.77% 2.76% 0.00% 0.00% \$ 13,254.60 6.97%	12.77% 1.50% 0.00% 0.00% \$ 14,269.77 7.66%	12.77% 1.50% 0.00% 0.00% \$ 15,335.72 7.47%
51 52 53 54 55 56 57 58 59 60 61 62	Average Actual Teacher Salary (Inc. Fringe and Health and Welfare Benefits) Fringe Benefits % Increase/(Decrease) (Salary only) COLA/Raise for Employees-On Schedule COLA/Raise for Employees - One Time Health Benefit Costs (80% Blue Cross PPO) Annual Cost of Plan % Increase/(Decrease) Annual District Cap (Cost to District)	\$ 74,323 13.45% -6.14% 4.00% 0.00% \$ 9,342.00 8.14% \$ 8,179.56	\$ 81,811 12.86% 11.37% 0.00% 0.00% \$ 10,050.00 7.58% \$ 8,527.56	\$ 81,814 12.53% 0.30% 0.00% \$ - \$ 10,224.00 1.73% \$ 8,527.56 0.00% \$ 1,696.44	\$ 82,627 13.01% -0.13% 0.00% \$ - \$ 11,115.90 8.72% \$ 9,122.16	\$ 84,749 14.05% 1.71% 0.00% \$ - \$ 11,674.20 5.02% \$ 9,296.16	13.78% 1.57% 0.00% 0.00% \$ 12,391.20 6.14% \$ 9,716.16	12.77% 2.76% 0.00% 0.00% \$ 13,254.60 6.97% \$ 10,151.76	12.77% 1.50% 0.00% 0.00% \$ 14,269.77 7.66% \$ 10,659.34	12.77% 1.50% 0.00% 0.00% \$ 15,335.72 7.47% \$ 11,192.32

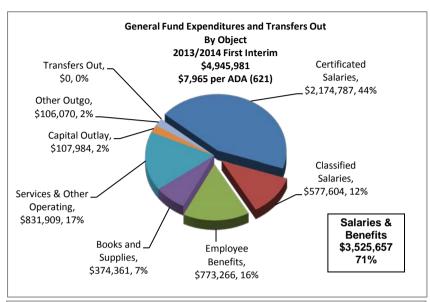
			Union Schoo				
	FUND SU	MMARY AS	OF 2012/2013	BUNAUDIT	ED ACTUALS		
				Other	Net Increase/	Beginning	Ending
				Sources/	(Decrease) to	Fund	Fund
Fund	Fund Description	Revenues	Expenditures	(Uses)	Fund Balance	Balance	Balance
010	General	\$ 4,475,483	\$ 5,142,961	\$ 601,153	\$ (66,325)	\$ 1,344,601	\$ 1,278,275
130	Cafeteria	169,301	168,737	-	564	46,027	46,591
140	Deferred Maintenance	556	24,726	-	(24,170)	224,309	200,139
150	Pupil Transp. Equipment	80	-	1	80	19,626	19,706
171	Special Reserve: Foundation	-	-	-	-	36	36
173	Special Reserve - Equipment	43	-	-	43	10,426	10,469
211	Bond Building Fund	2,498	382,713	(601,153)	(981,368)	981,368	(0)
251	Capital Facilities - Developer Fees	13,677	12,473	-	1,204	38,318	39,522
355	County School Facilities Hardship	-	-	-	-	-	-
401	Special Reserve Capital Outlay	-	-	-	-	245	245
510	Bond Interest and Redemption	243,786	261,288	-	(17,502)	252,654	235,152
511	Bond Interest and Redemption	264,329	242,881	-	21,448	200,446	221,894
	Total All Funds	\$ 5,169,752	\$ 6,235,779	\$ (0)	\$ (1,066,026)	\$ 3,118,054	\$ 2,052,028

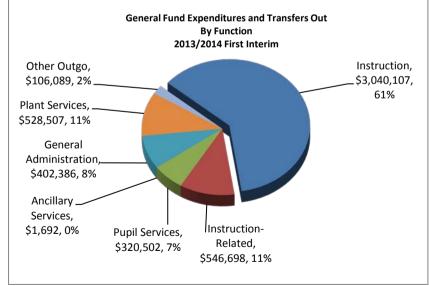
		Mesa	Union Schoo	I District			
	FUND	SUMMARY	AS OF 2013/2	2014 FIRST	INTERIM		
Fund	Fund Description	Revenues	Expenditures	Other Sources/ (Uses)	Net Increase/ (Decrease) to Fund Balance	Beginning Fund Balance	Ending Fund Balance
010	General	\$ 4,905,115	\$ 4,945,980	\$ -	\$ (40,865)	\$ 1,278,275	\$ 1,237,410
130	Cafeteria	163,933	179,117	-	(15,184)	46,591	31,407
140	Deferred Maintenance	550	35,000	-	(34,450)	200,139	165,689
150	Pupil Transp. Equipment	100		-	100	19,706	19,806
171	Special Reserve: Foundation	-	-	-	-	36	36
173	Special Reserve-Equipment	60		-	60	10,469	10,529
211	Bond Building Fund	-	-	-	-	(0)	(0)
251	Capital Facilities - Developer Fees	160	2,887	-	(2,727)	39,522	36,795
355	County School Facilities Hardship	-	-	-	-	-	-
401	Special Reserve Capital Outlay	-	-	-	-	245	245
510	Bond Interest and Redemption	242,294	252,750	-	(10,456)	235,152	224,696
511	Bond Interest and Redemption	250,857	254,088	-	(3,231)	221,894	218,663
	Total All Funds	\$ 5,563,069	\$ 5,669,822	\$ -	\$ (106,753)	\$ 2,052,028	\$ 1,945,275

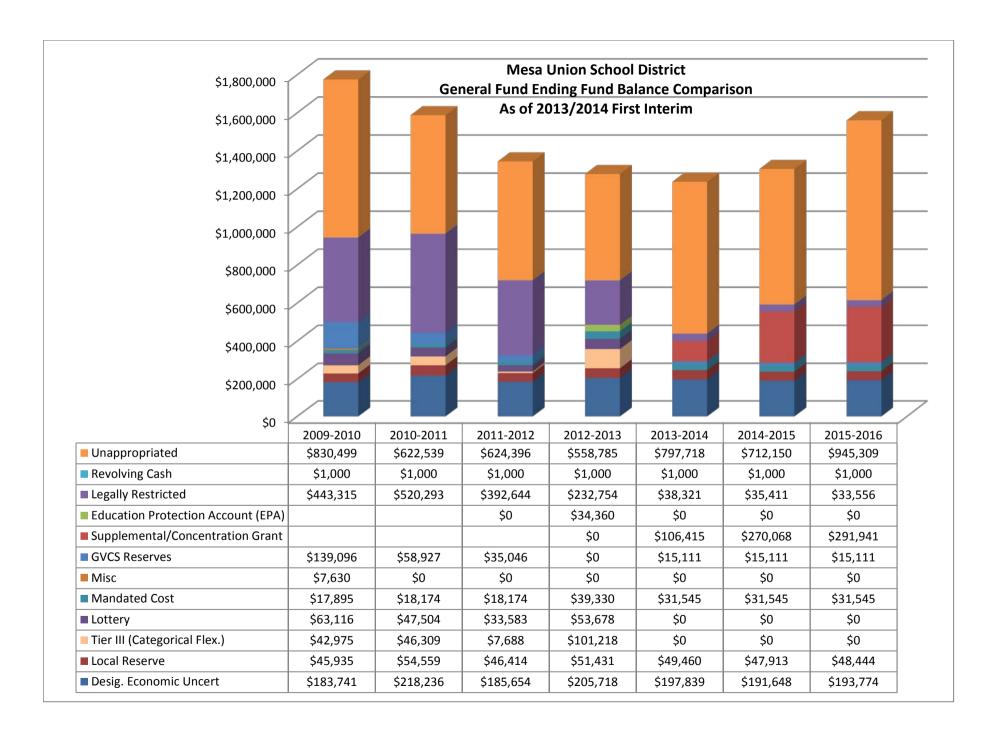
	A	В	С	D	Е	F	G	Н	l ,	J	K	L	М	N	0	Р	Q	R	S	T U
1									nion School D											
2									ultiyear Financ	ial	Projections				_					
3			201	2/13 Unaudit	ed Actuals	Para Para Para		2013/14 First	Interim			2014/1	5	Total Section		2015/1	6	District Co.		% Change
4	Description	Object	Unrestricted	Restricted	Total	%	Unrestricted	Restricted	Total	%	Unrestricted	Restricted	Total	%	Unrestricted	Restricted	Total	%	13/14 12/13	
5	ADA (FUNDED)		22.31		636.24		0		636.24		-15.24		621.00		0		621.00		0.00%	6 -2.40% 0.00%
6	LCFF COLA								0.000% 1.5	7%				1.87%				1.99%		
	LCFF Gap Funding								11.3					16.49%				18.69%		
	Consumer Price Index		.		454.00	2.30%	10100		2.0	0%	10100	A 22.22	\$0.00	2.30%			\$0.00	2.50%	Щ.	
	Lottery		\$ 124.00	\$ 30.00	\$ 154.00		\$ 124.00	\$ 30.00	\$ 154.00		\$ 124.00	\$ 30.00	\$ 154.00		\$ 124.00	\$ 30.00	\$ 154.00			
	REVENUES: LCFF (Inc. EPA)	8010-8099	\$ 3,196,108		¢ 2 106 109	71%	\$ 3,855,031		\$ 3,855,031	79%	\$ 4,009,292		\$ 4,009,292	83%	\$ 4,250,829		\$ 4,250,829	83%	21%	% 4% 6%
	Education Protection Account (EPA)	8100-8199	(683,699)		\$ 3,196,108 (683,699)	-15%	(683,630)	_		14%	(572,751)	-	(572,751)	-12%	(572,751)	-	(572,751)	11%	21%	% 4% 6% % -16% 0%
	Education Protection Account (EPA)	8100-8199	683,699		683,699	15%	683,630	-	683,630	14%	572,751	-	572,751	12%	572,751	-	572,751	11%	, 0%	% -16% 0%
	Federal-Special Ed	8100-8199	-	117,706	117,706	3%	-	106,617	106,617	2%	-	106,534	106,534	2%	_	106,534	106,534	2%	-9%	% 0% 0%
	Federal-Special Ed (Reimb GVCS)	8100-8199	-	-	-	0%	-	-	- 000	0%	-	440.000	-	0%	-	110,000	-	0%	0%	% 0% 0%
	Other Federal Class Size Reduction	8200-8299 8434	190,638	136,132	136,132 190,638	3% 4%	-	155,114	155,114	3% 0%	-	118,939	118,939	2% 0%	-	118,939	118,939	0%	14%	
	Lottery	8560	84,003	20,565	104,568	2%	82,401	19,936	•0.50	2%	80,428	19,458	99,886	2%	80,428	19,458	99,886	2%	-2%	
	Other State	8300-8599	183,726	124,976	308,702	7%	24,194	240,584	264,778	5%	19,939	107,984	127,923	3%	19,939	107,984		3%	-149	% -52% 0%
21	Local Interest	8660	4,589		4,589	0%	4,500		4,500	0%	4,500		4,500	0%	4,500		4,500	0%	-2%	/s 0% 0%
	Local GVCS Oversight (Less Reimb)	8677	44,002		44,002	1%	38,164		00,101	1%	38,164		38,164	1%	38,164		38,164	1%	-13%	6 0% 0%
	Direct Service (Reimb from GVCS) Local (State Special Ed)-District	8782 8792	31,782	284,312	31,782 284,312	1% 6%	31,782	278,071	31,782 278,071	1% 6%	31,782	257,126	31,782 257,126	1% 5%	31,782	257,126	31,782 257,126	1% 5%	0%	% 0% 0% % -8% 0%
	Other Local	8660-8799	3,155	53,789	56,944	1%	20,000	48,722		1%	20,000	44,497	64,497	1%	20,000			1%	21%	% -8% 0% % -6% 0%
	TOTAL REVENUES	0000 0700	\$ 3,738,003	\$ 737,480	\$ 4,475,483	100%		\$ 849,044		00%	,	\$ 654,538	,	100%	,	,	\$ 5,100,180	100%	10%	
	Percentage		83.52%	16.48%	100.00%		82.69%	17.31%	100.00%		86.53%	13.47%	100.00%		87.17%				0%	
	EXPENDITURES:																			New
	Certificated FTE/Step&Col%		26.76	3.15	29.91	1.6%	26.91	2.55	29.46 2.4	4%	27.26	2.20	29.46	1.5%	27.26	2.20	29.46	1.5%	-0.01	
	Classified FTE		8.63	5.65	14.28	0.5%	11.94	3.13	15.06 0.	1%	11.94	3.13	15.06	0.0%	11.94	3.13	15.06	0.0%	0.05	0.00 0.00
	Salaries and Benefits: Certificated Salaries	1000-1999	\$ 1,915,389	\$ 223,067	\$ 2,138,456	42%	\$ 1,972,900	\$ 201,887	\$ 2,174,787	44%	\$ 2,020,272	\$ 178,516	\$ 2,198,788	46%	\$ 2,042,731	\$ 178,516	\$ 2,221,247	46%	2%	% 1% 1%
	Classified Salaries	2000-2999	340,646	221,098	561,744	11%	467,647	109,957		12%	468,079	109,957	578,036	12%	468,079		578,036	12%	- /	
	Employee Benefits	3000-3999	658,226	140,251	798,477	16%		90,614		16%	708,394	84,374	792,768	17%					-3%	
36	Total Salaries & Benefits		\$ 2,914,262		\$ 3,498,677	68%	\$ 3,123,199		\$ 3,525,657	71%	\$ 3,196,745	\$ 372,847		75%		\$ 372,847	\$ 3,612,165	75%	1%	6 1% 1%
	Books and Supplies	4000-4999	\$ 92,491	\$ 63,465	\$ 155,956	3%	\$ 169,560	\$ 204,801	\$ 374,361	8%	\$ 125,715	\$ 97,107	\$ 222,822	5%	¥			5%	140%	10/
	Services & Other Operating Exp.	5000-5999 6000-6999	440,200	233,481	673,681	13% 0%	521,545	310,364	001,000	17% 2%	529,517	255,326	784,843	16% 2%	538,433	255,326		16%	23%	% -6% 1% 0% 0%
	Capital Outlay Other Outgo-Spec Ed Excess Costs	7141-7142	-	133,801	133,801	3%		107,984 106,070	107,984 106,070	2%	-	107,984 105,966	107,984 105,966	2%	_	107,984 105,966		2%	-219	6 0% 0% 6 0% 0%
	Other Outgo-Indirect Costs		(47,645)	40,441	(7,204)		(18,502)	18,502	100,070		(4,786)	4,786	103,300		(4,786)				0%	6 0% 0%
	Other Outgo-Debt Service	7310-7350	688,050	- 7	688,050	13%	-	-	-	0%	-	,	-	0%	-	,	-	0%	-100%	% 0% 0%
43	TOTAL EXPENDITURES		\$ 4,087,358			100%	\$ 3,795,802			00%	\$ 3,847,191		\$ 4,791,207	100%			\$ 4,844,346	100%	-4%	
	Percentage		79.47%	20.53%			76.75%	23.25%	100.00%		80.30%	19.70%	100.00%		80.53%				0%	
	EXCESS/(DEFICIENCY)		\$ (349,355)	\$ (318,123)	\$ (667,478)		\$ 260,270	\$ (301,135)	\$ (40,865)		\$ 356,914	\$ (289,478)	\$ 67,436		\$ 544,257	\$ (288,423)) \$ 255,834		-94%	% -265% 279%
	OTHER SOURCES/(USES) Transfers In	8910-8919	\$ 601,153		\$ 601,153	1000	¢	¢	œ e		¢	¢	¢		¢	¢	•	5050	4000	09/
	Transfers In Transfers Out	7610-7619	\$ 001,153		\$ 501,153	9 8 9 8	\$ -	\$ -	\$ -		φ - \$ -	\$ -	\$ -	0,000	\$ -	φ <u>-</u>	\$ -	5050	-100% 0%	% 0% 0% % 0% 0%
	Contributions	8980-8999	\$ (158,233)	\$ 158,233	\$ -	9.89.8	\$ (106,702)	\$ 106,702	\$ -		\$ (286,568)	\$ 286,568	\$ -	0,000	\$ (286,568)	\$ 286,568	\$ -	, 0, 0	0%	% 0% 0%
	NET INCREASE/(DECREASE)		\$ 93,565	\$ (159,890)	\$ (66,325)	9393		\$ (194,433)	\$ (40,865)	130	\$ 70,346		\$ 67,436	3/3/3	\$ 257,689			2222	-38%	% -265% 279%
	TOTAL BEGINNING BALANCE	9791	\$ 951,955	' '	\$ 1,344,600	9.29.2	\$ 1,045,520	\$ 232,754	\$ 1,278,275		\$ 1,199,089	\$ 38,321	\$ 1,237,410	20,200	\$ 1,269,435	. ,		1252	-5%	
		9711-9790	+ //-		\$ 1,278,275		\$ 1,199,089		\$ 1,237,410		\$ 1,269,435		\$ 1,304,846		\$ 1,527,124		\$ 1,560,680		-3%	
	Percentage	1 41:00	81.79%	18.21%	100.00%	100	96.90%	3.10%	100.00%		97.29%	2.71%	100.00%		97.85%	2.15%	100.00%		. 0%	% 0% 0%
	COMPONENTS OF ENDING FUND BA Revolving Cash		¢ 4.000		¢ 4.000	0%	¢ 4.000		¢ 4.000	0%	¢ 4.000		¢ 4.000	0%	¢ 4000		6 4000	Λο/	00000	000
	Legally Restricted	9711 9740	\$ 1,000	232,754	\$ 1,000 232,754	18%	\$ 1,000	38,321	\$ 1,000 38,321	3%	\$ 1,000	35,411	\$ 1,000 35,411	3%	\$ 1,000	33,556	\$ 1,000 33,556	2%	0% -84%	
	Desig. Economic Uncertainties	9740	205,718	202,104	205,718	16%	197,839	30,321		16%	191,648	55,411	191,648	15%	193,774	55,556	193,774	12%		
59	% Economic Uncert.	9770	·		4.00%	0%	·		, , , , , ,	0%	,		4.00%	0%			4.00%	0%	0%	% 0% 0%
	Economic Uncert Local 1%	9770	51,431		51,431	4%	49,460		49,460	4%	47,913		47,913	4%	48,444		48,444	3%	-4%	6 -3% 1%
	Mandated Cost Reimbursements	9780	39,330	-	39,330	3%	31,545	-	31,545	3%	31,545		31,545	2%	31,545		31,545	2%	-20%	6 0% 0%
	GVCS Reserves Supplemental/Concentration R0709	9780 9780	-	-	-	0% 0%	15,111 106,415	-	15,111	9%	15,111 270,068		15,111	1% 21%	15,111 291,941		15,111 291,941	19%	Nev	V 0% 0%
	Supplemental/Concentration R0709 Tier III Reserves	9780 9780	101,218		101,218	8%	100,415		106,415	0%	∠1U,U08 -	_	270,068	0%	291,941	_	291,941	0%	New -100%	w 154% 8% % New New
	Unrest. Lottery	9780	53,678		53,678	4%	-			0%	-		-	0%	-		 -	0%	-100%	% New New
66	Education Protection Account (EPA)	9780	34,360		34,360	3%	-			0%	-		-	0%			-	0%	-100%	% New New
	Undesignated	9790	558,785	-	558,785	44%	797,718	-	707,710	64%	712,150	-	712,150	55%	945,309		945,309	61%	10 /	% -11% 33%
68	TOTAL ENDING FUND BALANCE		\$ 1,045,521	\$ 232,754	\$ 1,278,275	100%	\$ 1,199,089	\$ 38,321	\$ 1,237,410 1 1 1	00%	\$ 1,269,435	\$ 35,411	\$ 1,304,846	100%	\$ 1,527,124	\$ 33,556	\$ 1,560,680	100%	63%	% 5% 5%









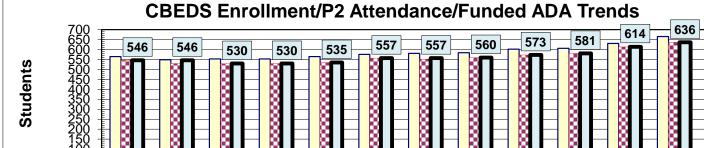


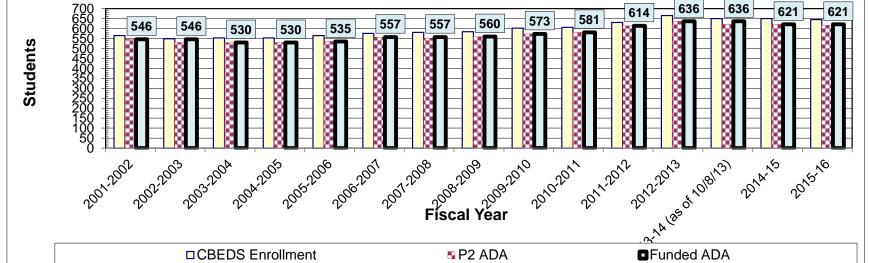
N	/IESA U	NION	ELEME	NTAR	Y SCHO	OOL DI	STRICT	ENROLI	MENT P	ROJECT	IONS			
					Total						Total		Incr/(Decr)	
Fiscal Year	K	1st	2nd	3rd	K-3	4th	5th	6th	7th	8th	4-8	Total	from PY	% Change
2001-02 CBEDS	58	57	61	58	234	66	68	67	63	67	331	565	10	1.80%
2002-03 CBEDS	58	59	55	64	236	59	65	64	64	61	313	549	-16	-2.83%
2003-04 CBEDS	56	58	63	55	232	62	66	65	66	62	321	553	4	0.73%
2004-05 CBEDS	50	62	57	70	239	51	65	64	66	68	314	553	0	0.00%
2005-06 CBEDS	61	59	59	60	239	70	59	67	65	65	326	565	12	2.17%
2006-07 CBEDS	59	63	62	58	242	62	69	68	72	63	334	576	11	1.95%
2007-08 CBEDS	50	62	64	69	245	62	64	70	67	73	336	581	5	0.87%
2008-09 CBEDS	57	51	64	71	243	72	62	69	68	70	341	584	3	0.52%
2009-10 CBEDS	64	62	58	70	254	73	68	68	70	69	348	602	18	3.08%
2010-11 CBEDS	58	73	64	61	256	75	73	71	64	67	350	606	4	0.66%
2011-12 CBEDS	71	69	74	70	284	69	74	70	71	63	347	631	25	4.13%
2012-13 CBEDS	77	75	73	77	302	73	74	74	72	70	363	665	34	5.39%
2013-14 (as of 10/8/13)	70	70	76	74	290	71	74	70	75	70	360	650	-15	-2.26%
2014-15	70	70	70	76	286	74	71	74	70	75	364	650	0	0.00%
2015-16	70	70	70	70	280	76	74	71	74	70	365	645	-5	-0.77%
2013-14 Adopted Budget	72	74	<i>7</i> 5	74	295	<i>7</i> 5	76	73	74	70	368	663	_	
Difference Between current year proje	ections	and A	dopted	Budg	et Proj	ections	<u> </u>					-13	1	

Per Ed Code 41376, Grades 4-8 Average Class Size not to Exceed 29.9 or District's Average in 1964 (Mesa 32.4)

2012/13	K	1st	2nd	3rd	K-3	4th	5th	4-5	6th	7th	8th	6-8	Total	Incr/(Decr)
Classroom Teachers	3	3	3	3	12			5				7.8	24.8	0
Actual as of J7	76.8	74.8	73	76.1	301	76	73	149	74	70	67	211	660.716	16.716
Class Size 2012/13	25.6	24.94	24.33	25.37	25.06			29.8				27.051	26.642	0.674
Maximum CSR 13/14: (12/13 CSR 25.0)6 - 24.0	00 targ	et = 1.0	06 x 11	.78% fu	ınding	= .1249 :	adjustm	ent = 25.0	06 12/13	CSR -	.1249 = 2	24.9351 Maxi	imum 13/14
2013/14	K	1st	2nd	3rd	K-3	4th	5th	4-5	6th	7th	8th	6-8	Total	Incr/(Decr)
Classroom Teachers	3	3	3	3	12			5				7.8	24.8	0
As of Enr Report 10/08/13	70	70	76	74	290	71	74	145	70	<i>7</i> 5	70	215	650	-10.716
Class Size 13/14	23.33	23.33	25.33	24.67	24.17			29				27.564	26.21	-0.432
ADA Based on attendance Rate of	95.54%				277.06			138.53				205.41	621.00	
2014/15	K	1st	2nd	3rd	K-3	4th	5th	4-5	6th	7th	8th	6-8	Total	Incr/(Decr)
2014/15 Classroom Teachers	K 3	1st 3	2nd 3	3rd 3	K-3 12	4th	5th	4-5 5	6th	7th	8th	6-8 7.8	Total 24.8	Incr/(Decr)
		1st 3 70	2nd 3 70	3rd 3 76	12	4th 74	5th	5	6th 74	7th	8th 75		24.8	Incr/(Decr) 0 0
	3 70	3 70	3 70	3 76	12			5				7.8	24.8 650	Incr/(Decr) 0 0 0
Classroom Teachers	3 70	3 70	3 70	3 76	12 286			5 145				7.8 219	24.8 650	Incr/(Decr) 0 0 0
Classroom Teachers Class Size 14/15	3 70 23.33	3 70	3 70	3 76	12 286 23.83			5 145 29 138.53			75	7.8 219 28.077 209.23	24.8 650 26.21 621.00	Incr/(Decr) 0 0 0 Incr/(Decr)
Class Size 14/15 ADA Based on attendance Rate of	3 70 23.33 95.54%	3 70 23.33	3 70 23.33	3 76 25.33	12 286 23.83 273.24	74	71	5 145 29 138.53	74	70	75	7.8 219 28.077 209.23	24.8 650 26.21 621.00 Total	0 0
Class Size 14/15 ADA Based on attendance Rate of 2015/16	3 70 23.33 95.54%	3 70 23.33	3 70 23.33 2nd	3 76 25.33	286 23.83 273.24 K-3 12	74	71	5 145 29 138.53 4-5 5	74	70	75	7.8 219 28.077 209.23 6-8 7.8	24.8 650 26.21 621.00 Total 24.8	0 0
Class Size 14/15 ADA Based on attendance Rate of 2015/16	3 70 23.33 95.54% K 3 70	3 70 23.33 1st 3 70	3 70 23.33 2nd 3 70	3 76 25.33 3rd 3 70	286 23.83 273.24 K-3 12	74 4th	71 5th	5 145 29 138.53 4-5 5	74 6th	70 7th	75 8th	7.8 219 28.077 209.23 6-8 7.8	24.8 650 26.21 621.00 Total 24.8 645	0 0 0 0 Incr/(Decr)

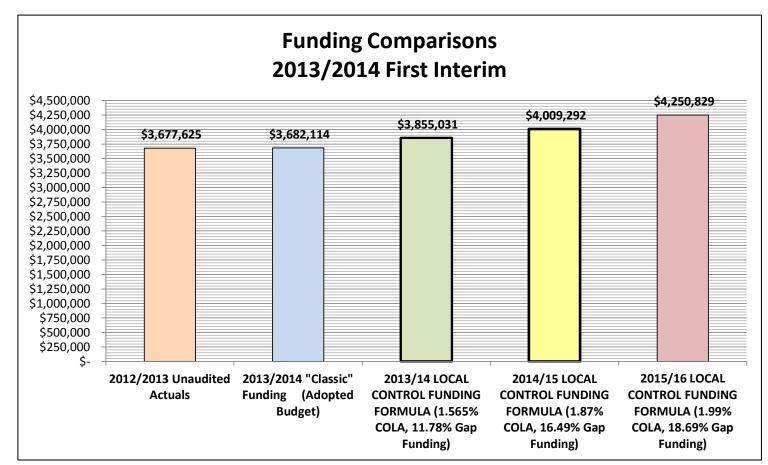
	CBEDS			Funded	from Pı	(Decr) rior Year EDS	Incr/(Dec Prior Y AD	ear P2	Incr/(Decr) from Prior Year Funded	Attendance Percentage
Fiscal Year	Enrollment	P1 ADA	P2 ADA	ADA	#	%	#	%	ADA	(P2/CBEDS)
2001-2002	565	546.50	546.04	546.04	10	1.80%	15	12.97%	15	96.64%
2002-2003	549	531.43	529.68	546.04	-16	-2.83%	-16	-3.00%	0	96.48%
2003-2004	553	534.09	529.01	529.68	4	0.73%	-1	-0.13%	-16	95.66%
2004-2005	553	535.12	530.05	530.05	0	0.00%	1	0.20%	0	95.85%
2005-2006	565	536.99	534.80	534.80	12	2.17%		0.90%	5	94.65%
2006-2007	576	555.94	557.00	557.00	11	1.95%	22	4.15%	22	96.70%
2007-2008	581	556.68	552.00	557.00	5	0.87%	-5	-0.90%	0	95.01%
2008-2009	584	563.79	559.88	559.88	3	0.52%	8	1.43%	3	95.87%
2009-2010	602	572.43	573.36	573.36	18	3.08%	13	2.41%	13	95.24%
2010-2011	606	585.16	580.66	580.66	4	0.66%	7	1.27%	7	95.82%
2011-2012	631	612.48	613.93	613.93	25	4.13%	33	5.73%	33	97.29%
2012-2013	665	638.75	636.24	636.24	34	5.39%	22	3.63%	22	95.68%
2013-14 (as of 10/8)	650		621.00	636.24	-15	-2.26%	-15	-2.40%	0	95.54%
2014-15	650		621.00	621.00	0	0.00%	0	0.00%	-15	95.54%
2015-16	645		616.00	621.00	-5	-0.77%	-5	-0.81%	0	95.50%
2013/14 Adopted B	udget P2 633	, Funded	636.24							





	Mesa Union School District Classic Reve	nu	e Limit Calc	ula	ation
	REVENUE LIMIT CALCULATION		12/13 Actual	1	3/14 Adopt
	REVENUE LIMIT CALCULATION		12/13 Actual	•	3/14 Auopt
	COST OF LIVING ADJUSTMENT (COLA)		3.24%		1.565%
A1	Base Revenue Limit per ADA (Prior Year)	\$	6,195.16	\$	6,397.16
	Inflation Increase (COLA)	\$	202.00	\$	101.00
	Adjustments (Beginning Teacher)	\$	8.77	\$	8.91
A4	*Base Revenue Limit per ADA (Sum Line A1-A3)	\$	6,405.93	\$	6,507.07
A5	Funded ADA (Greater of c/y or p/y P2 ADA) + Cty Tsfr		637.10		636.24
B1	Revenue Limit Subject to Deficit (Line A4 x Line A5)	\$	4,081,218	\$	4,140,058
C1	Deficit Factor (1.0 - 22.272% Deficit)		0.77728		0.77728
C2	Total Deficited Revenue Limit (Line B1 x Line C1)	\$	3,172,249	\$	3,217,984
D1	Unemployment Insurance in excess of 1975-1976	\$	27,938	\$	557
D2	Less PERS Reduction Adjustment (Difference between 13.02% and current employer rate 11.417%)	\$	(4,012)	\$	(4,624)
E1	TOTAL REVENUE LIMIT (Sum of Lines C2 through D3)	\$/	3,196,175	\$	3,213,917
E2	Local Property Taxes	\$	1,959,484	\$	1,930,251
E3	Less Total Charter Schools in Lieu Taxes	\$	(1,023,522)	\$	(1,023,522)
*E4	State Aid Portion of Revenue Limit (Sum of Lines E1-E3)	\$	2,260,213	\$	2,307,188
	ate Aid (Line E4) is negative, District subject to "Fair Share" Red	lucti			
F1	Net Local Property Taxes (Lines Ed plus E3)	\$	935,962	\$	906,729
	PERS Reduction Adjustment (Object 8092) (Line D2)	\$	4,012	\$	4,624
F3	Other Adjustments (County Transfers, Etc.)	\$	(4,115)		
F4	Total Revenue Limit (Including State Aid, EPA, Prop. Tax, PERS Reduction)	\$	3,196,072	\$	3,218,541
G1	Funded Base Revenue Limit per ADA (Line 4 x Line 7)	\$	4,979.20	\$	5,057.82
G2	Amount Per ADA Change From Prior Year			\$	78.61

	PER	ED CODE 42238.03		12/13	1:	3/14 Adopt
			$ \downarrow $	Actual		Classic
A 1	тота	L REVENUE LIMIT PRIOR TO ADJ (Line E1 above)	\$	3,196,175	\$	3,213,917
A2	DEFIC	ITED AMOUNT PER ADA		5,016.76		5,051.42
В		TIER III CATEGORICAL FUNDING (Exc. Prior Year A	djus	tments)		
В1	6760	Arts and Music Block Grant	\$	7,953	\$	7,952
B2	7080	Middle and High School Counseling				
B3	6285	Community-Based English Tutoring	\$	2,143	\$	2,143
B4	6205	Deferred Maint (Inc. \$205,933 Hardship)	\$	19,938	\$	20,224
B5	7140	Gifted and Talented Education	\$	13,118	\$	13,118
В6	7156	Instructional Materials Block Grant	\$	37,167	\$	37,217
B7	0000	Oral Health Assessments	\$	403	\$	403
B8	7271	Peer Assistance and Review	\$	3,598	\$	3,598
В9	7296	Professional Development Block Grant	\$	1,002	\$	1,002
B10	7294	Prof Dev Math and Reading	\$	2,003	\$	2,003
B11	7395	School and Library Improvement Block Grant	\$	41,194	\$	41,194
B12	6405	School Safety Block Grant	\$	7,990	\$	4,162
B13	7393	Staff Development Block Grant	\$	18,581	\$	18,581
	7394	BTSA			\$	950
B14		Targeted Instruction				
B15	CORE	*Core	\$	914	\$	914
B16	REME	*Remediation	\$	1,984	\$	1,984
B17	REME	*Retained	\$	2,258	\$	2,258
B18		TOTAL TIER III CATEGORICAL FUNDING	\$	160,246	\$	157,703
					\$	-
С	8434	CLASS SIZE REDUCTION K-3	\$	190,638	\$	179,928
D	709#	ECONOMIC IMPACT AID	\$	61,313	\$	61,313
E	7230	TRANSPORTATION	\$	69,253	\$	69,253
F		TOTAL STATE CATEGORICALS	\$	481,450	\$	468,197
G		TOTAL CURRENT FUNDING	\$	3,677,625	\$	3,682,114
Н		TOTAL FUNDING PER ADA	\$	5,772.45	\$	5,787.30



Funding Scenarios	Funding Comparisons	Difference LCFF AB 97	% Difference	Funding per ADA
2012/2013 Unaudited Actuals	\$ 3,677,625	\$ 177,406	4.82%	\$ 5,772
2013/2014 "Classic" Funding (Adopted Budget)	\$ 3,682,114	\$ 172,917	4.70%	\$ 5,787
2013/14 LOCAL CONTROL FUNDING FORMULA (1.565% COLA, 11.78% Gap Funding)	\$ 3,855,031			\$ 6,059
2014/15 LOCAL CONTROL FUNDING FORMULA (1.87% COLA, 16.49% Gap Funding)	\$ 4,009,292	\$ 154,260	4.00%	\$ 6,456
2015/16 LOCAL CONTROL FUNDING FORMULA (1.99% COLA, 18.69% Gap Funding)	\$ 4,250,829	\$ 241,538	6.02%	\$ 6,845

	ROL		RMU	•	DLA,	•		Ξ,	1			_	
							-	TOTAL					TOTAL
		· · · · · · · · · · · · · · · · · · ·							HA	RMLESS		F	UNDING
							1	1.565%					
	\$	<u> </u>			\$						11.78%		
										_		_	
,	\$	2,003,497	\$	1,510,901	\$	973,063	\$4	,487,461	\$3	,352,109		\$3	,485,853
											3.99%		
		48%		48%		48%							
T	\$				\$								
•		131	Ψ	011	Ψ	030							
AB 97	\$	-	\$	-	\$	-							
					÷						•		
TOTAL SUPPLEMENTAL/CONCENTRATION GRANT X ADA	\$	212,396	\$	144,966	\$	93,476	\$	450,838	\$	61,313	•	\$	107,199
											74.84%		
TOTAL CSR ADDON (Line C1 x A4)	\$	208,361					\$	208,361	\$	190,638		\$	192,726
								_		_			_
							\$	69,253	\$	69,253	\$ -		69,253
TARGETED INSTRUCTION											\$ -	<u> </u>	
TOTAL LOCAL CONTROL FUNDING TARGET	\$	2,424,254	\$	1,655,867	\$ 1	,066,539	\$5	,215,913	\$3	673,313	\$ 181,718	\$3	,855,031
TRANSITIONAL LOCAL CONTROL FUNDING FORMULA									\$	8,198.03	4.95%	\$	6,059.08
12/13 DEFICITED REVENUE LIMIT (E1) DIVIDED BY 12/13 ADA X	CU	RRENT YEAR	ΑD	Α		5,016.76	\$3	,191,863			<u>-</u> "		
Total State Categoricals (Tier III, CSR, EIA, Transportation) Rece	ive	12/13					\$	481,450					
TOTAL HOLD HARMLESS (Lines F1 + F2)							\$3	,673,313					
DIFFERENCE BETWEEN LCFF AND 12/13 FUNDING FORMULA (Line	e E-F3) - GRO	WTI	H TARGET			\$1	,542,600					
LCFF TRANSITION GROWTH FROM 2012/2013 (Line F4 x		11.78%				4.95%	\$	181,718					
TOTAL LCFF TO BE RECEIVED 2013/14 (F3 + F5)					\$	6,059.08	\$3	,855,031					
ECONOMIC RECOVERY PAYMENT EC 42238.025													
Total 12/13 Undeficited Hold Harmless Funding per ADA							\$	7,161.62					
Total Targeted LCFF Funding Per ADA (Line E/A4)													
	FΡ	er ADA (If Neg	ative	e,\$0)			\$	-					
Amount Per ADA x 1.565% 13/14, x.1.94% 14/15-2021 x 1/8		· ·		·			\$	-					
Economic Recovery Payment H4 x A4)							\$						
	BASE GRANT TARGET Beginning Base Grant Per ADA Cost of Living Adjustment Base Grant 2013/2014 ADA Per Grade Level (Using 12/13 Actual P2) TOTAL BASE GRANT (Line A3 times Line A4) SUPPLEMENTAL/CONCENTRATION GRANTS % Enrollment English Language Learners, Economically Disadvantaged and Foster Youth SUPPLEMENTAL GRANT (Line A3 + Line C1 x Line B1 x 20% CONCENTRATION GRANT (Line A3 x 50% x Line B1 Above 55% AB 97 TOTAL SUPPLEMENTAL/CONCENTRATION GRANT PER ADA (Lines B3 + B4) TOTAL SUPPLEMENTAL/CONCENTRATION GRANT X ADA CLASS SIZE REDUCTION ADD ON CSR Add on per ADA (10.4%) TOTAL CSR ADDON (Line C1 x A4) TRANSPORTATION ADD ON TARGETED INSTRUCTION TOTAL LOCAL CONTROL FUNDING FORMULA 12/13 DEFICITED REVENUE LIMIT (E1) DIVIDED BY 12/13 ADA X Total State Categoricals (Tier III, CSR, EIA, Transportation) Rece TOTAL HOLD HARMLESS (Lines F1 + F2) DIFFERENCE BETWEEN LCFF AND 12/13 FUNDING FORMULA (LCFF TRANSITION GROWTH FROM 2012/2013 (Line F4 x TOTAL LCFF TO BE RECEIVED 2013/14 (F3 + F5) ECONOMIC RECOVERY PAYMENT EC 42238.025 Total 12/13 Undeficited Hold Harmless Funding per ADA Total Targeted LCFF Funding Per ADA (Line E/A4) Amount Undeficited Hold Harmless Per ADA Exceeds Targeted LCFAmount Per ADA x 1.565% 13/14, x 1.94% 14/15-2021 x 1/8	BASE GRANT TARGET Beginning Base Grant Per ADA Cost of Living Adjustment \$ asse Grant 2013/2014 \$ ADA Per Grade Level (Using 12/13 Actual P2) TOTAL BASE GRANT (Line A3 times Line A4) \$ SUPPLEMENTAL/CONCENTRATION GRANTS % Enrollment English Language Learners, Economically Disadvantaged and Foster Youth SUPPLEMENTAL GRANT (Line A3 + Line C1 x Line B1 x 20% \$ CONCENTRATION GRANT (Line A3 x 50% x Line B1 Above 55% AB 97 TOTAL SUPPLEMENTAL/CONCENTRATION GRANT PER ADA (Lines B3 + B4) TOTAL SUPPLEMENTAL/CONCENTRATION GRANT Y ADA \$ CLASS SIZE REDUCTION ADD ON CSR Add on per ADA (10.4%) \$ TOTAL CSR ADDON (Line C1 x A4) \$ TRANSPORTATION ADD ON TARGETED INSTRUCTION TOTAL LOCAL CONTROL FUNDING TARGET TRANSITIONAL LOCAL CONTROL FUNDING FORMULA 12/13 DEFICITED REVENUE LIMIT (E1) DIVIDED BY 12/13 ADA X CUI TOTAL HOLD HARMLESS (Lines F1 + F2) DIFFERENCE BETWEEN LCFF AND 12/13 FUNDING FORMULA (Line LCFF TRANSITION GROWTH FROM 2012/2013 (Line F4 x TOTAL LCFF TO BE RECEIVED 2013/14 (F3 + F5) ECONOMIC RECOVERY PAYMENT EC 42238.025 Total 12/13 Undeficited Hold Harmless Funding per ADA Total Targeted LCFF Funding Per ADA (Line E/A4) Amount Undeficited Hold Harmless Per ADA Exceeds Targeted LCFF P Amount Per ADA x 1.565% 13/14, x.1.94% 14/15-2021 x 1/8	BASE GRANT TARGET Beginning Base Grant Per ADA \$ 6,845 Cost of Living Adjustment \$ 107 Base Grant 2013/2014 \$ 6,952 ADA Per Grade Level (Using 12/13 Actual P2) TOTAL BASE GRANT (Line A3 times Line A4) \$ 2,003,497 SUPPLEMENTAL/CONCENTRATION GRANTS % Enrollment English Language Learners, Economically Disadvantaged and Foster Youth SUPPLEMENTAL GRANT (Line A3 + Line C1 x Line B1 x 20% \$ CONCENTRATION GRANT (Line A3 x 50% x Line B1 Above 55% AB 97 TOTAL SUPPLEMENTAL/CONCENTRATION GRANT PER ADA (Lines B3 + B4) \$ 737 TOTAL SUPPLEMENTAL/CONCENTRATION GRANT X ADA \$ 212,396 CLASS SIZE REDUCTION ADD ON CSR Add on per ADA (10.4%) \$ 723 TOTAL CSR ADDON (Line C1 x A4) \$ 208,361 TRANSPORTATION ADD ON TARGETED INSTRUCTION TOTAL LOCAL CONTROL FUNDING TARGET TRANSITIONAL LOCAL CONTROL FUNDING FORMULA 12/13 DEFICITED REVENUE LIMIT (E1) DIVIDED BY 12/13 ADA X CURRENT YEAR TOTAL State Categoricals (Tier III, CSR, EIA, Transportation) Received 12/13 TOTAL HOLD HARMLESS (Lines F1 + F2) DIFFERENCE BETWEEN LCFF AND 12/13 FUNDING FORMULA (Line E-F3) - GRO LCFF TRANSITION GROWTH FROM 2012/2013 (Line F4 x 11.78% TOTAL LCFF TO BE RECEIVED 2013/14 (F3 + F5) ECONOMIC RECOVERY PAYMENT EC 42238.025 Total 12/13 Undeficited Hold Harmless Funding per ADA Total Targeted LCFF Funding Per ADA (Line E/A4) Amount Undeficited Hold Harmless Per ADA Exceeds Targeted LCFF Per ADA (If Neg Amount Per ADA x 1.565% 13/14, x 1.94% 14/15-2021 x 1/8	BASE GRANT TARGET Beginning Base Grant Per ADA \$ 6,845 \$ Cost of Living Adjustment \$ 107 \$ Base Grant 2013/2014 \$ 6,952 \$ ADA Per Grade Level (Using 12/13 Actual P2) TOTAL BASE GRANT (Line A3 times Line A4) \$ 2,003,497 \$ SUPPLEMENTAL/CONCENTRATION GRANTS % Enrollment English Language Learners, Economically Disadvantaged and Foster Youth \$ 48% SUPPLEMENTAL GRANT (Line A3 + Line C1 x Line B1 x 20% \$ CONCENTRATION GRANT (Line A3 x 50% x Line B1 Above 55% AB 97 TOTAL SUPPLEMENTAL/CONCENTRATION GRANT PER ADA (Lines B3 + B4) \$ 737 \$ TOTAL SUPPLEMENTAL/CONCENTRATION GRANT X ADA \$ 212,396 \$ CLASS SIZE REDUCTION ADD ON CSR Add on per ADA (10.4%) \$ 723 TOTAL CSR ADDON (Line C1 x A4) \$ 208,361 TRANSPORTATION ADD ON TARGETED INSTRUCTION TOTAL LOCAL CONTROL FUNDING FORMULA 12/13 DEFICITED REVENUE LIMIT (E1) DIVIDED BY 12/13 ADA X CURRENT YEAR AD TOTAL State Categoricals (Tier III, CSR, EIA, Transportation) Received 12/13 TOTAL HOLD HARMLESS (Lines F1 + F2) DIFFERENCE BETWEEN LCFF AND 12/13 FUNDING FORMULA (Line E-F3) - GROWTI LCFF TRANSITION GROWTH FROM 2012/2013 (Line F4 x 11.78%) TOTAL LCFF TO BE RECEIVED 2013/14 (F3 + F5) ECONOMIC RECOVERY PAYMENT EC 42238.025 Total 12/13 Undeficited Hold Harmless Funding per ADA Total Targeted LCFF Funding Per ADA (Line E/A4) Amount Undeficited Hold Harmless Per ADA Exceeds Targeted LCFF Per ADA (If Negative Amount Per ADA x 1.565% 13/14, x 1.94% 14/15-2021 x 1/8	BASE GRANT TARGET	BASE GRANT TARGET	BASE GRANT TARGET	BASE GRANT TARGET	Beginning Base Grant Per ADA	BASE GRANT TARGET	BASE GRANT TARGET	BASE GRANT TARGET K-3	BASE GRANT TARGET

	2044451 2041 2041	-DOI	FUNDING FO		L A /4 070/ 00		40 400/ 0 1	5			
A	2014/15 LOCAL CONT BASE GRANT TARGET	KOL	K-3	KMUI	4-6	LA,	7-8	TOTAL	HOLD	FUNDED	TOTAL
A A1	Beginning Base Grant Per ADA	\$	6,952	\$	7,056	•	7,266	IOIAL	HARMLESS		FUNDING
		\$	130	\$	132		136	1.870%	PY	Diff x	FUNDING
A2	Cost of Living Adjustment					<u> </u>		1.0/0%	Pi		
A3	Base Grant	\$	7,082	\$	7,188		7,402	224.22		16.49%	
A4	ADA Per Grade Level (as of 10/8/13)		273.24		138.53		209.23	621.00		^	
A5	TOTAL BASE GRANT (Line A3 times Line A4)	\$	1,935,086	\$	995,754	\$	1,548,720	\$4,479,560	\$3,405,046	\$ 177,187	\$3,582,233
В	SUPPLEMENTAL/CONCENTRATION GRANTS									5.20%	
	% Enrollment English Language Learners, Economically Disadvantaged and Foster Youth		48%		48%		48%				
B1	SUPPLEMENTAL GRANT (Line A3 + Line C1 x Line B1 x 20%	•		•							
В3	CONCENTRATION GRANT (Line A3 x 50% x Line B1 Above 55%)	\$	751	\$	690	\$	711				
В4	AB 97	\$	_	\$	_	\$	_				
	TOTAL SUPPLEMENTAL/CONCENTRATION GRANT PER ADA	Ť		_		Ť					
В5	(Lines B3 + B4)	\$	751	\$	690	\$	711				
В6	TOTAL SUPPLEMENTAL/CONCENTRATION GRANT X ADA	\$	205,203	\$	95,586	\$	148,763	\$ 449,551	\$ 107,199	\$ 56,454	\$ 163,653
										52.66%	
С	CLASS SIZE REDUCTION ADD ON										
C1	CSR Add on per ADA (10.4%)	\$	737								
C2	TOTAL CSR ADDON (Line C1 x A4)	\$	201,378					\$ 201,378	\$ 192,726	\$ 1,427	\$ 194,153
D1	TRANSPORTATION ADD ON							\$ 69,253	\$ 69,253	\$ -	\$ 69,253
D2	TARGETED INSTRUCTION							\$ -	\$ -	\$ -	\$ -
E	TOTAL LOCAL CONTROL FUNDING TARGET	\$	2,341,667	\$	1,091,339	\$	1,697,483	\$5,199,742	\$3,774,224	\$ 235,069	\$4,009,292
F	TRANSITIONAL LOCAL CONTROL FUNDING FORMULA								\$ 8,373.18	6.23%	\$ 6,456.19
F1	12/13 DEFICITED REVENUE LIMIT (E1) DIVIDED BY 12/13 ADA X	CUI	RRENT YEAR	ADA	Ą		5,016.76	\$3,115,408			
F2	Total State Categoricals (Tier III, CSR, EIA, Transportation) Rece	ivec	1 12/13					\$ 481,450			
F2	LCAP Growth from Prior Year per ADA x Current Year ADA					2	85.6127876	\$ 177,366			
F3	TOTAL HOLD HARMLESS (Lines F1 + F2)							\$3,774,224			
F4	DIFFERENCE BETWEEN LCFF AND 12/13 FUNDING FORMULA (Line	e E-F3) - GRO	WTH	TARGET			\$1,425,518			
F5	LCFF TRANSITION GROWTH FROM 2013/2014 (Line F4 x		16.49%				6.55%	\$ 235,068	16.49%		
G	TOTAL LCFF TO BE RECEIVED 2013/14 (F3 + F5)					\$	6,456.19	\$4,009,292	4.42%		
G	TOTAL LCFF TO BE RECEIVED 2013/14 (F3 + F5)					\$	6,456.19	\$4,009,292	4.	42%	42 %

	2015/16 LOCAL CONT	ROI	L FUNDING FO	RMU	LA (1.99% CO	LA,	18.69% Gap	Funding)			
Α	BASE GRANT TARGET		K-3		4-6		7-8	TOTAL	HOLD	FUNDED	TOTAL
A1	Beginning Base Grant Per ADA	\$	7,082	\$	7,188	\$	7,402		HARMLESS	GROWTH	FUNDING
A2	Cost of Living Adjustment	\$	141	\$	143	\$	147	1.990%	PY	Diff x	
А3	Base Grant	\$	7,223	\$	7,331	\$	7,549			18.69%	
A4	ADA Per Grade Level (as of 10/8/13)		273.24		138.53		209.23	621.00			
A5	TOTAL BASE GRANT (Line A3 times Line A4)	\$	1,973,613	\$	1,015,563	\$	1,579,477	\$4,568,653	\$3,582,233	\$ 184,362	\$3,766,595
В	SUPPLEMENTAL/CONCENTRATION GRANTS									5.15%	
	% Enrollment English Language Learners, Economically										
	Disadvantaged and Foster Youth		48%		48%		48%				
В3	SUPPLEMENTAL GRANT (Line A3 + Line C1 x Line B1 x 20%	\$	766	\$	704	\$	725				
	CONCENTRATION GRANT (Line A3 x 50% x Line B1 Above 55%	_		•							
B4	AB 97 TOTAL SUPPLEMENTAL/CONCENTRATION GRANT PER ADA	\$	-	\$	-	\$	-				
B5	(Lines B3 + B4)	\$	766	\$	704	\$	725				
B6	TOTAL SUPPLEMENTAL/CONCENTRATION GRANT X ADA	\$	209,302	\$	97,525	\$	151,692	\$ 458,519	\$ 163,653	\$ 55,110	\$ 218,763
		Ψ	200,002	Ψ	01,020	Ψ	101,002	Ψ 400,010	Ψ 100,000	33.68%	ψ 210,100
С	CLASS SIZE REDUCTION ADD ON									00.0070	
C1	CSR Add on per ADA (10.4%)	\$	751								
C2	TOTAL CSR ADDON (Line C1 x A4)	\$	205,203					\$ 205,203	\$ 194,153	\$ 2,065	\$ 196,218
			·							1.06%	
D1	TRANSPORTATION ADD ON							\$ 69,253	\$ 69,253	\$ -	\$ 69,253
D2	TARGETED INSTRUCTION							\$ -	\$ -	\$ -	\$ -
E	TOTAL LOCAL CONTROL FUNDING TARGET	\$	2,388,118	\$	1,113,089	\$	1,731,169	\$5,301,628	\$4,009,292	\$ 241,538	\$4,250,829
F	TRANSITIONAL LOCAL CONTROL FUNDING FORMULA								\$ 8,537.24	6.02%	\$ 6,845.14
F1	12/13 DEFICITED REVENUE LIMIT (E1) DIVIDED BY 12/13 ADA X	CUI	RRENT YEAR	AD	Ą		5,016.76	\$3,115,408			
F2	Total State Categoricals (Tier III, CSR, EIA, Transportation) Rece	ived	12/13					\$ 481,450			
F2	LCAP Growth from Prior Year per ADA x Current Year ADA					6	64.1441787	\$ 412,434			
F3	TOTAL HOLD HARMLESS (Lines F1 + F2)							\$4,009,292			
F4	DIFFERENCE BETWEEN LCFF AND 12/13 FUNDING FORMULA (Line	e E-F3) - GRO	WTH	TARGET			\$1,292,336		_	
F5	LCFF TRANSITION GROWTH FROM 2012/2013 (Line F4 x		18.69%				6.02%	\$ 241,538	18.69%	Est	
G	TOTAL LCFF TO BE RECEIVED (F3 + F5)					\$	6,845.14	\$4,250,829	5.42%		

	В	С	D	E	F	G	Н	I	J	K	L	М	N	0	Р
1				MESA U	JNION S	CHOOL D	DISTRICT								
2			GEN	IERAL FU	JND: EN	DING FU	ND BALA	ANCE							
3			2012/13	2013/14	2013/14	2014/15	2015/16	2013/14	1st Int	2013/14	1st Int	2014,	/15	2015,	/16
4			Unaudited	Adopted	First Interim	MYP	MYP	vs. 2012/1	ı	vs. 2013/14	Adopted	vs. 201	3/14 I	vs. 201	4/15
5	Description	Comments	Actuals	Budget	Budget	Budget	Budget	Difference	%	Difference	%	Difference	%	Difference	%
-	AVERAGE DAILY ATTENDANCE		636.24	636.24	636.24	621.00	621.00	0.00	0.00%	0.00	0.00%	-15.24	-2.40%	0.00	0.00%
	UNRESTRICTED ENDING FUND BA		ć 2.720.002	¢ 2.745.062	¢ 4.05C.073	ć 4 204 10F	Ć 4.44E.C42	4 340,000	0.540/	á 240.440	0.000/	4 440 000	2.550/	A 244 527	0.00%
0	Revenues	14/15 Inc. loss of CSR 13/14 Inc. Removal of Cert. of Participation	\$ 3,738,003	\$ 3,745,962	\$ 4,056,072	\$ 4,204,105	\$ 4,445,642	\$ 318,069	8.51%	\$ 310,110	8.28%	\$ 148,033	3.65%	\$ 241,537	5.75%
		Repayment; 13/14 inc. one-time Technology costs of													
	Expenditures Other Severes (Uses)	\$44K	4,087,358	3,615,520	3,795,802	3,847,191	3,901,385	(291,556)		180,282	4.99%	51,389	1.35%	54,194	1.41%
11	Other Sources(Uses)	RESTRICTED ENDING FUND BALANCE	442,920 \$ 93,565	(194,956) \$ (64,514)	(106,702) \$ 153,568	(286,568) 70,346	(286,568) \$ 257,689			88,254	-45.27%	(179,866)	168.57%	ć 107.242	0.00%
11	Beginning Balance	RESTRICTED ENDING FUND BALANCE	\$ 951,956	\$ 942,052	\$ 1,045,521	\$ 1,199,089	\$ 1,269,435	\$ 60,003	64.13% 9.83%	\$ 218,082	- 338.04% 10.98%	\$ (83,222)	- 54.19% 14.69%	\$ 187,343	266.32%
-	Audit Adjustment		\$ 951,950 -	\$ 942,032 -	3 1,045,521	3 1,199,009	3 1,209,433	93,565	9.83%	103,469	10.98%	153,568	14.69%	70,346	5.87%
	TOTAL UNRESTRICTED ENDING F	UND BALANCE	\$ 1,045,521	\$ 877.538	\$ 1,199,089	\$ 1,269,435	\$ 1.527.124	\$ 153,569	14.69%	\$ 321,551	36.64%	\$ 70,346	5.87%	\$ 257,689	20.30%
	UNRESTRICTED COMPONENTS O		+ -,,	+ 011/000	+ -//	+ -//	+ -/	7 200,000	2.10075	V 022,002	00.0.75	γ 10,010	0.0775	7 201,000	0.00%
	Revolving Cash		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
17	Economic Uncertainties		205,718	184,886	197,839	191,648	193,774	(7,879)	-3.83%	12,953	7.01%	(6,191)	-3.13%	2,126	1.11%
18	Economic Uncert. %		4.00%	4.00%	4.00%	4.00%	4.00%			(0)	0.00%			0	0.00%
19	Economic Uncertainties Local	1%	51,431	46,222	49,460	47,912	48,444	(1,971)	-3.83%	3,238	7.01%	(1,548)	-3.13%	532	1.11%
20	R0060 Mandated Costs		39,330	44,222	31,545	31,545	31,545	(7,785)	-19.79%	(12,677)	-28.67%	-	0.00%	-	0.00%
-	R0635 GVCS		-	1,696	15,111	15,111	15,111	15,111	New	13,415	790.98%	-	0.00%	-	0.00%
	R0709 Supplemental/Concentrat	ion		-	106,415	270,068	291,941	106,415	New	106,415	#DIV/0!	163,653	153.79%	21,873	8.10%
	R0100 Tier III Cat. Flex		101,218	38,407	-	-	-	(101,218)		(38,407)	-100.00%	-	0.00%	-	0.00%
	R1100 Lottery		53,678	30,779	-	-	-	(53,678)	-100.00%	(30,779)	-100.00%	-	0.00%	-	0.00%
	R1400 EPA		34,360 558,786	1,983	707.710	712.151	945,309	(34,360)	-100.00%	(1,983)	-100.00%	(05.560)	0.00%	- 222.450	0.00%
	Undesignated TOTAL LINESTRICTED COMPONI	ENTS OF ENDING FUND BALANCE	\$ 1,045,521	528,343 \$ 877,538	797,719	712,151 \$ 1,269,435	,	238,934	42.76%	269,376	50.99%	(85,568)	-10.73%	233,158	32.74%
	RESTRICTED ENDING FUND BALA		\$ 1,045,521	\$ 0//,550	\$ 1,133,063	\$ 1,209,433	\$ 1,527,124	\$ 153,569	14.69%	\$ 321,551	36.64%	\$ 70,346	5.87%	\$ 257,689	20.30% 0.00%
	Revenues	IIIVCE	\$ 737,480	\$ 700,707	\$ 849,043	\$ 654,538	\$ 654,538	\$ 111,563	15.13%	\$ 148,336		\$ (194,505)	-22.91%	\$ -	0.00%
	Expenditures		1,055,603	1,006,623	1,150,178	944,016	942,961	94,575	8.96%	143,555	14.26%	(206,162)	-17.92%	(1,055)	
	Other Sources(Uses)		158,233	194,956	106,702	286,568	286,568	(51,531)	-32.57%	(88,254)	-45.27%	179,866	168.57%	-	0.00%
32	NET INCREASE/(DECREASE) UNI	RESTRICTED ENDING FUND BALANCE	\$ (159,890)	\$ (110,960)	\$ (194,433)	\$ (2,910)	\$ (1,855)	\$ (34,543)	21.60%	\$ (83,473)	75.23%	\$ 191,523	-98.50%	\$ 1,055	-36.25%
33	Beginning Balance		\$ 392,645	\$ 174,671	\$ 232,754	\$ 38,321	\$ 35,411	(159,891)	-40.72%	58,083	33.25%	(194,433)	-83.54%	(2,910)	-7.59%
34	Audit Adjustment		-	-	-	-	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
35	TOTAL RESTRICTED ENDING FUN	D BALANCE	\$ 232,755	\$ 63,711	\$ 38,321	\$ 35,411	\$ 33,556	\$ (194,434)	-83.54%	\$ (25,390)	-39.85%	\$ (2,910)	-7.59%	\$ (1,855)	-5.24%
36	RESTRICTED COMPONENTS OF E	NDING FUND BALANCE							0.00%	-			0.00%	-	0.00%
-	R6300 Lottery		26,109	28,608	26,108	25,698	25,698	(1)	0.00%	(2,500)	-8.74%	(410)	-1.57%	-	0.00%
-	R65XX Special Ed		172,277	-	7,858	7,858	7,858	(164,419)	-95.44%	7,858	#DIV/0!	-	0.00%	-	0.00%
	R7090/7091 EIA		31,691	30,901	-	-	-	(31,691)	-100.00%	(30,901)	-100.00%	-	0.00%	-	0.00%
-	R9079 Donations		2,630	4,202	4,355	1,855	-	1,725	65.59%	153	0.00%	(2,500)	-57.41%	(1,855)	
	R9150 Microsoft		48	-	-	-	-	(48)	-100.00%	-	0.00%	-	0.00%	-	0.00%
42	TOTAL DESTRICTED COMMONICAL	TE OF ENDING FUND DATANCE	ć 222.7FF	ć C2 744	ć 20.224	ć 2F 444	ć 22.55C	A (401.451)	0.00%	A (27 255)	0.00%	A (0.045)	0.00%	- (4 OF-)	0.00%
	TOTAL CENERAL FUND ENDING		\$ 232,755							\$ (25,390)	-39.85%	\$ (2,910)	-7.59%	\$ (1,855)	
44	TOTAL GENERAL FUND ENDING I	-OND RATANCE	\$ 1,278,275	\$ 941,249	\$ 1,23/,410	\$ 1,304,846	\$ 1,560,680	\$ (40,865)	-3.20%	\$ 296,161	31.46%	\$ 67,436	5.45%	\$ 255,834	19.61%

	Α	В	С	D	E	F	G	Н	I	J	K	L	М	N	0	Р
1					MESA UN	NION SCH	HOOL DI	STRICT								
2			U	NRESTR	ICTED GE	NERAL F	UND: R	EVENUE	DETAIL	-						
3				2012/13	2013/14	2013/14	2014/15	2015/16	13/14 1	st Int	13/14 1	st Int	13/1	14	15/1	16
4				Unaudited	Adopted	First	MYP	MYP	vs. 12,	/13	vs. 13/14	Adopted	vs. 14	/15	vs. 14	/15
5	Object	Description	Comments	Actuals	Budget	Interim	Interim	Interim	Difference	%	Difference	%	Difference	%	Difference	%
6		AVERAGE DAILY ATTENDAN	CE (FUNDED ADA)	636.24	636.24	636.24	621.00	621.00	0.00	0.00%	0.00	0.00%	-15.24	-2.40%	0.00	0.00%
7	80XX	Base Less Categoricals	(12/13 and 13/14 Adopted = Revenue Limit)	3,164,121	3,213,360	3,328,150	3,424,530	3,608,892	164,029	5.18%	114,790	3.57%	96,380	2.90%	184,362	5.38%
8	80XX	Education Protection Act	Reduce Revenue Limit Resource 0000	(683,699)	(639,468)	(683,630)	(572,751)	(572,751)	69	-0.01%	(44,162)	6.91%	110,879	-16.22%	-	0.00%
9	8012	Education Protection Act	Add to EPA Account Resource 1400	683,699	639,468	683,630	572,751	572,751	(69)	-0.01%	44,162	6.91%	(110,879)	-16.22%	-	0.00%
10	80XX	Categoricals	Cat4egorical Flex Funds Rolled Into LCFF			157,703	157,703	157,703	157,703	New	157,703	New	-	0.00%	-	0.00%
11	80XX	CSR	Includes CSR Rollend into LCFF			192,726	194,153	196,218	192,726	New	192,726	New	1,427	0.74%	2,065	1.06%
12	80XX	Transportation	Transportation Rolled into LCFF			69,253	69,253	69,253	69,253	New	69,253	New	-	0.00%	-	0.00%
13	80XX	Supplemental/Concentratio	n (Included \$61,313 Formerly EIA)			107,199	163,653	218,763	107,199	New	107,199	New	56,454	52.66%	55,110	33.67%
14	8092	PERS Reduction	Elminated by LCFF	4,012	4,624			-	(4,012)	-100.00%	(4,624)	-100.00%	-	0.00%	-	0.00%
15	80XX	SUI Adj	SUI and other Misc ADJ	27,938	557				(27,938)	-100.00%	(557)	-100.00%	-	0.00%	-	0.00%
16		Prior Year		37					(37)	-100.00%	-	0.00%	-	0.00%	-	0.00%
17		TOTAL REVENUE LIMIT SOL	JRCES	\$ 3,196,108	\$ 3,218,541	\$ 3,855,031	\$ 4,009,292	\$ 4,250,829	\$ 658,923	20.62%	\$ 636,490	19.78%	\$ 154,261	4.00%	\$ 241,537	6.02%
18		OTHER STATE REVENUE								0.00%	-	0.00%	-	0.00%	-	0.00%
19	8434	Class Size Reduction	Rolled into LCFF	\$ 190,638	\$ 179,928		\$ -	\$ -	\$ (190,638)	-100.00%	\$ (179,928)	-100.00%	\$ -	0.00%	\$ -	0.00%
20	0550		12/13 Inc one-time \$3,749; PY ADA x \$28; MYP \$28	21,156	29,892	17,815	17,388	17,388	(2.241)	15 700/	(42.077)	40.400/	(427)	2.400/		0.000/
20			PER py P2 ADA Per ADA: \$124 (12/13 inc. py adj \$4,083)	84,003	82,401	82,401	80,428	80,428	(3,341) (1,602)	-15.79% -1.91%	(12,077)	-40.40% 0.00%	(427) (1,973)	-2.40% -2.39%	-	0.00% 0.00%
22			CELDT, STAR, etc.	2,038	2,551	2,551	2,551	2,551		25.18%		0.00%	(2)373)			
23		Other State: Nisc	Rolled into LCFF (13/14 inc py one-time)	160,532.00	157,703	3,828	2,331	2,331	513 (156,704)	-97.62%	(153,875)	-97.57%	(3,828)	0.00% -100.00%	-	0.00% 0.00%
24		Other State Revenue		100,552.00	137,703	3,828			(===,:==,	0.00%	(===,=:=,	0.00%	(=,==,	0.00%		0.00%
25	8330	TOTAL STATE REVENUE		\$ 458,367	\$ 452,475	\$ 106,595	\$ 100,367	\$ 100,367	\$ (351,772)	- 76.74%	\$ (345,880)	- 76.44 %	\$ (6,228)	-5.84%	ć	0.00%
26		OTHER LOCAL REVENUE		+30,307	ψ 432,473	Ţ 100,333	Ţ 100,307	7 100,007	ÿ (331,772)	70.7470	<i>y</i> (343,000)	70.4470	7 (0,220)	3.0470	7	0.00%
27		Rents and Leases		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
28		Interest		4,589	5,000	4,500	4,500	4,500	(89)	-1.94%	(500)			0.00%	-	0.00%
			Was reported in Transportation 7230 Resource	.,555	3,000	20,000	20,000	20,000	20,000	New	20,000	New	-	0.00%	-	0.00%
		Interagency	1% GVCS Oversight (\$38,164) and Direct Services reimb (\$31,782)	75,784	69,946	69,946	69,946	69,946	(5,838)	-7.70%	-	0.00%	-	0.00%	-	0.00%
31	8699	Other Local Revenue		3,155			-	-	(3,155)	-100.00%	-	0.00%	-	0.00%	-	0.00%
32	8782	Other Local Revenue					-	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
33		TOTAL OTHER LOCAL REVE	NUE	\$ 83,528	\$ 74,946	\$ 94,446	\$ 94,446	\$ 94,446	\$ 10,918	13.07%	\$ 19,500	26.02%	\$ -	0.00%	\$ -	0.00%
34		TOTAL REVENUES		\$ 3,738,003	\$ 3,745,962			\$ 4,445,642		8.51%	\$ 310,110	8.28%	\$ 148,033	3.65%	\$ 241,537	5.75%

	Α	В	С	D	Е	F	G	Н	I	J	K	L	М	N	0	Р
1					ΜΕςΔΙ	JNION SC	HOOL DI	STRICT								
2			U	NRESTRI				PENDITUI	RE DETA	\IL						
3				2012/13	2013/14	2013/14	2014/15	2015/16	13/14 1		13/14 1	ct Int	14	/15	15/1	16
4				Unaudited	Adopted	First	MYP	MYP	vs. 12/13		vs. 13/14 A			3/14	vs. 14,	
5	Object	Description	Comments	Actuals	Budget	Interim	Budget	Budget	Difference	%	Difference	%	Difference	%	Difference	, <u>-</u> - %
6		AVERAGE DAILY ATTENDANO	CE (FUNDED)	636.24	636.24	636.24	621.00	621.00	0.00	0%	0.00	0%	-15.24	-2%	0.00	0%
8		Consumer Price Index		2.30%	2.20%	2.00%	2.30%	2.50%							†	
9		Unrestricted Certificated FTE		26.76	26.71	26.91	27.26	27.26	0.15	0.58%	0.20	0.77%	0.35	1.30%	0.00	0.00%
10	1100	Teachers	EIA sal/ben transferred to 0709 beg. 14/15 .35 FTE	\$ 1,683,226	\$ 1,708,980	\$ 1,733,142	\$ 1,777,038	\$ 1,799,497	\$ 49,916	2.97%	\$ 24,162	1.41%	\$ 43,896	2.53%	\$ 22,459	1.26%
11	1110	Substitutes	12/13 inc. one-time long-term Sub.	31,828	17,290	17,290	17,290	17,290	(14,538)	-45.68%	-	0.00%	-	0.00%	-	0.00%
12	1130	Stipends		1,000	500	500	500	500	(500)	-50.00%	-	0.00%	-	0.00%	-	0.00%
13	1140	Extra Duty		19,383	13,563	15,663	15,663	15,663	(3,720)	-19.19%	2,100	15.48%	-	0.00%	_	0.00%
14	1300	Administration	0.90 Supt (.10 charged to Sped Ed), 1.0 FTE Principal (13/14 adjust to full year)	177,210	202,806	202,806	206,282	206,282	25,596	14.44%	-	0.00%	3,476	1.71%	-	0.00%
15	1900	Other	Coordinators	2,743	2,375	3,499	3,499	3,499	757	27.58%	1,124	47.33%	-	0.00%	-	0.00%
16		Total Certificated Salaries		\$ 1,915,389	\$ 1,945,514	\$ 1,972,900	\$ 2,020,272	\$ 2,042,731	\$ 57,511	3.00%	\$ 27,386	1.41%	\$ 47,372	2.40%	\$ 22,459	1.11%
18		Unrestricted Classified FTE		8.63	10.93	11.94	11.94	11.94	0.00	0.00%	1.01	9.22%	0.00	0.00%	0.00	0.00%
19	2100	Instructional Aides	0.625 instructional aide	\$ 30,904	\$ 68,203	\$ 38,883	\$ 38,884	\$ 38,884	\$ 7,979	25.82%	\$ (29,320)	-42.99%	\$ 1	0.00%	\$ -	0.00%
	2200	Support	1.0 fte computer resource, 3.19 fte maint, .33	146,776	193,288	259,889	259,892	259,892	113,112	77.06%	66,601	34.46%	3	0.00%	-	0.00%
20			Library/Media (13/14 transfer .67 fte from REAP)													
21	2250	Support Overtime		6,770		-	-	-	(6,770)	-100.00%	-	0.00%	-	0.00%	-	0.00%
22	2400	Clerical (Office)	2.375 fte	121,174	122,082	124,381	124,381	124,381	3,208	2.65%	2,299	1.88%	-	0.00%		0.00%
23		Clerical (Office) Overtime		12,317	5,641	5,641	5,641	5,641	(6,676)	-54.20%	-	0.00%	-	0.00%		0.00%
24	2900	Other Classified	Noon Duty	22,705	23,984	38,853	39,281	39,281	16,147	71.12%	14,869	61.99%	428	1.10%	<u> </u>	0.00%
25		Total Classified Salaries		\$ 340,646	\$ 413,198	\$ 467,647	\$ 468,079	\$ 468,079	\$ 127,001	37.28%	\$ 54,449	13.18%	\$ 432	0.09%	\$ -	0.00%
26		Employee Benefits							-	0.00%	-	0.00%	-	0.00%		0.00%
27		STRS (Retirement)	8.25%	\$ 157,216	\$ 160,683	\$ 162,963	\$ 166,670	\$ 168,526	\$ 5,747	3.66%	\$ 2,280	1.42%	\$ 3,707	2.27%	\$ 1,856	
28		,	12/13 11.417% , 13/14 11.442%	35,318	40,907	46,632	46,631	46,631	11,314	32.04%	5,725	14.00%	(1)	0.00%	-	0.00%
29	3300 3400	OASDI/Medicare	6.2% OASDI/1.45% Medicare Cap: 50% of 80% Plan (12/13 \$9,716.16; 13/14	50,802	56,122	60,204	60,704	60,855	9,402 35,116	18.51% 11.59%	4,082 10,826	7.27% 3.31%	500 20,153	0.83% 5.96%	151 17,422	
30		Health and Welfare	\$10,151.76; 5% incr MYP)	302,854	327,144	337,970	358,122	375,544	33,110	11.55%	10,020	3.3170	20,133	3.50%	17,422	4.50%
31		State Unemployment Ins.	12/13 1.1%, 13/14 0.05%	23,432	1,129	1,164	1,178	1,185	(22,268)	-95.03%	35	3.10%	14	1.20%	7	0.59%
32	3600	Workers' Compensation	12/13 2.977%, 13/14 3.018%	68,012	70,285	73,719	75,089	75,767	5,707	8.39%	3,434	4.89%	1,370	1.86%	678	0.90%
33		Retiree Benefits	Early Retirement 12/13 last payment	750		-	-	-	(750)	-100.00%	-	0.00%	-	0.00%	-	0.00%
34	3800 3900	PERS Reduction	12/13 1.603%; 13/14 N/A due to LCFF SERP (Early Retirement Incentive 12/13 last payment)	3,047	2,839	-	-	-	(3,047) (16,795)	-100.00% -100.00%	(2,839)	-100.00% 0.00%	-	0.00% 0.00%		0.00%
35	3300	Other Benefits	SENT (Carry Netwerneric Intentive 12/13 last payment)	16,795	-	-	-	-	(10,755)	-100.00%		0.00%		0.00%		0.00%
36		Total Employee Benefits		\$ 658,226	\$ 659,109	\$ 682,652	\$ 708,394	\$ 728,508	\$ 24,425	3.71%	\$ 23,543	3.57%	\$ 25,743	3.77%	\$ 20,114	
37		TOTAL SALARIES AND BENE	FITS	\$ 2,914,262	\$ 3,017,821	\$ 3,123,199	\$ 3,196,745	\$ 3,239,318	\$ 208,937	7.17%	\$ 105,377	3.49%	\$ 73,547	2.35%	\$ 42,573	+
38		BOOKS AND SUPPLIES				_	A					0.00%		0.00%	 	0.00%
39	4100	Textbooks Other Books	Textbooks charged to 6300 Rest. Lottery 12/13			\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
40	4200 4300	Other Books Materials and Supplies	Office/Board	8,440	8,605	8,605	8,800	9,020	105	0.00%	-	0.00%	105	0.00%		0.00%
42		Materials and Supplies	Custodial and Maint.	26,372	31,700	31,700	32,430	33,240	165 5,328	1.96% 20.20%	-	0.00%	195 730	2.27%	220 810	
43	4300	Materials and Supplies	Instructional Supplies	27,449	30,105	26,605	27,215	27,895	(844)	-3.08%	(3,500)	-11.63%	610	2.29%	680	
44	4300	Materials and Supplies	Technology	6,876	36,550	35,050	10,860	10,820	28,174	409.77%	(1,500)	-4.10%	(24,190)	-69.02%	(40)	0) -0.37%
45		Materials and Supplies	Health Services		21,000	400	410	420	400	NDw	400	New	10	2.50%	10	<u></u>
46	4300	Materials and Supplies	Transportation was R7230 Rest in 1213	-		15,440	15,795	16,190	15,440	NDw	15,440	New	355	2.30%	395	
47	4300	Materials and Supplies	Transportation ws R7230 Rest in 1213	-	400	24,639	25,205	25,835	24,639	NDw	24,239	6059.75%	566	2.30%	630	2.50%
48	4400	Noncapitalized Equip	Technology	23,354	25,000	27,121	5,000	5,000	3,767	16.13%	2,121	8.48%	(22,121)	-81.56%	-	0.00%
49		TOTAL BOOKS AND SUPPLIE	ES	\$ 92,491	\$ 132,360	\$ 169,560	\$ 125,715	\$ 128,420	\$ 77,069	83.33%	\$ 37,200	28.11%	\$ (43,845)	-25.86%	\$ 2,705	2.15%
50		OTHER SERVICES AND OPERA	ATING EXP									0.00%		0.00%		0.00%
51	5200	Travel and Conference	Mileage	\$ 2,268	\$ 3,370	\$ 3,685	\$ 3,770	\$ 3,865	\$ 1,417	62.51%	\$ 315	9.35%	\$ 85	2.31%	\$ 95	2.52%
52	5220		Staff Dev	9,854	11,925	15,630	15,989	16,390	5,776	58.61%	3,705	31.07%	359	2.30%	401	2.51%
53		Total Travel and Conference	e	\$ 12,122	\$ 15,295	\$ 19,315	\$ 19,759	\$ 20,255	\$ 7,193	59.34%	\$ 4,020	26.28%	\$ 444	2.30%	\$ 496	2.51%
54	5300	Memberships and Dues		\$ 5,755	\$ 8,160	\$ 8,660	\$ 8,860	\$ 9,080	\$ 2,905	50.49%	\$ 500	6.13%	\$ 200	2.31%	\$ 220	
55		Total Membership and Due		\$ 5,755		\$ 8,660	\$ 8,860	<u> </u>	\$ 2,905	50.49%	\$ 500	6.13%	\$ 200	2.31%	\$ 220	
56	5400	Insurance Tatal Insurance	Liability and Property (inc Transp.)	\$ 22,081	\$ 23,561		\$ 26,895	\$ 27,570	\$ 4,206	19.05%	\$ 2,725	11.57%	\$ 609	2.32%	\$ 675	
57		Total Insurance		\$ 22,081	\$ 23,561	\$ 26,286	\$ 26,895	\$ 27,570	\$ 4,206	19.05%	\$ 2,725	11.57%	\$ 609	2.32%	\$ 675	2.51%

П	Α	В	С		D	E		F	G	l	Н	I	J	К	L	М	N		0	Р
1						MESA	UNI	ION SC	HOOL DI	STI	RICT									
2			U	NRI	ESTRIC	CTED GE	NE	RAL FL	JND: EXF	PEN	NDITUR	RE DETA	\IL							
3				20	12/13	2013/14	2	2013/14	2014/15	2	2015/16	13/14 1	st Int	13/14 1	st Int		14/15		15/16	6
4				l	audited	Adopted		First	MYP		MYP	vs. 12/13	Actual	vs. 13/14 A	dopted	vs	. 13/14		vs. 14/	15
5	Object	Description	Comments	A	ctuals	Budget		Interim	Budget		Budget	Difference	%	Difference	%	Difference	%	Dif	ference	%
58	5501	Utilities	Gas	\$	5,252	\$ 6,135	\$	6,135	\$ 6,275	\$	6,430	\$ 883	16.80%	\$ -	0.00%	\$ 14	0 2.28%	\$	155	2.47%
59	5502	Utilities	Electric		65,150	67,010		67,010	68,550	Ė	70,265	1,860	2.85%	-	0.00%	1,54	0 2.30%		1,715	2.50%
60	5504	Utilities	Water		8,595	9,815	\$	9,815	10,040		10,290	1,220	14.20%	-	0.00%	22	5 2.29%		250	2.49%
61	5505	Utilities	Rubbish		5,994	6,095	\$	6,095	6,235		6,390	101	1.69%	-	0.00%	14	0 2.30%		155	2.49%
62	5505	Utilities	Pest Control		1,907	1,950		1,950	1,995		2,045	43	2.25%	-	0.00%	4	5 2.31%		50	2.51%
63		Total Utilities		\$	86,898	\$ 91,005	\$	91,005	\$ 93,095	\$	95,420	\$ 4,107	4.73%	\$ -	0.00%	\$ 2,09	0 2.30%	\$	2,325	2.50%
64	5600	Lease	Copier	\$	36,368	\$ 41,255	\$	41,255	\$ 41,255	\$	41,255	\$ 4,887	13.44%	\$ -	0.00%	\$ -	0.00%	\$	-	0.00%
65	5600	Repairs	Office		-	135		135	135		135	135	NDw	-	0.00%		- 0.00%		-	0.00%
66	5600	Repairs	Instructional		-	832		832	832		832	832	NDw	-	0.00%		- 0.00%		-	0.00%
67	5600	Repairs	Transportation (Was Resource 7230)		-			29,596	30,275		31,030	29,596	NDw	29,596	New	67	9 2.29%		755	2.49%
68	5600	Repairs	Maintenance		11,917	17,740		17,740	17,740		17,740	5,823	48.86%	-	0.00%		- 0.00%			0.00%
69		Total Leases and Repairs		\$	48,286	\$ 59,962	\$	89,558	\$ 90,237	\$	90,992	\$ 41,272	85.48%	\$ 29,596	49.36%	\$ 67	9 0.76%	\$	<i>755</i>	0.84%
70	5700	Direct Cost Transfers	Field Trips (offset now Unrest. R0723)	\$	4,401	\$ 6,601	\$	-	\$ -	\$	-	\$ (4,401)	-100.00%	\$ (6,601)	-100.00%	\$ -	0.00%	\$	-	0.00%
71		Total Direct Cost Transfers		\$	4,401	\$ 6,601	\$	-	\$ -	\$	-	\$ (4,401)	-100.00%	\$ (6,601)	-100.00%	\$ -	0.00%	\$	-	0.00%
72	5800	Professional Services	Office (answering services, courier, SARC, etc)	\$	17,586	\$ 20,900	\$	20,900	\$ 21,381	\$	21,916	\$ 3,314	18.84%	\$ -	0.00%	\$ 48	2.30%	\$	535	2.50%
73	5800	Professional Services	Board (GAMUT, election fees); 12/13 Inc. one-time Supt Search and Interim		15,002	5,450		7,175	7,340		7,525	(7,827)	-52.17%	1,725	31.65%	16	5 2.30%		185	2.52%
74	5800	Professional Services	Maintenance (storm water testing, permits, etc)		5,311	4,460		5,400	5,525		5,665	89	1.67%	940	21.08%	12	5 2.31%		140	2.53%
75	5800	Professional Services	Security		1,079	1,244		1,444	1,475		1,510	365	33.88%	200	16.08%	3	2.15%		35	2.37%
76	5800	Professional Services	Technology		38,871	48,120		48,120	49,225		50,505	9,249	23.80%	-	0.00%	1,10	5 2.30%		1,280	2.60%
77	5800	Professional Services	Health Services		9,752	13,700		13,700	14,015		14,365	3,948	40.48%	-	0.00%	31	5 2.30%		350	2.50%
78	5800	Professional Services	Transportation					550	560		575	550	NDw	550	New	1	0 1.82%		15	2.68%
79	5800	Professional Services	Instructional		2,720	2,720		2,720	2,785		2,855		0.00%	•	0.00%	6	5 2.39%		70	2.51%
80	5800	Professional Services	Pupil testing		919	1,700		1,700	1,740		1,785	781	85.08%	ı	0.00%	4	2.35%		45	2.59%
81	5800	Professional Services	E-Rate (Infinity)		2,250	2,500		2,500	2,500		2,500	250	11.12%	-	0.00%		- 0.00%		-	0.00%
82	5801	Professional Services	Audit		19,600	18,250		18,250	18,673		19,140	(1,350)	-6.89%	-	0.00%	42	3 2.32%		467	2.50%
83	5083	Professional Services	BSA Services		102,284	112,382		112,382	112,380		112,380	10,098	9.87%	-	0.00%	(2) 0.00%		-	0.00%
84	5804	Professional Services	Employment Fees (fingerprinting, tb)		738	1,100		1,100	1,125		1,150	362	49.05%	-	0.00%	2	5 2.27%		25	2.22%
85	5899	Professional Services	Legal services (one-time COP)		-	-		-	-		-	-	0.00%	-	0.00%		- 0.00%		-	0.00%
86	5899	Professional Services	Legal services		30,886	33,500		33,520	34,290	<u> </u>	35,145	2,634	8.53%	20	0.06%	77	0 2.30%		855	2.49%
87		Total Professional Services		\$	246,997	\$ 266,026		269,461	\$ 273,014	+	277,016	\$ 22,464	9.09%	\$ 3,435	1.29%	\$ 3,55	3 1.32%	\$	4,002	1.47%
88	5901	Communication	Phone (Inc. Transportation was R7230)	\$	2,219	\$ 3,985		5,200	\$ 5,320	\$	5,455	\$ 2,981	134.37%	\$ 1,215	30.49%	\$ 12	0 2.31%	\$	135	2.54%
89	5902	Communication	Internet		9,163	9,760		9,760	9,984		10,235	598	6.52%	-	0.00%	22	4 2.30%	\perp	251	2.51%
90	5903		Postage		2,280	2,300		2,300	2,353	<u> </u>	2,410	20	0.89%	-	0.00%	5	3 2.30%	\bot	57	2.42%
91		Total Communication		\$	13,661			17,260		H	18,100		26.35%	\$ 1,215	7.57%	\$ 39	7 2.30%	\$	443	2.51%
92		TOTAL OTHER SERVICES AN	D OTHER OPERATING EXP	\$	440,200	\$ 486,655	\$	521,545	\$ 529,517	\$	538,433	\$ 81,345	18.48%	\$ 34,890	7.17%	\$ 7,97	2 1.53%	\$	8,916	1.68%
93		EQUIPMENT													0.00%		0.00%			0.00%
94	6400	Equipment	11/12 one-time Lawn mower	\$	-	\$ -				_		\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$	-	0.00%
95		TOTAL EQUIPMENT		\$	-	\$ -	\$	-	\$ -	\$	-	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$	-	0.00%
96		OTHER OUTGO													0.00%		0.00%	\perp		0.00%
97	7300	Indirect/Direct Costs	Indirect costs; 13/14 3.08%; 14/15 089%	\$	(47,645)	\$ (21,316) \$	(18,502)	\$ (4,786)	\$	(4,786)	\$ 29,143	-61.17%	\$ 2,814	-13.20%	\$ 13,71	6 -74.13%	\$	-	0.00%
98	7438	Debt Service-Interest	COP Interest	\$	28,050	\$ -	\$	-	\$ -	\$	-	\$ (28,050)	-100.00%	\$ -	0.00%	\$ -	0.00%	\$	-	0.00%
99	7439	Debt Service-Principal	COP Principal Repay COP	\$,	\$ -	\$	-	\$ -	\$	-	\$ (660,000)	-100.00%	\$ -	0.00%	\$ -	0.00%	\$	-	0.00%
100		TOTAL OTHER OUTGO		\$	640,405	\$ (21,316	_	(18,502)		-	(4,786)		-102.89%	\$ 2,814	-13.20%	\$ 13,71	6 -74.13%	\$	-	0.00%
101		TOTAL EXPENDITURES		\$ 4	,087,358	\$ 3,615,520	\$	3,795,802	\$ 3,847,191	\$	3,901,385	\$ (291,556)	-7.13%	\$ 180,281	4.99%	\$ 51,39	0 1.35%	\$	54,194	1.41%

	Α	В	С	D		E	F	G	Н	I	J	K	L	М	N	0	Р
1				ſ	MESA	UNIC	ON SCHO	OL DIS	TRICT								
2			UNRESTRICT	ED GEN	IERAL	. FUN	D: OTH	ER FINA	NCING S	SOURC	ES/(U	SES)					
3				2012/13	201	.3/14	2013/14	2014/15	2015/16	13/14 1	st Int	2013/14	4 1st Int	2014,	/15	2015	/16
4				Unaudite	d Ado	pted	1st Interim	MYP	MYP	vs. 12/13	Actual	vs. 13/14	Adopted	vs. 201	3/14	vs. 201	4/15
5	Object	Description	Comments	Actuals	Bud	dget	Budget	Budget	Budget	Difference	%	Difference	%	Difference	%	Difference	%
6																	
7	8912	Transfers In	Fund 171 Technology		\$	-	\$ -			\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
8	8912	Transfers In	Fund 402 Strickland					-		-	0.00%	-	0.00%	-	0.00%	-	0.00%
9	8912	Transfers In	Fund 173 Equipment					-		-	0.00%	-	0.00%	-	0.00%	-	0.00%
10	8919	Transfers In	Transfer COP From Bond Fund	601,15	3			-		(601,153)	-100.00%	-	0.00%	-	0.00%	-	0.00%
11		TOTAL TRANSFERS IN/OTHER S	OURCES	\$ 601,15	3 \$	-	\$ -	\$ -	\$ -	\$ (601,153)	-100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
12		TRANSFERS OUT										-	0.00%	-	0.00%	-	0.00%
13	7612	Transfers Out-Special Reserve								\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
14	7616	Transfers Out-Cafeteria			-	-	-	-	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
15	7619	Transfers Out-Bus Replacement								-	0.00%	-	0.00%	-	0.00%	-	0.00%
	7619	Transfer of at 2 cross carries	Suspended Transfer of State Allocation and District							-	0.00%	-	0.00%	-	0.00%	-	0.00%
16			Match as per Tier III Flex until June 2015														
17	7619	Transfers Out-Deferred Maint	COP Proceeds One-Time - Transferred to Bond Fund							-	0.00%	-	0.00%	-	0.00%	-	0.00%
18		TOTAL TRANSFERS OUT		\$ -	\$	-	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
19		CONTRIBUTIONS										-	0.00%	-	0.00%	-	0.00%
20	8980	R3010 Title I		\$ -	\$	-	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
21	8980	R3060/3061 Migrant			(0)	-	-			0	-100.00%	-	0.00%	-	0.00%	-	0.00%
22	8980	R33## Spec Ed	Py adj	(1	.8)	-	-	-	-	18	-100.00%	-	0.00%	-	0.00%	-	0.00%
23	8980	4203 LEP			-	(1,173)	-	-	-	-	0.00%	1,173	-100.00%	-	0.00%	-	0.00%
24	8980	R6500 - Special Ed	No Encroachment through 12/13 due to carryover \$340K and one-time funds \$34K		- (:	26,345)	(7,692)	(187,540)	(187,540)	(7,692)	New	18,653	-70.80%	(179,848)	2338.12%	-	0.00%
25		R7230 Transportation	Transportation program reported in Unrest as per LCFF	(57,08		72,755)				57,080	-100.00%	72,755	-100.00%	-	0.00%	-	0.00%
26		R8150 Routine Rest. Maint.		(80,69		93,909)	(93,421)	(93,439)				488	-0.52%	(18)		-	0.00%
27		R9002 - Safety Credits		(76		(774)	(5,589)	(5,589)	(5,589)		628.69%	(4,815)	622.09%	-	0.00%	-	0.00%
28			12/13 \$16K py A/R Adj plus \$8K current year encroachment	(19,67	70)	-	-	-	-	19,670	-100.00%	-	0.00%	-	0.00%	-	0.00%
29	8980	R9080-First Five			-	-	-	-	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%
30		TOTAL CONTRIBUTIONS		\$ (158,23		94,956)			\$ (286,568)		-32.57%	\$ 88,254	-45.27%	\$ (179,866)			0.00%
31		TOTAL OTHER FINANCING SOUR	CES/(USES)	\$ 442,92	20 \$ (19	94,956)	\$ (106,702)	\$ (286,568)	\$ (286,568)	\$ (549,622)	-124.09%	\$ 88,254	-45.27%	\$ (179,866)	168.57%	\$ -	0.00%

				Mesa Unio	on School D	istrict				
	ACTUA	L GEN	NERAL	FUND UNRE	ESTRICTED	EXPENDI	TURES TO	DATE		
		201	13/14	Actual	Actual	Total	%	%	Balance R	emaining
		Fire	st Int	Encumbrances	Expenditures	Enc/Exp	Enc.	Ехр.		
Object	Description	Bu	ıdget	as of 10/31/13		as of 10/31/13	To Date	To Date	Amount	%
1000	Certificated Salaries	\$ 1	,972,900	\$ -	\$ 546,767	\$ 546,767	0.00%		\$ 1,426,133	72.29%
2000	Classified Salaries		467,647		122,181	122,181	0.00%		345,466	73.87%
3000	Employee Benefits		682,652		163,309	163,309	0.00%		,	76.08%
4100	Textbooks		-		-	-	0.00%	0.00%	-	0.00%
4200	Other Books		-		-	-	0.00%	0.00%	-	0.00%
4300	Materials and Supplies		142,439	46,693	33,595	80,288	32.78%	23.59%	62,151	43.63%
4400	Noncapitalized Equipment		27,121		1,371	1,371	0.00%	5.06%	25,750	94.94%
5200	Travel and Conference		19,315	6,852	2,465	9,317	35.48%	12.76%	9,998	51.76%
5300	Memberships and Dues		8,660	1,331	4,215	5,546	15.38%	48.67%	3,114	35.95%
5400	Insurance		26,286		26,285	26,285	0.00%	100.00%	1	0.00%
5500	Utilities		91,005	63,817	24,658	88,475	70.12%	27.10%	2,530	2.78%
5600	Rentals, Leases, and Repairs		89,558	41,174	22,258	22,258	45.97%	24.85%	26,126	29.17%
5710	Direct Cost Transfers		-		(80)	(80)	0.00%	-8032.00%	80	8032.00%
5800	Professional Services		269,461	125,064	60,255	60,255	46.41%	22.36%	84,141	31.23%
5900	Communications		17,260	2,141	2,822	2,822	12.41%	16.35%	12,297	71.25%
6000	Capital Outlay		-			-	0.00%	0.00%	-	0.00%
7000	Other Outgo		(18,502)		_	-	0.00%	0.00%	(18,502)	100.00%
	TOTAL EXPENDITURES	\$ 3	3,795,802	\$ 287,073	\$ 1,010,101	\$ 1,128,794	7.56%	26.61%	\$ 2,498,628	65.83%

Mesa Union School District **Unrestricted Programs (Excluding Resource 0000)** 2013/14 First Interim Resource 0060 0100 0635 0709 0723 1100 1400 Total Deferred/Fund Balance Code F F F F F F F Description Mandated Golden Supp/Con **Cat Flex Transportation** Lotterv Prop 30 Unrestricted **Block Grant** Vallev **EPA** Grant Comments 2012-13 P2 K-Est. per Based on prior \$126x1.04446 Per FCMAT 8 ADA Cindy 11/5/13 year x632.39 **LCFF Calc** (636.24) 1st interim \$28/ADA Per 11/5/13 **CDE Oct** 2013 **Update Notes REVENUES:** \$ 107,199,00 \$ \$ Current Year Allocation \$ 17,815.00 \$ 69.946.00 69.253.00 82.401.00 \$ 572,751,00 \$ 831.604.00 Deferred Revenue \$ Prior Year Carryover/Adjustments 3,828.00 Interest/Fees 20,000.00 \$ 20,000.00 TOTAL REVENUES 89,253.00 \$ 82,401.00 \$ 572,751.00 \$ 17,815.00 3.828.00 \$ 69.946.00 \$ 107.199.00 \$ 851.604.00 **EXPENDITURES:** 0.00% Indirect Cost Rate 0.00% 0.00% 0.00% 3.08% 0.00% 0.00% 7.03 Certificated FTE 0.09 0.09 7.12 Classified FTE 1.50 1.50 Certificated Salaries 5,679.00 \$ 1,663.00 \$ 640.00 \$ 507,476.00 \$ 508,116.00 \$ 60,749.00 Classified Salaries \$ 112,893.00 60.749.00 212.00 \$ 144.00 \$ \$ 130,223,00 \$ 158,442.00 Employee Benefits 45,627.00 \$ 28,075.00 8,585.00 \$ 20,500.00 Books/Sup. Exc Undes. \$ 40,079.00 \$ 4,025.00 \$ 44,104.00 Supplies Undes (4319) \$ Non Capitalized Equipment \$ 1,500.00 \$ 25,000.00 1,500.00 5.000.00 \$ 32.460.00 \$ \$ \$ 113,153.00 Services 600.00 28.562.00 84.591.00 Sub Agreements (5100) (no indirect) Building and Improvements of Buildings (6200) Other Outgo (not subject to indirect) \$ -Indirect Cost (Calculated) *Indirect Cost ADJ TOTAL EXPENDITURES 25,600.00 177,784.00 \$ 54,835.00 784.00 157,465.00 \$ 90,116.00 \$ 637,699.00 \$ 886,064.00 \$ OTHER SOURCES\(USES) \$ 98,800.00 \$ 72,738.00 \$ Contributions \$ 68,212.00 \$ \$ 30,588.00 TOTAL SOURCES\(USES) 72,738.00 \$ 68.212.00 \$ \$ 30,588.00 \$ 98,800.00 NET INCR/(DECR) **\$** (7,785.00) **\$** (101,218.00) **\$** 15,111.00 \$ 106,415.00 \$ (7,715.00) \$ (34,360.00) \$ 64,340.00 **BEGINNING BALANCE** \$ 39,330.00 \$ 101,218.00 \$ 53,678.00 \$ 34,360.00 \$ 88,038.00 Audit Adj - Beg Bal \$ \$ \$ \$ -\$ -**GRANT REMAINING** \$ \$ \$ \$ -**ENDING FUND BALANCE** 45,963.00 \$ \$ 31,545.00 \$ \$ 15,111.00 \$ 106,415.00 \$ \$ \$ 152,378.00

Of \$72,096							Ме	Res	Inion Scho	gra	ms										
Resource								201	3/14 First I	nter		1									
Deterroption Title	Pocouros		2040		2000		2004		2240			raı	2200		4005		4000		F040		Tatal
Comments		,	3010		3060		3061		3310		3315		3320		4035		4203		5810	141141	ıotaı
Comments			D		D		D		D		D		D		D		D		D		
Comments	Description	7	Γitle I	ľ	Migrant	Mig	grant SS	9,	Spec Ed	-	Fed		Local	Te	acher	Tit	le III LEP		REAP		
Of \$27,096 reduced by reduced by reduced by 5,92%, updated per reduced by 5,92%, updated by 5,92%, updated per reduced by	Comments														S. C.	Pr Ca n	rior Year arry over nust be pent by Sept 30,	fı (o	ear of unding ver 600 ADA)		
Current Vear Allocation \$ 72,099 \$ 19,113 \$ 8,955 \$ 104,141 \$ 796 \$ 1,597 \$ 7,249 \$ 11,523 \$ \$ 225,473,40	Update Notes	of \$ red 5 upd 13/	\$72,096 uced by .92%, lated per 14 CDE Prelim	of re up VC	\$13,760 duced by 5.92%, dated per COE letter	pei upo VC	r VCOE, dated per OE letter			В		В		redu 5. upda CDE Ent.	Pry of 8,433 uced by .92%, ated per E Prelim . August		er CDE arch 11,				
Deferred Revenue \$ -	REVENUES:																				
Prior Year Carryover/Adjustme Interest/Fees	Current Year Allocation		72,099	\$	19,113	\$	8,955		104,141	\$	796	\$	1,597			\$	11,523	\$	-		
Interest/Fees	Deferred Revenue	\$	-					\$	-					\$	648					\$	648.17
TOTAL REVENUES \$ 95,961 \$ 19,113 \$ 8,955 \$ 104,141 \$ 879 \$ 1,597 \$ 7,897 \$ 19,090 \$ 4,097 \$ 261,731,14 \$ 879 \$ 1,597 \$ 7,897 \$ 19,090 \$ 4,097 \$ 261,731,14 \$ 879 \$ 1,597 \$ 7,897 \$ 19,090 \$ 4,097 \$ 261,731,14 \$ 879 \$ 1,094 \$ 26,903 \$ 1,094 \$ 26,903 \$ 1,094 \$ 26,903 \$ 1,094 \$ 26,903 \$ 1,094 \$ 26,903 \$ 1,094 \$ 26,903 \$ 1,094 \$ 26,903 \$ 1,094 \$ 26,903 \$ 1,094 \$ 26,903 \$ 1,095 \$ 1,		\$	23,862					\$	-	\$	83					\$	7,567	\$	4,097	\$ 3	5,609.53
EXPENDITURES:																					
Indirect Cost Rate		\$	95,961	\$	19,113	\$	8,955	\$	104,141	\$	879	\$	1,597	\$	7,897	\$	19,090	\$	4,097	\$ 26	1,731.14
Certificated FTE	EXPENDITURES:																				
Classified FTE	Indirect Cost Rate		3.08%		3.08%		3.08%		3.08%		3.08%		3.08%		3.08%		0.00%		3.08%		
Classified FTE	Certificated FTE		0.20														0.05			6.0	0.25
Certificated Salaries \$ 17,402 \$ \$ 5,994 \$ \$ 26,903 \$ \$ 28,486 \$ \$ 1,094 \$ 26,903 \$ \$ 1,355 \$ \$ 12,395,01 \$ 1,009 \$ 5,730 \$ \$ 1,355 \$ \$ 12,395,01 \$ 1,009 \$ 5,730 \$ \$ 1,355 \$ \$ 1,355 \$ 1,009	Classified FTE		0.00						1.19											4.5	
Classified Salaries \$ 489	Certificated Salaries	\$	17,402			\$	5,994									\$	6,666	\$	-		
Employee Benefits \$ 4,301	Classified Salaries	\$				\$	1,094	\$	26,903								·				
Books/Sup. Exc Undes																\$	1,355				
Supplies Undes (4319) \$ 48,927 \$ 9,250 \$ 562 \$ 3,933 \$ 3,119 \$ 6,529 \$ 3,975 \$ 76,295.55 Non Capitalized Equipment \$ 22,815 \$ 9,360 \$ 4,620 \$ 4,541 \$ 4,540 \$ - \$ 45,876.00 Sub Agreements (5100) (no indirect) Building and Improvements of buildings (6200) \$ 59,843 \$ 879 \$ 1,597 \$ 62,319.58 Other Outgo (not subject to indirect) \$ 59,843 \$ 879 \$ 1,597 \$ 62,319.58 Indirect Cost (Calculated) \$ 2,867 571 296 3,112 236 - 122 \$ 7,204.06 *Indirect Cost ADJ \$ (840.00) \$ (184.00) \$ - \$ \$ 1,597 \$ 19,090 \$ 4,097 \$ 261,731.4 OTHER SOURCES\(USES) \$ 95,961 \$ 19,113 \$ 8,955 \$ 104,141 \$ 879 \$ 1,597 \$ 19,090 \$ 4,097 \$ 261,731.4 OTHER SOURCES\(USES) \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -		•	,	\$	116		,										,	\$	-		
Non Capitalized Equipment Services \$ 22,815 \$ 9,360 \$ 4,620 \$ 4,541 \$ 4,540 \$ - \$ 4,5476.00 Sub Agreements (5100) (no indirect) Sub Indirect (5100) (no indirect) Sub Indirect (5100) (no indirect) Sub Indirect (5100) (no indirect) Services Servic	•	\$	48,927			\$	562	\$	3,933					\$	3,119	\$	6,529	<u> </u>	3,975		
Services \$ 22,815 \$ 9,360 \$ \$ 4,620 \$ \$ 4,541 \$ 4,540 \$ - \$ 4,5876.06 Sub Agreements (5100) (no indirect) Building and Improvements of buildings (6200) Other Outgo (not subject to indirect) Indirect Cost (Calculated) \$ 2,867 \$ 571 \$ 296 \$ 3,112 \$ - \$ 236 \$ - \$ 122 \$ 7,204.06 Indirect Cost ADJ \$ (840.00) \$ (184.00) \$ \$ - \$ \$ 1 \$ 1 \$ \$ \$ (1,023.06) TOTAL EXPENDITURES \$ 95,961 \$ 19,113 \$ 8,955 \$ 104,141 \$ 879 \$ 1,597 \$ 7,897 \$ 19,090 \$ 4,097 \$ 261,731.14 OTHER SOURCES\(USES) Contributions \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$,				,								,		,		
Sub Agreements (5100) (no indirect) Sub Agree	Services	\$	22.815	\$	9.360			\$	4.620					\$	4.541	\$	4.540	\$	-		
Building and Improvements of buildings (6200) Other Outgo (not subject to indirect) Other Outgo (not subject to indirect) Indirect Cost (Calculated) 1					-,				,						,	Ė	,				
Duildings (6200) Duther Outgo (not subject to indirect) S 59,843 S 879 S 1,597 S 62,319.55 Indirect Cost (Calculated) 2,867 571 296 3,112 236 - 122 S 7,204.00 *Indirect Cost ADJ S (840.00) S (184.00) S - S 1 S 1 S 1 TOTAL EXPENDITURES 95,961 S 19,113 S 8,955 S 104,141 S 879 S 1,597 S 7,897 S 19,090 S 4,097 S 62,319.55 S 1 S 1 S 1 S 1 S 1 TOTAL EXPENDITURES 95,961 S 19,113 S 8,955 S 104,141 S 879 S 1,597 S 7,897 S 19,090 S 4,097 S 62,319.55 S 1 S 1 S 1 S 1 S 1 S 1 TOTAL EXPENDITURES 95,961 S 19,113 S 8,955 S 104,141 S 879 S 1,597 S 7,897 S 19,090 S 4,097 S 62,319.55 S 1 S 1 S 1 S 1 S 1 S 1 S 1 TOTAL EXPENDITURES 95,961 S 19,113 S 8,955 S 104,141 S 879 S 1,597 S 7,897 S 19,090 S 4,097 S 261,731.14 TOTAL SOURCES\(USES\) S - S																					
Other Outgo (not subject to indirect) S 59,843 S 879 S 1,597																				\$	
Indirect Cost (Calculated) 2,867 571 296 3,112 - - 236 - 122 \$,7,204.00 *Indirect Cost ADJ \$ (840.00) \$ (184.00) \$ - \$ 1 \$ (1,023.00) **TOTAL EXPENDITURES \$ 95,961 \$ 19,113 \$ 8,955 \$ 104,141 \$ 879 \$ 1,597 \$ 7,897 \$ 19,090 \$ 4,097 \$ 261,731.12 OTHER SOURCES\(USES) \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 261,731.12 Contributions \$ - </td <td></td> <td>irect)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$</td> <td>59.843</td> <td>\$</td> <td>879</td> <td>\$</td> <td>1.597</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>		irect)						\$	59.843	\$	879	\$	1.597								
*Indirect Cost ADJ \$ (840.00) \$ (184.00) \$ \$ - \$ \$ 1 \$ \$ 1 \$ \$ (7,023.00) \$ TOTAL EXPENDITURES \$ 95,961 \$ 19,113 \$ 8,955 \$ 104,141 \$ 879 \$ 1,597 \$ 7,897 \$ 19,090 \$ 4,097 \$ 261,731.14 \$ 0THER SOURCES\(USES\) Contributions \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$			2 867		571		296	-		Ψ	-	-	- ,557		236		_		122		
TOTAL EXPENDITURES \$ 95,961 \$ 19,113 \$ 8,955 \$ 104,141 \$ 879 \$ 1,597 \$ 7,897 \$ 19,090 \$ 4,097 \$ 261,731.14 OTHER SOURCES\(USES) \$ -		\$		\$			200		0,112	\$	_			\$	1				122		
OTHER SOURCES\(USES) S - \$						\$	8 955	\$	104 141		879	\$	1 597		7 897	\$	19 090	\$	4 097		
Contributions \$ - \$ <		4	53,501	Ψ	.0,710	Ψ	3,000	_		Ψ		_	.,001	Ψ	.,001	_	. 5,500	*	1,001		, ,
TOTAL SOURCES\(USES) \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -		\$	_	\$	_	\$	_	\$	_	\$	_	\$	_	\$	_	\$	_	\$	_	\$	33333
NET INCR/(DECR) \$ - \$			_		_		_		_	_	_		_		_	_	-		_	\$	
BEGINNING BALANCE \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	, ,				_		_		_	_	_		_		_	_			_		
Audit Adj - Beg Bal \$ -<	, ,	Ψ			-			_	-	-	_		_								
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			_		_		_			-	_		_				_		_		
		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ \$	-	\$		\$			

Mesa Union School District Restricted Programs 2013/14 First Interim State Resources **Local Resources** Grand Resource 6230 6300 6500 6501 6512 7090 7091 7405 8150 Total 9002 9078 9079 9080 9150 Total Total **Deferred/Fund Balance Code** D Spec Ed-SESP Spec Ed-Prop 39 Spec Ed EIA **EIA-LEP** State Foundation **Donations** NEIB Local Restricted Description Lottery Common Routine Safety **Microsoft Mental Health** Maint. **Credits General Fund** Core COMMENTS SELPA SELPA Will need to eimbursement move Salaries to reimbursement 0709 in 14/15 for approved for intensive exp. (Staff dev, social tech services. emotional Per VCOE **Update Notes** \$30 x 636.24 Based on 13/14 No 4/26/13 est. cb VCSSFA Itr P-2 x funding 1.04446 dtd 9/18/13 **REVENUES:** Current Year Allocation \$ 107,984.00 | \$ 19,936 257,126 1,311 6,547 \$ 132,600 \$ 525,504.00 5,497 39,000 4,225 \$ 48,721.92 | \$ 799,699.36 Deferred Revenue \$ \$ 648.17 Prior Year Carryover/Adjustments 13,087 \$ 13,087.00 \$ 48,696.53 Interest/Fees \$ \$ \$ -**TOTAL REVENUES** \$ 107,984.00 19,936 270,213 1,311 6,547 \$ 132,600 \$ 538,591.00 5,497 39,000 4,225 \$ \$ 48,721.92 | \$ 849,044.06 **EXPENDITURES:** Indirect Cost Rate 0.00% 0.00% 3.08% 0.00% 0.00% 0.00% 3.08% 0.00% 3.08% 0.00% 0.00% 0.00% 0.00% 0.00% 1.70 0.00 0.26 0.25 Certificated FTE 1.96 0.25 2.46 1.63 3.13 0.88 Classified FTE 0.31 0.00 0.75 0.31 130,561 17,893 Certificated Salaries 23,091 280 \$ 153,932.00 **\$ 17,893.00 || \$ 201,887.00** Classified Salaries 26,892 32,587 \$ 59,479.00 9,152 12,840 \$ 21,992.00 \$ 109,957.00 47,718 6,206 35 14,660 \$ 68,619.00 1,934 7,667 **Employee Benefits** \$ \$ 9,601.00 \$ 90,615.00 Books and Supplies, Exc. Undesig 19,868 6,000 15,685 19,758 \$ 61,311.00 800.00 48.04 \$ 848.04 \$ 62,275.04 \$ 600.00 \$ 77,525.59 Supplies Undesignated (4319) 68 562 \$ 630.00 600 Non Capitalized Equipment 62,600 \$ 65,000.00 65,000.00 2,400 21,210 \$ 154,535.00 79,325 54,000 1,700 \$ 1,700.00 | \$ 202,111.00 Services \$ 108,253.00 \$ 108,253.00 Sub Agreements (5100) (no indirect) 108,253 Building and Improvements of \$ 107,984.00 \$ 107,984.00 107,984 Building (6200) Other Outgo (not subject to indirect) 43,750 \$ 43,750.00 \$ \$ 106,069.55 Indirect Cost (Calculated) 8,074 1,832.00 2,791 \$ 12,697.00 \$ 19,901.00 (391.00 *Indirect Cost ADJ 15 \$ (376.00) \$ - | \$ (1,399.00) \$ 132,600 \$ **TOTAL EXPENDITURES** 107,984 \$ 19,936 450,182 39,000 48.04 \$ 52,634.04 \$ 1,150,179.18 93,421 \$ 835,814.00 11,086 2,500 \$ 31,691 OTHER SOURCES\(USES) Contributions 7,692 93,421 \$ 101,113.00 \$ 5,589 \$ 5,589.08 \$ 106,702.08 7,692 5,589 TOTAL SOURCES\(USES) ---0 \$ -93,421 \$ 101,113.00 -\$ 5,589.08 \$ 106,702.08 NET INCR\(DECR) (48.04) \$ 1,676.96 \$ (194,433.04 (172,277) 1,311 | \$ 6,547 1,725 \$ \$ (31,691) \$ \$ (196,110.00) \$ 48.04 \$ 2,678.23 \$ 232,754.23 **BEGINNING BALANCE** 172,277 2,630 26,108 31,691 \$ 230,076.00 --\$ ---\$ - - - - | \$ - - - - -Audit Adj - Beg Bal

\$

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33,966 \$

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- \$

4,355 \$

\$

Balance

GRANT REMAINING

ENDING FUND BALANCE

\$ 26,108 \$

-

1,311 \$

-

6,547 \$

- \$

\$ 4,355.19 \$ 38,321.19

							Res	Inion Scho tricted Pro 14/15 Proje	gra	ms										
Federal																				
Resource		3010		3060 3061 3310 3315 3320								3320	4035 4203				Ι .	5810	To	tal
Deferred/Fund Balance	· '	0010		0000		0001		0010		0010		0020		1000		4200		00.10		
Code	D			D		D		D		D	D			D		D		D		
Description	7	Γitle I	Migrant		Migrant SS		Spec Ed		Spec Ed Fed Preschool		Spec Ed Local Preschool		Title II Teacher Quality		Title III LEP		F	REAP	Fed	eral
Comments	Re	14/15 emove rryover													Pr Ca m s	ior Year arry over nust be pent by ept 30,	fu (o	/13 last ear of inding ver 600 ADA)		
Update Notes	of S red 5 upd 13/	ed on Pry \$72,096 uced by .92%, ated per 14 CDE Prelim tlements	of red type VC	ed on Pry \$13,760 duced by 5.92%, dated per OE letter d 9/19/13	pe upo VC	8/14 Est. r VCOE, dated per OE letter I 9/19/13		er VCOE 6/1 est cb	В	ase on Pry	В	ase on Pry	P \$8 redu 5. upda CDE Ent.	sed on ry of 3,433 uced by 92%, ated per E Prelim August	P M	er CDE arch 11, 2013		s/14 No unding		
REVENUES:																				
Current Year Allocation	\$	72,099	\$	19,113	\$	8,955	\$	104,141	\$	796	\$	1,597	\$	7,249	\$	11,523	\$		\$ 225,4	173.44
Deferred Revenue	\$	-					\$	-											\$	4.
Prior Year Carryover/Adjustmer	nts						\$	-											\$	4 4 4
Interest/Fees							•												\$	85258
TOTAL REVENUES	\$	72,099	\$	19,113	\$	8,955	\$	104,141	\$	796	\$	1,597	\$	7,249	\$	11,523	\$	-	\$ 225,4	173.44
EXPENDITURES:	Ψ	, 2,000	Ψ	10,110	Ψ	0,000	Ψ	101,111	Ψ	, 00	Ψ_	1,001	Ψ	7,210	Ψ	11,020	Ψ		y ===0,	
Indirect Cost Rate		0.85%		0.85%		0.85%		0.85%		0.85%		0.85%		0.85%		0.00%		0.85%		
Certificated FTE		0.20		0.0070		0.0070		0.0070		0.0070		0.0070		0.0070		0.0070		0.0070		
Classified FTE		0.00						1.19								0.03				0.25
	Φ.				Φ.	F 00.4		1.19							Φ.	0.000	Φ.			1.19
Certificated Salaries	\$	17,402			\$	5,994	Φ	00.000							\$	6,666	Ф	-		062.00
Classified Salaries	\$	489			\$		\$	26,903							Φ.	4.055			\$ 28,4	
Employee Benefits	\$	4,301	•	440	\$	1,009	\$	5,730							\$	1,355	_		\$ 12,3	
Books/Sup. Exc Undes.		22.42.4	\$	116													\$	-	\$ 1	
Supplies Undes (4319)	\$	26,484	\$	9,476	\$	755	\$	6,167					\$	2,647					\$ 45,5	
Non Capitalized Equipment	Φ.	00.017	•	0.000			^	4.000					Φ.	4 = 11	_	0.500	_		\$	
Services	\$	22,815	\$	9,360			\$	4,620					\$	4,541	\$	3,502	\$	-	\$ 44,8	
Sub Agreements (5100) (no inc	urect)																		\$	
Building and Improvements of buildings (6200)																			\$	
Other Outgo (not subject to ind	irect)						\$	59,843	\$	789	\$	1,584							\$ 62,2	
Indirect Cost (Calculated)	551)	608		161		103	Ψ	878	—	703	Ψ	13		61		_		_	\$ 1,8	
*Indirect Cost ADJ		500		101		700		370		,		10		01		· ·			\$ 1,0	
TOTAL EXPENDITURES	\$	72,099	\$	19,113	\$	8,955	\$	104,141	\$	796	\$	1,597	\$	7,249	\$	11,523	\$		\$ 225,4	
OTHER SOURCES\(USES)	Ψ	12,000	Ψ	10,110	Ψ	0,000	Ψ	107,171	Ψ	130	Ψ	1,001	Ψ	1,240	Ψ	11,020	Ψ		Ψ ΖΖΟ,-	
Contributions	\$	_	\$	_	\$	_	\$	_	\$		\$		\$	_	\$	_	\$	_	\$	
TOTAL SOURCES\(USES)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	_	\$	_	\$	-		
NET INCR/(DECR)	\$	-	\$ \$	-	\$	-	\$ \$	-	-	-	\$	-	\$ \$	-	\$	-	\$	-	\$	
, ,	φ	-		-		-		-	\$	-		-		_		-		-		(0.00)
BEGINNING BALANCE	¢.		\$	-	\$	-	\$	-	\$		\$	-	\$		\$	-	\$	-	\$	
Audit Adj - Beg Bal GRANT REMAINING	\$	-	\$ \$	-	\$ \$	-	\$ \$	-	\$	-	\$ \$	-	\$ \$	-	\$ \$	-	\$ \$	-	\$	
	\$	-		•				•	\$	-	_		-	-	—	_				
ENDING FUND BALANCE	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	

Mesa Union School District Restricted Programs

							20	014/15 Proje	cted							
				Sta	ate Resources				Grand							
Resource	6230	(6300	6500	6501	6512	7091	7405	8150	Total	9002	9078	9079	9080	9150	Total Total
Deferred/Fund Balance Code	F		F	F	F	F	F	F	F		D	D	F	F	F	
Description	Prop 39	L	ottery	Spec Ed	Spec Ed-SESP	Spec Ed- Mental Health	EIA-LEP	Common Core	Routine Maint.	State	Safety Credits	Foundation	Donations	NEIB	Microsoft	Local Restricted General Fund
COMMENTS					for approved	SELPA reimbursement for intensive social emotional	Will need to move Salaries to 0709 in 14/15									
Update Notes			x 621 P- 1.04446	Per VCOE 4/26/13 est. cb							Based on VCSSFA ltr dtd 9/18/13			13/14 No funding		
REVENUES:										1010101010101						
Current Year Allocation	\$ 107,984.00	\$	19,458	\$ 257,126	\$ -			\$ -		\$ 384,568.00	\$ 5,497	\$ 39,000	\$ -	\$ -	\$ -	\$ 44,496.92 \$ 654,538.36
Deferred Revenue										\$	\$ -					\$
Prior Year Carryover/Adjustments							\$ -			\$	\$ -			\$ -	\$ -	\$
Interest/Fees										\$						\$
TOTAL REVENUES	\$ 107,984.00	\$	19,458	\$ 257,126	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 384,568.00	\$ 5,497	\$ 39,000	\$ -	\$ -	\$ -	\$ 44,496.92 \$ 654,538.36
EXPENDITURES:																
Indirect Cost Rate	0.00%	6	0.00%	0.85%	0.00%	0.00%	0.85%	0.009	6 0.85%		0.00%	0.00%	0.00%	0.00%	0.00%	
Certificated FTE				1.70			0.26			1.96		0.25				0.25. 2.46
Classified FTE				0.88					0.75	1.63	0.31			0.00	0.00	0.31 3.13
Certificated Salaries	\$ -	\$	-	\$ 130,561				\$ -	\$ -	\$ 130,561.00		\$ 17,893	\$ -	\$ -	\$ -	\$ 17,893.00 \$ 178,516.00
Classified Salaries				\$ 26,892			\$ -		\$ 32,587	\$ 59,479.00	\$ 9,152			\$ -	\$ -	\$ 21,992:00 \$ 109,957.00
Employee Benefits				\$ 47,718			\$ -	\$ -	\$ 14,660	\$ 62,378.00	\$ 1,934	\$ 7,667		\$ -	\$ -	\$ 9,601.00 \$ 84,374.00
Books and Supplies, Exc. Undesig		\$	19,868	\$ 6,000		_		\$ -		\$ 45,626.00	\$ -		\$ 800.00			\$ 800.00 \$ 46,542.00
Supplies Undesignated (4319)				\$ -	\$ -	\$ -	\$ -	_		\$ 2,036.00		\$ 600	\$ -	\$ -	\$ -	\$ 600.00 \$ 48,165.00
Non Capitalized Equipment				\$ -	\$ -	\$ -		\$ -				\$ -		1	ļ	\$ - \$ 2,400.00
Services				\$ 79,325				\$ -	\$ 21,210	\$ 100,535.00			\$ 1,700	•	\$ -	\$ 1,700.00 \$ 147,073.00 \$ 108,253.00
Sub Agreements (5100) (no indirect) Building and Improvements of Building				\$ 108,253						\$ 108,253.00				\$ -	\$ -	
(6200)	\$ 107,984									\$ 107,984.00				\$ -	 \$ -	\$ 107,984.00
Other Outgo (not subject to indirect)	, , , , , ,			\$ 43,750						\$ 43,750.00				\$ -	\$ -	\$ 105,966.44
Indirect Cost (Calculated)	_	-	-	\$ 2,167	\$ -	\$ -	\$ -		- \$ 788	\$ 2,955.00	-	-	-	\$ -	\$ -	\$ 4,786.00
*Indirect Cost ADJ	\$ -	\$	-	\$ -				\$ -	\$ -	\$				\$ -	\$ -	\$ \$
TOTAL EXPENDITURES	\$ 107,984	\$	19,868	\$ 444,666	\$ -	\$ -	\$ -	\$ -	\$ 93,439	\$ 665,957.00	\$ 11,086	\$ 39,000	\$ 2,500	\$ -	\$ -	\$ 52,586.00 \$ 944,016.44
OTHER SOURCES\(USES)																
Contributions	\$ -	\$	-	\$ 187,540	\$ -	\$ -	\$ -	\$ -	\$ 93,439		\$ 5,589	\$ -	\$ -	\$ -	\$ -	\$ 5,589.08 \$ 286,568.08
TOTAL SOURCES\(USES)	\$ -	\$	-	\$ 187,540	\$ -	\$ -	\$ -	\$ -	\$ 93,439	\$ 280,979.00	\$ 5,589	\$ -	\$ -	\$ -	\$ -	\$ 5,589.08 \$ 286,568.08
NET INCR\(DECR)	\$ -	\$	(410)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (410.00)		\$ -	\$ (2,500)		\$ -	\$ (2,500,00) \$ (2,910.00)
BEGINNING BALANCE		\$	26,108		\$ 1,311	\$ 6,547	\$ -	\$ -	\$ -	\$ 33,966.00	\$ -	\$ -	\$ 4,355		\$ -	\$ 4,355.00 \$ 38,321.00
Audit Adj - Beg Bal	\$ -	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	\$ -	\$ -	\$ -			\$ - \$
GRANT REMAINING	\$ -	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ - \$ -
ENDING FUND BALANCE	\$ -	\$	25,698	\$ -	\$ 1,311	\$ 6,547	\$ -	\$ -	\$ -	\$ 33,556	\$ -	-	\$ 1,855	\$ -	\$ -	\$ 1,855.00 \$ 35,411.00

Balance

Mesa Union School District Ventura County

2013/2014 Cash Flow Worksheet - First Interim

	Object	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	TOTAL
ACTUALS THRU MONTH OF	OCT	,						j	,						
A. BEGINNING CASH	9110	\$ 639,754.60	\$1,103,715.92	\$1,061,362.11	\$ 971,237.15	\$811,287.24	\$ 699,479.41	\$ 1,701,504.42	\$1,569,209.51	\$1,380,728.69	\$1,270,831.97	\$1,793,666.23	\$1,433,768.05		\$ 639,754.60
B. RECEIPTS															
Revenue Limit															
Property Tax	8020-8079	7,163.52	4,351.62	-	3,994.05	81,026.90	1,020,979.13	26,137.71	-	5,227.54	785,136.57	16,687.92	50,666.94	9,221.10	2,010,593.00
State Aid	8010-8019	93,029.00	93,029.00	167,453.00	210,784.00	167,824.00	167,824.00	167,824.00	167,824.00	167,824.00	104,051.00	3,356.00	-	351,593.00	1,862,415.00
State Aid - Categorical	80XX	24,073.00	24,073.00	43,331.00	-	43,331.00	43,331.00	43,331.00	43,330.00	43,330.00	26,865.00	867.00	-	145,588.00	481,450.00
Other	8080-8099	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Prior Year Adjustments Education Protection Act (EPA) 1400	80XX 8012	-	-	143,202.00	-	-	- 143,187.75	-	-	- 143,187.75	-	-	- 143,173.50	-	572,751.00
In-Lieu to Charter	8096	-	(56,853.06)	(113,706.12)	(75,804.08)	(75,804.08)	(75,804.08)	(75,804.08)	(75,804.08)	(132,657.00)	(66,329.00)	(66,329.00)	(66,329.00)	(190,954.42)	(1,072,178.00)
IDEA Part B 3310	8181	_	(50,055.00)	(110,700.12)	(10,004.00)	(10,004.00)	(73,004.00)	(13,004.00)	(10,004.00)	52,070.50	(00,020.00)	26,035.25	(00,020.00)	26,035.25	104,141.00
Special Ed Preschool 3315	8182	_	_	-	-	-	_	_	-	-	_	-	_	879.00	879.00
Special Ed Preschool Local 3320	8182	-	-	-	-	-	-	-	-	-	-	-	-	1,597.00	1,597.00
Migrant Regular 3060	8285	-	-	-	-	-	-	1,911.30	-	-	-	-	-	17,201.70	19,113.00
Migrant Summer 3061	8285	-	-	-	-	-	-	8,955.00	-	-	-	-	-	-	8,955.00
Title I 3010	8290	-	-	-	-	-	-	28,839.60	-	-	21,629.70	-	-	21,629.70	72,099.00
Title I 3010 - PRY	8290	-	-	16,166.95	-	-	-	-	-	-	-	-	-	7,695.05	23,862.00
Title II, Teacher Quality 4035	8290	-	17.00	1,795.17	-	-	-	-	-	-	-	-	-	6,084.83	7,897.00
Title III, LEP 4203	8290	-	-	- (45.077.00)	- (0.07)	-	-	4 000 40	-	-	4 000 40	-	-	19,090.00	19,090.00
REAP 5810	8290	-	15,877.07	(15,877.00)	(0.07)	-	-	1,229.10	-	-	1,229.10	-	-	1,638.80	4,097.00
EIA 7090 EIA 7090 - PRY	8311 8311	-	-	-	-	-	-	-	-	-	-	-		-	-
Transportation 7230	8311	-	-	-	-	-	<u>-</u>	-	-	-	-	-	-	-	-
Class Size Reduction 1300/0000	8434	82,253.00		_	(82,253.00)	_		_	_	-	_	_			·
Mandated Cost Reimbursement	8550	-	-	-	(02,200.00)	-	_	_	-	_	-	-	_	17,815.00	17,815.00
Lottery Unrestricted 1100	8560		-	-	-	-	-	20,600.25	-	-	20,600.25	-	-	41,200.50	82,401.00
Lottery Restricted 6300	8560	-	-	-	2,478.06	-	-	-	-	-	-	-	-	17,457.94	19,936.00
Common Core 7405	8590	-		66,300.00	·									66,300.00	132,600.00
Cat Flex 0100 - Monthly Apportionment -	8590	3,828.00												-	3,828.00
Cat Flex 0100 - Monthly Apportionment	8590	-												-	-
Cat Flex 0100 - 5,5,9 Schedule	8590	-												-	-
Cat Flex 0100 - Deferred Maintenance	8590	-	-		-	-	-	-	-	-	-	-	-	-	-
Other State Income	8590	-	-	-	- 077.04	- 070.50	- 070.50	-	-	-	-	-	-	110,535.00	110,535.00
Interest Transportation Fees	8660	-	-	-	877.91 8,241.00	673.50 3,052.00	673.50	296.00	528.50	528.50	3,242.00	512.50 2,726.00	- 372.00	1,205.59 2,071.00	5,000.00 20,000.00
Interagency Income	8675 8677	-		-	0,241.00	3,032.00		290.00	-	_	3,242.00	2,720.00	372.00	69,946.00	69,946.00
Other Local Income	8699	30.60	118.88	95.16	682.52	469.10	6,693.16	2,611.49	(18,943.00)	2,500.26	1,213.86	37,325.02	4,836.10	10,727.84	48,361.00
AB602 6500	8792	12,707.00	12,707.00	22,873.00	22,873.00	22,873.00	22,873.00	22,873.00	22,874.00	22,874.00	14,182.00	457.00	-	77,767.00	277,933.00
Transfer In	8919	-	-	-	-	-	,	-	-	-	-	-	-	-	-
Error Account	8999	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL RECEIPTS		223,084.12	93,320.51	331,633.16	91,873.39	243,445.42	1,329,757.46	248,804.37	139,809.42	304,885.56	911,820.48	21,637.69	132,719.54	832,324.88	4,905,116.00
C. DISBURSEMENTS															
Certificated Salaries	1000-1999	18,778.34	193,553.73	189,603.98	195,266.98	195,730.83	195,730.83	195,730.83	195,730.83	195,730.83	195,730.83	195,730.83	195,730.83	11,737.33	
Classified Salaries	2000-2999	18,311.47	31,224.73	49,573.13	46,784.22	51,984.36	51,984.36	51,984.36	51,984.36	51,984.36	51,984.36	51,984.36	51,984.36	15,835.57	
Employee Benefits	3000-3999	6,474.74	31,588.80	72,246.53	72,518.41	71,913.74	71,913.74	71,913.74	71,913.74	71,913.74	71,913.74	71,913.74	71,913.74	15,127.62	773,266.00
Supplies Services	4000-4999	1,317.21	31,374.91	17,309.76	12,189.76	19,803.70	8,348.25 27,203.42	24,258.59	13,289.82	13,439.56 63,141.89	17,707.28	14,338.03 58,815.97	140,385.38	60,598.77 225,450.90	374,361.00 831,909.00
Capital Outlays	5000-5999 6000-6599	23,392.62	59,344.84	24,353.93	58,454.94	25,705.99	21,203.42	46,586.90	19,549.86	03,141.89	33,525.93	30,013.97	166,381.80 -	107,984.00	107,984.00
Other Outgo	7000-7399	-	-	_	-	-	12,442.01	360.64	-	32,393.78	-	-	-	60,873.57	106,070.00
Other Outgo	7438-7439	-	-	-	-	-	12,772.UT		-	-	-	-	-	-	- 100,070.00
Interfund Transfers Out	7600-7629	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other Financing Uses	7630-7699	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Disbursements															
TOTAL DISBURSEMENTS		68,274.38	347,087.01	353,087.33		365,138.61		'	352,468.61	428,604.16	' 	392,782.92	626,396.10		2,193,590.00
INCOME LESS EXPENDITURES		154,809.74	(253,766.50)	(21,454.17)	(293,340.92)	(121,693.19)	962,134.84	(142,030.69)	(212,659.19)	(123,718.60)	540,958.34	(371,145.23)	(493,676.56)	334,717.13	2,711,526.00
D. PRIOR YEAR TRANSACTIONS															
Cash in Bank	9120	-	-	-	-	-	-	-	-	-	-	-	-	100.00	100.00
Revolving Cash	9130	-	-	-	-	-	-	-	-	-	-	-	-	17,094.00	17,094.00
Accounts Receivable	92XX	555,005.91	253,524.93	27,439.27	118,281.64	403.34	27,931.21	2,924.21	13,612.68	2,520.87	(24,200.32)	100.83	32,566.11	(1,763.91)	1,008,346.76
Accounts Payable	9510-9650	(245,854.33)	(42,112.24)	(96,110.06)	15,109.37	9,482.02	11,958.96	6,811.58	10,565.68	11,301.02	6,076.24	11,146.22	(30,572.35)	(54,823.47)	(387,021.36)
Rounding Adjustment TOTAL PY TRANSACTIONS		200 454 56	211,412.69	- (60 670 70)	122 204 04	0.005.00	20 000 47-	0.705.70	1 124.470 22	1 10 004 00	. Mo.404.09\	11,247.05	1 4 003 76	1.00	1.00
		309,151.58	211,412.09	(68,670.79)	133,391:01	9,885.36	39,890.17	9,735.78	24,178.36	13,821.89	(18,124.09)	11,247.05	1,993.76	(39,392.38)	638,520.40
E. NET INCREASE/(DECREASE) (B-C+D)		463,961.32	(42,353.81)	(90,124.96)	(159,949.91)	(111,807.83)	1,002,025.01	(132,294.91)	(188,480.82)	(109,896.71)	522,834.25	(359,898.18)	(491,682.80)	295,324.75	597,655.40
,		,	, , , , , , , , , , , , , , , , , , ,	, ,	, ,	, ,	<u> </u>	, , ,			,		, ,	290,324.75	591,055.4U
F. ENDING CASH (A+E)		1,103,715.92	1,061,362.11	971,237.15	811,287.24	699,479.41	1,701,504.42	1,569,209.51	1,380,728.69	1,270,831.97	1,793,666.23	1,433,768.05	942,085.25		4 227 440 00
G. ENDING FUND BALANCE			_	\$ 971,237.15	\$ 811,287.24										1,237,410.00
ACTUAL CASH BALANCE															

ACTUAL CASH BALANCE | \$1,103,715.92 \$1,061,362.11 \$ 971,237.15 \$ 811,287.24 | DIFFERENCE | \$1,103,715.92 \$1,061,362.11 \$ 971,237.15 \$ 811,287.24 | \$1,701,504.42 \$ 1,569,209.51 \$1,380,728.69 \$1,270,831.97 \$1,793,666.23 \$1,433,768.05 \$ 942,085.25

MESA UNION SCHOOL DISTRICT



INTERIM REPORT CERTIFICATION

First Interim DISTRICT CERTIFICATION OF INTERIM REPORT For the Fiscal Year 2013-14

56 72470 0000000 Form CI

NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim state-adopted Criteria and Standards. (Pursuant to Education Cod	
Signed:	Date:
District Superintendent or Designee	
NOTICE OF INTERIM REVIEW. All action shall be taken on this remeeting of the governing board.	eport during a regular or authorized special
To the County Superintendent of Schools: This interim report and certification of financial condition are horizontal of the school district. (Pursuant to EC Section 42131)	nereby filed by the governing board
Meeting Date: November 19, 2013	Signed:
CERTIFICATION OF FINANCIAL CONDITION	· President of the Governing Board
X POSITIVE CERTIFICATION As President of the Governing Board of this school district, district will meet its financial obligations for the current fiscal	*
QUALIFIED CERTIFICATION As President of the Governing Board of this school district, district may not meet its financial obligations for the current	
NEGATIVE CERTIFICATION As President of the Governing Board of this school district, district will be unable to meet its financial obligations for the subsequent fiscal year.	
Contact person for additional information on the interim report	t:
Name: Cynthia Hansen	Telephone: 805-383-1972
Title: Chief Business Official	E-mail: chansen@vcoe.org
·	

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITE	RIA AND STANDARDS		Met	Not Met
.1	Average Daily Attendance	Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.		х

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First Interim DISTRICT CERTIFICATION OF INTERIM REPORT For the Fiscal Year 2013-14

CRITE	RIA AND STANDARDS (con	tinued)	Met	Not Met
2	Enrollment	Projected enrollment for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.		х
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio for the current and two subsequent fiscal years is consistent with historical ratios.	х	
4	LCFF/Revenue Limit	Projected LCFF/revenue limit for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.		х
5	Salaries and Benefits	Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.		х
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		х
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		х
7a	Deferred Maintenance	AB 97 (Chapter 47, Statutes of 2013) eliminated the Deferred Maintenance program under the Local Control Funding Formula. This section has been inactivated.		
7b	Ongoing and Major Maintenance Account	If applicable, changes occurring since budget adoption meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).	х	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.	х	
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	х	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	х	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	х	

	EMENTAL INFORMATION		No	Yes
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since budget adoption that may impact the budget?	х	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?	х	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	Х	
S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	х	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed since budget adoption by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?		x

SUPPL	EMENTAL INFORMATION (coi		No	Yes
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		х
		 If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2012-13) annual payment? 	х	
		 If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources? 	х	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		х
		 If yes, have there been changes since budget adoption in OPEB liabilities? 	Х	
S7b	Other Self-insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?	х	
	·	 If yes, have there been changes since budget adoption in self- insurance liabilities? 	n/a	
S8	Status of Labor Agreements	As of first interim projections, are salary and benefit negotiations still unsettled for:		
		Certificated? (Section S8A, Line 1b) Classified? (Section S8B, Line 1b)		X
		Classified? (Section S8B, Line 1b)Management/supervisor/confidential? (Section S8C, Line 1b)	X	Х
S8	Labor Agreement Budget	For negotiations settled since budget adoption, per Government		
30	Revisions	Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		Certificated? (Section S8A, Line 3)	n/a	
		Classified? (Section S8B, Line 3)	n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	х	

ADDIT	IONAL FISCAL INDICATORS		No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?	х	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	х	
А3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?	х	
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior or current fiscal year?	х	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	х	
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	Х	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	Х	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	х	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?	х	

INTERIM REPORT NARRATIVE

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	G = General Ledger Data; S = Supplemental Data			1. 1 Dwg	
			Data Sup	plied For:	
	December	2013-14 Original	2013-14 Board Approved Operating	2013-14 Actuals to	2013-14 Projected
Form	Description	Budget	Budget	Date	Totals
011	General Fund/County School Service Fund	GS	GS	GS	GS
091	Charter Schools Special Revenue Fund				
10I	Special Education Pass-Through Fund				
111	Adult Education Fund				
12I	Child Development Fund				
131	Cafeteria Special Revenue Fund	G	G	G	G
141	Deferred Maintenance Fund	G	G	G	G
151	Pupil Transportation Equipment Fund	G	G	G	G
171	Special Reserve Fund for Other Than Capital Outlay Projects	G	G G	G	G
181	School Bus Emissions Reduction Fund				
191	Foundation Special Revenue Fund				
201	Special Reserve Fund for Postemployment Benefits				
21I	Building Fund				
251	Capital Facilities Fund	G	G	G	G
301	State School Building Lease-Purchase Fund				
351	County School Facilities Fund				
40I	Special Reserve Fund for Capital Outlay Projects	G	G	G	G
491	Capital Project Fund for Blended Component Units				
511	Bond Interest and Redemption Fund	G	G	G	G
521	Debt Service Fund for Blended Component Units				
531	Tax Override Fund		,		
561	Debt Service Fund				
57I	Foundation Permanent Fund				
61I	Cafeteria Enterprise Fund				
621	Charter Schools Enterprise Fund				
631	Other Enterprise Fund				
661	Warehouse Revolving Fund				
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Al	Average Daily Attendance	S	S		S
CASH	Cashflow Worksheet				
CHG	Change Order Form				
CI	Interim Certification				S
ICR	Indirect Cost Rate Worksheet				
MYPI	Multiyear Projections - General Fund				G
NCMOE	No Child Left Behind Maintenance of Effort				G
SIAI	Summary of Interfund Activities - Projected Year Totals				
01CSI	Criteria and Standards Review		,		S
5,001	Ottoria atta California (California)				

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GENERAL FUND SUMMARY

56 72470 0000000 Form 011

Description Res		oject odes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF/Revenue Limit Sources	8010	0-8099	3,218,541.00	3,218,541.00	568,119.93	3,855,031.00	636,490.00	19.8%
2) Federal Revenue	8100	0-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue	8300	0-8599	452,475.00	452,475.00	3,828.00	106,595.00	(345,880.00)	-76.4%
4) Other Local Revenue	8600	0-8799	74,946.00	74,946.00	1,164.07	94,446.00	19,500.00	26.0%
5) TOTAL, REVENUES			3,745,962.00	3,745,962.00	573,112.00	4,056,072.00		- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1
B. EXPENDITURES								
1) Certificated Salaries	1000	0-1999	1,945,514.00	1,945,514.00	546,767.00	1,972,900.00	(27,386.00)	-1.4%
2) Classified Salaries	2000	0-2999	413,198.00	413,198.00	122,180.76	467,647.00	(54,449.00)	-13.2%
3) Employee Benefits	3000	0-3999	659,109.00	659,109.00	163,308.89	682,652.00	(23,543.00)	-3.6%
4) Books and Supplies	4000	0-4999	132,360.00	132,360.00	34,966.04	169,560.00	(37,200.00)	-28.1%
5) Services and Other Operating Expenditures	5000	0-5999	486,655.00	486,655.00	142,878.38	521,545.00	(34,890.00)	-7.2%
6) Capital Outlay	6000	0-6999	0.00	0.00	0.00	0.00	0.00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)		0-7299 0-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs	7300	0-7399	(21,316.00)	(21,316.00)	0.00	(18,502,00)	(2,814.00)	13,2%
9) TOTAL, EXPENDITURES			3,615,520.00	3,615,520.00	1,010,101.07	3,795,802.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			130,442.00	130,442.00	(436,989.07)	260,270.00		
D. OTHER FINANCING SOURCES/USES								
Interfund Transfers a) Transfers In	8900	0-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out	7600	0-7629	0,00	0.00	0.00	0.00	0.00	0.0%
Other Sources/Uses a) Sources	8930	0-8979	0.00	0.00	0.00	0.00	0.00	0,0%
b) Uses	7630	0-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions	8980	0-8999	(194,956.00)	(194,956.00)	0.00	(106,702.00)	88,254.00	-45.3%
4) TOTAL, OTHER FINANCING SOURCES/USES			(194,956.00)	(194,956.00)	0.00	(106,702.00)		

Description Res	ource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF/Revenue Limit Sources	8	3010-8099	3,218,541.00	3,218,541.00	568,119.93	3,855,031.00	636,490.00	19.8%
2) Federal Revenue	8	3100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue	8	3300-8599	452,475.00	452,475.00	3,828.00	106,595.00	(345,880.00)	-76.4%
4) Other Local Revenue	8	3600-8799	74,946.00	74,946.00	1,164.07	94,446.00	19,500.00	26.0%
5) TOTAL, REVENUES			3,745,962.00	3,745,962.00	573,112.00	4,056,072.00	AND AND SELECT	alisin sin
B. EXPENDITURES								
Certificated Salaries	1	1000-1999	1,945,514.00	1,945,514.00	546,767.00	1,972,900.00	(27,386.00)	-1.4%
2) Classified Salaries	2	2000-2999	413,198.00	413,198.00	122,180.76	467,647.00	(54,449.00)	-13.2%
3) Employee Benefits	3	3000-3999	659,109.00	659,109.00	163,308.89	682,652.00	(23,543.00)	-3,6%
4) Books and Supplies	4	4000-4999	132,360.00	132,360.00	34,966.04	169,560.00	(37,200.00)	-28.1%
5) Services and Other Operating Expenditures		5000-5999	486,655.00	486,655.00	142,878.38	521,545.00	(34,890.00)	-7.2%
6) Capital Outlay	(6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs	7	7300-7399	(21,316.00)	(21,316.00)	0.00	(18,502.00)	(2,814.00)	13.2%
9) TOTAL, EXPENDITURES			3,615,520.00	3,615,520.00	1,010,101.07	3,795,802.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			130,442.00	130,442.00	(436,989.07)	260,270.00		
D. OTHER FINANCING SOURCES/USES								
interfund Transfers a) Transfers in	8	8900-8929	0.00	0.00	0.00	0.00	0.00	0,0%
b) Transfers Out	7	7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources/Uses a) Sources	8	8930-8979	0.00	0.00	0.00	0.00	0,00	0.0%
b) Uses	•	7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions	8	8980-8999	(194,956.00)	(194,956.00)	0.00	(106,702.00)	88,254.00	-45.3%
4) TOTAL, OTHER FINANCING SOURCES/USES			(194,956.00)	(194,956.00)	0.00	(106,702.00)	等 医生长 计程序	-30,000

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(64,514.00)	(64,514.00)	(436,989.07)	153,568.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	942,052.00	942,052.00		1,045,521.00	103,469.00	11.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			942,052.00	942,052.00		1,045,521.00		* (7.4. N)
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d	i)		942,052.00	942,052.00		1,045,521.00		
2) Ending Balance, June 30 (E + F1e)			877,538.00	877,538.00		1,199,089.00		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	1,000.00	1,000.00		1,000.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments		9780	117,087.00	117,087.00		153,071.00		
R0060 Mandated Costs	0000	9780	44,222.00					
R0635 GVCS	0000	9780	1,696.00					
R0100 Tier III Cat. Flex	0000	9780	38,407.00					
R1100 Lottery	1100	9780	30,779.00					
R1400 EPA	1400	9780	1,983.00					
R0060 Mandated Costs	0000	9780		44,222.00				
R0635 GVCS	0000	9780		1,696.00				
R0100 Tier III Cat. Flex	0000	9780		38,407.00				
R1100 Lottery	1100	9780		30,779.00				
R1400 EPA	1400	9780		1,983.00				
R0060 Mandated Costs	0000	9780				31,545.00		
R0635 GVCS	0000 .	9780				15,111.00		
R0709 Supplemental/Concentration	0000	9780				106,415.00		
e) Unassigned/Unappropriated						-		
Reserve for Economic Uncertainties		9789	231,108.00	231,108.00		247,299.00		
Unassigned/Unappropriated Amount	•	9790	528,343.00	528,343.00		797,719.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
LCFF/REVENUE LIMIT SOURCES								
Principal Apportionment State Aid - Current Year		8011	1,665,227.00	1,665,227.00	655,772.00	2,343,865.00	678,638.00	40.8%
Education Protection Account State Aid - C	Turrant Vear	8012	639,468.00	639,468.00	143,202.00	572,751.00	(66,717.00)	-10.4%
Charter Schools General Purpose Entitlem		8015	0.00	0,00	0.00	0.00	0.00	0.0%
State Aid - Prior Years	ient - State Ald	8019	0.00	0.00	0.00	0.00	0.00	0.09
Tax Relief Subventions				40.070.00	0.00	47 700 00	(240.00)	4.70
Homeowners' Exemptions		8021	18,079.00	18,079.00	0.00	17,763.00	(316.00)	-1,79
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.09
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.09
County & District Taxes Secured Roll Taxes		8041	1,929,623.00	1,929,623.00	0.00	2,030,095.00	100,472.00	5.29
Unsecured Roll Taxes		8042	70,074.00	70,074.00	0.00	78,032.00	7,958.00	11.49
Prior Years' Taxes		8043	7,817.00	7,817.00	4,436.30	6,254.00	(1,563.00)	-20.0%
Supplemental Taxes		8044	25,124.00	25,124.00	11,000.47	28,616.00	3,492.00	13.99
Education Revenue Augmentation		0015	(400,400,00)	(400,400,00)	70.40	(450 467 00)	(20.704.00)	24.70
Fund (ERAF) Community Redevelopment Funds		8045	(120,466.00)	(120,466.00)	72.42	(150,167.00)	(29,701.00)	24.79
(SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604)		2024	0.00	0,00	0,00	0.00	0,00	0.09
Royalties and Bonuses Other In-Lieu Taxes		8081 8082	0.00	0.00	0.00	0.00	0.00	0.0
Less: Non-LCFF/Revenue Limit		0002	0.00	0.00	3.00			
(50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.09
Subtotal, LCFF/Revenue Limit Sources			4,234,946.00	4,234,946.00	814,483,19	4,927,209.00	692,263.00	16.39
LCFF/Revenue Limit Transfers								
Unrestricted LCFF/Revenue Limit Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.09
Continuation Education ADA Transfer	2200	8091						
Community Day Schools Transfer	2430	8091						
Special Education ADA Transfer	6500	8091						
All Other LCFF/Revenue Limit	0000	0007						
Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.09
PERS Reduction Transfer		8092	4,624.00	4,624.00	0.00	0.00	(4,624.00)	-100.09
Transfers to Charter Schools in Lieu of Pro	operty Taxes	8096	(1,021,029.00)	(1,021,029.00)	(246,363.26)	(1,072,178.00)	(51,149.00)	5.09
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0
Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL, LCFF/REVENUE LIMIT SOURCES	S		3,218,541.00	3,218,541.00	568,119.93	3,855,031.00	636,490.00	19.89
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0
Special Education Entitlement		8181	0.00	0.00	0.00	0.00		
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00		
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00		5 N. B. J. S.
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0
interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0
Pass-Through Revenues from Federal Sou	irces	8287	0.00	0.00	0.00	0.00		
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected alifornia Dept of Education	3010	8290						

			, Expenditures, and Ch	1				
Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
NCLB: Title I, Part D, Local Delinquent								
Program	3025	8290	A STATE OF STATE					
NCLB: Title II, Part A, Teacher Quality	4035	8290						
NCLB: Title III, Immigration Education Program	4201	8290						
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290						
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610 3011-3020, 3026-	8290						
Other No Child Left Behind	3205, 4036-4126, 5510	8290						
Vocational and Applied Technology Education	3500-3699	8290						
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	0
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.
THER STATE REVENUE								
Other State Apportionments								
Community Day School Additional Funding Current Year	2430	8311						
Prior Years	2430	8319						
ROC/P Entitlement Current Year	6355-6360	8311						
Prior Years	6355-6360	8319						
Special Education Master Plan Current Year	6500	8311						
Prior Years	6500	8319						
Home-to-School Transportation	7230	8311						
Economic Impact Aid	7090-7091	8311						
Spec. Ed. Transportation	7240	8311						
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.
Year Round School Incentive		8425	0.00	0.00	0.00	0.00	0.00	0.
Class Size Reduction, K-3		8434	179,928.00	179,928.00	0.00	0.00	(179,928.00)	-100.
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00		
Mandated Costs Reimbursements		8550	29,892.00	29,892.00	0.00	17,815.00	(12,077.00)	-40.
Lottery - Unrestricted and Instructional Materia	le	8560	82,401.00	82,401.00	0.00	82,401.00	0.00	0.
Tax Relief Subventions Restricted Levies - Other		0000		02,401.00				
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00		
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.
School Based Coordination Program	7250	8590						ALIA.
After School Education and Safety (ASES)	6010	8590						
Charter School Facility Grant	6030	8590						
	6650, 6690	8590		- 1				
Drug/Alcohol/Tobacco Funds	6240	8590						
Healthy Start	7370	8590						
Specialized Secondary School Community Violence	7370	8590						
Prevention Grant	7400	8590						
Quality Education Investment Act			160 254 22	160 354 00	3 030 00	6 370 00	(152 975 00)	ne .
All Other State Revenue	All Other	8590	160,254.00	160,254.00	3,828.00	6,379.00	(153,875.00)	-96.0

Mesa Union Elementary Ventura County

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Description OTHER LOCAL REVENUE	Resource Codes	Codes						
THER LOCAL REVENUE								
Other Local Revenue County and District Taxes								
Other Restricted Levies Secured Roll		8615	0,00	0.00	0.00	0.00		
Unsecured Roll		8616	0.00	0,00	0.00	0.00		
Prior Years' Taxes		8617	0.00	0.00	0,00	0.00		
Supplemental Taxes		8618	0.00	0.00	0.00	0.00		
Non-Ad Valorem Taxes Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0
		8622	0.00	0.00	0.00	0.00	0.00	0.0
Other		0022	0.00		0.00	28.00	0.00	0.0
Community Redevelopment Funds Not Subject to LCFF/RL Deduction		8625	0.00	0.00	0.00	0.00		
Penaities and Interest from Delinquent No Limit Taxes	n-LCFF/Revenue	8629	0.00	0,00	0.00	0.00		
Sales		0624	0,00	0.00	0.00	0.00	0.00	0.0
Sale of Equipment/Supplies		8631 8632	0.00	0.00	0.00	0.00	0.00	0.0
Sale of Publications								0.0
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	
All Other Sales		8639	0.00	0.00	0.00	0.00	0,00	0.0
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0
Interest		8660	5,000.00	5,000.00	877.91	4,500.00	(500.00)	-10.0
Net Increase (Decrease) in the Fair Value of Fees and Contracts	of Investments	8662	0.00	0.00	0.00	0.00	0.00	0.0
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0
Non-Resident Students		8672	0.00	0,00	0.00	0.00	0.00	0.0
Transportation Fees From Individuals		8675	0.00	0.00	0.00	20,000.00		
Transportation Services	7230, 7240	8677						ig i spil
Interagency Services	All Other	8677	69,946.00	69,946.00	0.00	69,946.00	0.00	0.0
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0
All Other Fees and Contracts	•	8689	0.00	0.00	0.00	0.00	0,00	0.0
Other Local Revenue								
Plus: Misc Funds Non-LCFF/Revenue Lim	nit (50%) Adjustment	8691	0.00	0.00	0.00	0.00	0.00	0.0
Pass-Through Revenues From Local Soul	rces	8697	0.00	0.00	0.00	0.00		1 14
All Other Local Revenue		8699	0.00	0.00	286.16	0.00	0.00	0.0
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0
Transfers Of Apportionments								
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791						
From County Offices	6500	8792						
From JPAs	6500	8793						
ROC/P Transfers								
From Districts or Charter Schools	6360 6360	8791 8792						
From County Offices								
From JPAs	6360	8793			E 74 4 11 12 1			
Other Transfers of Apportionments	All Other	9704	0.00	0.00	0.00	0.00	0.00	0.0
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0,00	0.0
All Other Transfers In from All Others TOTAL, OTHER LOCAL REVENUE		8799	74,946.00	74,946.00	1,164.07	0.00 94,446.00	19,500.00	26.0
			77,070.00	1 1,0 10.00	1,101.01	3 1, 1 10.00	.0,000,00	

•		Revenues,	Expenditures, and Cl	nanges in Fund Baland	ce			
Description Re	esource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Certificated Teachers' Salaries		1100	1,740,333.00	1,740,333.00	479,164.96	1,766,594.00	(26,261.00)	-1.5%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salarie	es	1300	202,806.00	202,806.00	. 67,602.04	202,806.00	0.00	0.0%
Other Certificated Salaries		1900	2,375.00	2,375.00	0.00	3,500.00	(1,125.00)	-47.49
TOTAL, CERTIFICATED SALARIES			1,945,514.00	1,945,514.00	546,767.00	1,972,900.00	(27,386.00)	-1.49
CLASSIFIED SALARIES			1,0 10,0 1 110	1/2 15/2 1100		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Classified Instructional Salaries		2100	68,203.00	68,203.00	7,183.33	38,883.00	29,320.00	43.09
Classified Support Salaries		2200	193,288.00	193,288.00	67,027.39	259,889.00	(66,601.00)	-34.59
Classified Supervisors' and Administrators' Salaries	3	2300	0.00	0.00	0.00	0.00	0,00	0.09
Clerical, Technical and Office Salaries		2400	127,723.00	127,723.00	42,203.95	130,022.00	(2,299.00)	-1.89
Other Classified Salaries		2900	23,984.00	23,984.00	5,766.09	38,853.00	(14,869.00)	-62.09
		2900				467,647.00	(54,449.00)	-13.29
TOTAL, CLASSIFIED SALARIES EMPLOYEE BENEFITS			413,198.00	413,198.00	122,180.76	407,047.00	(34,449.00)	-13.27
STRS	3	3101-3102	160,683.00	160,683.00	45,095.86	162,963.00	(2,280.00)	-1.49
PERS		3201-3202	40,907.00	40,907.00	13,293.75	46,632.00	(5,725.00)	-14.09
		3301-3302	56,122.00	56,122.00	16,367.51	60,204.00	(4,082,00)	-7.39
OASDI/Medicare/Alternative							· · · · ·	
Health and Welfare Benefits		3401-3402	327,144.00	327,144.00	67,830.25	337,970.00	(10,826.00)	-3.3
Unemployment Insurance		3501-3502	1,129.00	1,129.00	322.12	1,164.00	(35.00)	-3.19
Workers' Compensation		3601-3602	70,285.00	70,285.00	20,399.40	73,719.00	(3,434.00)	-4,9
OPEB, Allocated	3	3701-3702	0.00	0.00	0.00	0.00	0.00	0,0
OPEB, Active Employees	3	3751-3752	0.00	0.00	0.00	0.00	0.00	0.09
PERS Reduction	3	3801-3802	2,839.00	2,839.00	0.00	0.00	2,839.00	100.09
Other Employee Benefits	3	3901-3902	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL, EMPLOYEE BENEFITS			659,109.00	659,109.00	163,308.89	682,652.00	(23,543.00)	-3.6
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0
Books and Other Reference Materials	•	4200	0.00	0.00	0.00	0.00	0.00	0.0
Materials and Supplies		4300	107,360.00	107,360.00	33,594.56	142,439.00	(35,079.00)	-32.7
Noncapitalized Equipment		4400	25,000.00	25,000.00	1,371.48	27,121.00	(2,121.00)	-8,5
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL, BOOKS AND SUPPLIES	- 11		132,360.00	132,360.00	34,966.04	169,560.00	(37,200.00)	-28.19
SERVICES AND OTHER OPERATING EXPENDITU	JRES							
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0
Travel and Conferences		5200	15,295.00	15,295.00	2,464.95	19,315.00	(4,020.00)	-26.39
Dues and Memberships		5300	8,160.00	8,160.00	4,214.91	8,660.00	(500.00)	-6.19
Insurance	ŧ	5400-5450	23,561.00	23,561.00	26,285.09	26,286.00	(2,725.00)	-11.69
Operations and Housekeeping Services		5500	91,005.00	91,005.00	24,658.10	91,005.00	0.00	0.09
Rentals, Leases, Repairs, and Noncapitalized Impr	ovements	5600	59,962.00	59,962.00	22,258.46	89,558.00	(29,596.00)	-49.49
Transfers of Direct Costs		5710	6,601.00	6,601.00	0.00	0.00	6,601.00	100.0
Transfers of Direct Costs - Interfund		5750	0.00	0.00	(80.32)	0.00	0.00	0.0
Professional/Consulting Services and		5800	266,026.00	266,026.00	60,255.44	269,461.00	(3,435.00)	
Operating Expenditures Communications		5900	16,045.00	16,045.00	2,821.75	17,260.00	(3,435.00)	-1.39 -7.69
TOTAL, SERVICES AND OTHER		5500		·	·			
OPERATING EXPENDITURES.			486,655.00	486,655.00	142,878.38	521,545.00	(34,890.00)	-7.29

Description Re	esource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0,00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.09
OTHER OUTGO (excluding Transfers of Indirect	Costs)							
Tuition Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0,00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportions To Districts or Charter Schools	ments 6500	7221						
To County Offices	6500	7222						
To JPAs	6500	7223						
ROC/P Transfers of Apportionments To Districts or Charter Schools	6360	7221						
To County Offices	6360	7222						
To JPAs	6360	7223						uni Vii
Other Transfers of Apportionments	All Other	7221-7223	0.00	0,00	0.00	0.00	0.00	0.09
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.09
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.09
TOTAL, OTHER OUTGO (excluding Transfers of In	ndirect Costs)		0.00	0.00	0.00	0.00	0.00	0.09
OTHER OUTGO - TRANSFERS OF INDIRECT CO	STS							
Transfers of Indirect Costs		7310	(21,316.00)	(21,316.00)	0.00	(18,502.00)	(2,814.00)	13.29
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0,00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIR	RECT COSTS		(21,316.00)	(21,316.00)	0.00	(18,502.00)	(2,814.00)	13.2%
TOTAL, EXPENDITURES			3,615,520.00	3,615,520,00	1,010,101.07	3,795,802.00	(180,282.00)	-5.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
	Resource Codes	0000	Vy	ν-/	V-,/			
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and		8914	0.00	0.00	0.00	0.00	0.00	0.0%
Redemption Fund		8919	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In (a) TOTAL, INTERFUND TRANSFERS IN		0010	0.00	0.00	0.00	0.00	0,00	0.0%
			3,00					
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0,00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/		7040	0.00	0.00	0.00	0.00	0.00	0.0%
County School Facilities Fund		7613 7615	0.00	0.00	0.00	0.00	0.00	0.0%
To: Deferred Maintenance Fund		7615 7616	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7619	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out (b) TOTAL, INTERFUND TRANSFERS OUT		7015	0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES			0.00	3.00	5,125			
SOURCES								
JOSKOZO								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Sale/Lease-								
Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs	,	8965	0,00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates		0074	0.00	0.00	0.00	0,00	0.00	0.0%
of Participation		8971 8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds All Other Financing Sources		8979	0.00		0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES		0070	0.00		0.00	0.00	0.00	0.0%
-								
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0,00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS		-						
Contributions from Unrestricted Revenues		8980	(194,956.00)	(194,956.00)	0.00	(106,702.00)	88,254.00	-45.3%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(194,956.00)	(194,956.00)	0.00	(106,702.00)	88,254.00	-45.3%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)	3		(194,956.00	(194,956.00)	0.00	(106,702.00)	88,254.00	-45.3%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF/Revenue Limit Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	215,719.00	215,719.00	17,979.12	261,730.00	46,011.00	21.3%
3) Other State Revenue		8300-8599	150,502.00	150,502.00	68,778.06	260,520.00	110,018.00	73.1%
4) Other Local Revenue		8600-8799	334,486.00	334,486.00	80,042.00	326,793.00	(7,693.00)	-2.3%
5) TOTAL, REVENUES			700,707.00	700,707.00	166,799.18	849,043.00		10 (11)
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	179,834.00	179,834.00	50,436.03	201,887.00	(22,053.00)	-12.3%
2) Classified Salaries		2000-2999	156,239.00	156,239.00	23,712.79	109,957.00	46,282.00	29.6%
3) Employee Benefits		3000-3999	102,312.00	102,312.00	19,519.59	90,615.00	11,697.00	11.4%
4) Books and Supplies		4000-4999	113,458.00	113,458.00	27,225.60	204,800.00	(91,342.00)	-80.5%
5) Services and Other Operating Expenditures		5000-5999	297,478.00	297,478.00	22,667.95	310,364.00	(12,886.00)	-4.3%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	107,984.00	(107,984.00)	New
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	135,986.00	135,986.00	0.00	106,069.00	29,917.00	22.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	21,316.00	21,316.00	0.00	18,502.00	2,814.00	13.2%
9) TOTAL, EXPENDITURES			1,006,623.00	1,006,623.00	143,561.96	1,150,178.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9))		(305,916.00)	(305,916.00)	23,237.22	(301,135.00)		
D. OTHER FINANCING SOURCES/USES								
Interfund Transfers a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0,00	0,00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	194,956.00	194,956.00	0.00	106,702.00	(88,254.00)	-45.3%
4) TOTAL, OTHER FINANCING SOURCES/US	SES		194,956.00	194,956.00	0.00	106,702.00		A set pri

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(110,960.00)	(110,960.00)	23,237.22	(194,433.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance a) As of July 1 - Unaudited		9791	174,671.00	174,671.00		232,754.00	58,083.00	33.3%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			174,671.00	174,671.00		232,754.00	. 自然學 特別	
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			174,671.00	174,671.00		232,754.00		
2) Ending Balance, June 30 (E + F1e)			63,711.00	63,711.00		38,321.00		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	63,711.00	63,711.00		38,321.00		
c) Committed Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
LCFF/REVENUE LIMIT SOURCES							
Principal Apportionment							
State Aid - Current Year	8011	0.00	0.00	0.00	0.00		
Education Protection Account State Aid - Current Year	8012	0.00	0.00	0.00	0.00		
Charter Schools General Purpose Entitlement - State Aid	8015	0.00	0.00	0.00	0.00		
State Aid - Prior Years	8019	0.00	0,00	0.00	0.00		
Tax Relief Subventions							
Homeowners' Exemptions	8021	0.00	0.00	0,00	0.00		
Timber Yield Tax	8022	0.00	0.00	0,00	0,00		
Other Subventions/In-Lieu Taxes	8029	0,00	0.00	0.00	0.00		
County & District Taxes Secured Roll Taxes	8041	0,00	0.00	0.00	0.00		
Unsecured Roll Taxes	8042	0.00	0,00	0.00	0,00		
Prior Years' Taxes	8043	0,00	0.00	0.00	0.00		
Supplemental Taxes	8044	0.00	0.00	0.00	0,00		
Education Revenue Augmentation							
Fund (ERAF)	8045	0.00	0,00	0.00	0.00		
Community Redevelopment Funds (SB 617/699/1992)	8047	0.00	0,00	0.00	0,00		
Penalties and Interest from Delinquent Taxes	8048	0.00	0,00	0,00	0.00		
Miscellaneous Funds (EC 41604)							
Royalties and Bonuses	8081	0.00	0.00	0.00	0.00	7	
Other In-Lieu Taxes	8082	0.00	0.00	0.00	0.00		
Less: Non-LCFF/Revenue Limit (50%) Adjustment	8089	0.00	0,00	0,00	0.00		
Subtotal, LCFF/Revenue Limit Sources		0.00	0.00	0.00	0.00		
LCFF/Revenue Limit Transfers							
Unrestricted LCFF/Revenue Limit	0004						
Transfers - Current Year 0000	8091	0.00	0.00	0.00	0.00	0.00	0.00
Continuation Education ADA Transfer 2200	8091	0.00	0.00	0.00	0.00	0,00	0.09
Community Day Schools Transfer 2430	8091	0.00	0.00	0.00	0.00	0.00	0.09
Special Education ADA Transfer 6500	8091	0.00	0.00	0.00	0.00	0.00	0.09
All Other LCFF/Revenue Limit Transfers - Current Year All Other	8091	0.00	0.00	0.00	0.00	0.00	0.09
PERS Reduction Transfer	8092	0.00	0.00	0.00	0.00		
Transfers to Charter Schools in Lieu of Property Taxes	8096	0.00	0.00	0.00	0.00		
Property Taxes Transfers	8097	0.00	0.00	0.00	0.00	0.00	0.09
Revenue Limit Transfers - Prior Years	8099	0.00	0.00	0.00	0.00	0.00	0.09
TOTAL, LCFF/REVENUE LIMIT SOURCES		0.00	0.00	0.00	0.00	0.00	0.09
FEDERAL REVENUE							
Maintenance and Operations	8110	0.00	0.00	0.00	0.00	0.00	0.09
Special Education Entitlement	8181	104,141.00	104,141.00	0.00	104,141.00	0.00	0.0%
Special Education Discretionary Grants	8182	2,393.00	2,393.00	0.00	2,476.00	83.00	3,5%
Child Nutrition Programs	8220	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds	8260	0.00	0.00	0.00	0.00		
Flood Control Funds	8270	0.00	0.00	0.00	0.00		
Wildlife Reserve Funds	8280	0.00	0.00	0.00	0.00		
FEMA	8281	0.00	0.00	0.00	0.00	0.00	0.0
Interagency Contracts Between LEAs	8285	21,900.00	21,900.00	0.00	28,068.00	6,168.00	28.29
Pass-Through Revenues from Federal Sources	8287	0.00	0.00	0.00	0.00	0.00	0.09
	3201	0.00	0.00	0.00	0.00	5.50	
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected 3010 California Dept of Education	8290	67,828.00	67,828.00	16,166.95	95,961.00	28,133.00	

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Description	Resource Codes	Object Codes	Orlginal Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
NCLB: Title I, Part D, Local Delinquent Program	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title II, Part A, Teacher Quality	4035	8290	7,934.00	7,934.00	1,812.17	7,897.00	(37.00)	-0.5%
NCLB: Title III, Immigration Education Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	11,523.00	11,523.00	0.00	19,090.00	7,567.00	65.7%
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610 3011-3020, 3026-	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other No Child Left Behind	3205, 4036-4126, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.0%
	3500-3699	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Vocational and Applied Technology Education	3700-3699	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Safe and Drug Free Schools				0.00				
All Other Federal Revenue	All Other	8290	0.00		0.00	4,097.00	4,097.00	Nev
TOTAL, FEDERAL REVENUE			215,719.00	215,719.00	17,979.12	261,730.00	46,011.00	21.3%
OTHER STATE REVENUE								
Other State Apportionments								
Community Day School Additional Funding Current Year	2430	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	2430	8319	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Entitlement Current Year	6355-6360	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6355-6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0,00	0.0%
Home-to-School Transportation	7230	8311	69,253.00	69,253.00	0.00	0.00	(69,253.00)	-100.0%
Economic Impact Aid	7090-7091	8311	61,313.00	61,313.00	0.00	0.00	(61,313.00)	-100.0%
Spec. Ed. Transportation	7240	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Year Round School Incentive		8425	0.00	0.00	0.00	0.00	0.00	0.0%
Class Size Reduction, K-3		8434	0.00	0.00	0.00	0.00		149
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materia		8560	19,936.00	19,936.00	2,478.06	19,936.00	0.00	0.0%
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0,00	0.0%
Other Subventions/in-Lieu Taxes		8576	0.00	0.00	0,00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
School Based Coordination Program	7250	8590	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Healthy Start	6240	8590	0.00	0.00	0,00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
School Community Violence Prevention Grant	7391	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	66,300.00	240,584.00	240,584.00	Nev
TOTAL, OTHER STATE REVENUE			150,502.00	150,502.00	68,778.06	260,520.00	110,018.00	73.1%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
OTHER LOCAL REVENUE	Resource Codes	Codes	(4)	(8)	(0)	(0)	(=)	(F)
Other Local Revenue County and District Taxes								
Other Restricted Levies		0045	0.00	0.00	0.00	0.00	0.00	0.00
Secured Roll		8615	0,00	0,00	0.00	0.00	0.00	0.0
Unsecured Roll		8616	0.00	0.00	0,00	0.00	0,00	0.0
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0
Non-Ad Valorem Taxes Parcel Taxes	*	8621	0.00	0.00	0.00	0.00	0.00	0.0
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0
Community Redevelopment Funds Not Subject to LCFF/RL Deduction		8625	0,00	0,00	0.00	0.00	0.00	0.0
Penalties and Interest from Delinquent Non-L	CEE/Bayanua	0023	0,00	00.0	0.00	0.00	0.00	0.0
Limit Taxes	CFF/Revenue	8629	0.00	0.00	0.00	0,00	0.00	0.0
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0
Food Service Sales		8634	. 0.00	0.00	0.00	0.00	0.00	0.0
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0
Net Increase (Decrease) in the Fair Value of In	vestments	8662	0.00	0.00	0.00	0.00	0.00	0.0
Fees and Contracts	Vestiments						0.00	0.0
Adult Education Fees		8671	0,00	0.00	0,00	0.00		
Non-Resident Students		8672 8675	0.00	20,000,00	0.00	00,0	(20,000,00)	100.0
Transportation Fees From Individuals	7230, 7240	8677	29,000.00	29,000.00 0.00	8,241.00 0.00	0.00	(29,000.00)	-100.0
Transportation Services	All Other	8677	0.00	0.00	0.00			0.0
Interagency Services	All Other					0.00	0.00	0.0
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0
All Other Fees and Contracts Other Local Revenue		8689	0.00	0.00	. 0.00	0,00	0,00	0.0
		8691	0.00	0,00	0.00	0.00		
Plus: Misc Funds Non-LCFF/Revenue Limit Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0
All Other Local Revenue	•	8699	48,360.00	48,360.00	641.00	48,722.00	362.00	0.7
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0
Transfers Of Apportionments Special Education SELPA Transfers		01010100	0.35	0.00	0.00	0.00	0.00	0,0
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0
From County Offices	6500	8792	257,126.00	257,126.00	71,160.00	278,071.00	20,945.00	8.19
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0
ROC/P Transfers From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.09
From County Offices	6360	8792	0.00	0.00	0.00	0,00	0.00	0.0
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0
Other Transfers of Apportionments From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.09
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0
All Other Transfers In from All Others	, ai Oulet	8799	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL, OTHER LOCAL REVENUE		0199	334,486.00	334,486.00	80,042.00	326,793.00	(7,693.00)	-2.39
				231,100.00	30,0-12,00	520,100,00	(.,000.00)	

Volkara Courty	Revenue, I	Expenditures, and Ch	anges in Fund Baland	ce			
Description Resource Cod	Object es Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CERTIFICATED SALARIES						• •	
Certificated Teachers' Salaries	1100	154,260.00	154,260.00	36,965.96	131,686.00	22,574.00	14.6%
Certificated Pupil Support Salaries	1200	0.00	0.00	5,958.75	47,667.00	(47,667.00)	Nev
Certificated Supervisors' and Administrators' Salaries	1300	25,574.00	25,574.00	7,511.32	22,534.00	3,040.00	11.9%
Other Certificated Salaries	1900	0,00	0.00	0.00	0.00	0.00	0.0%
	1300	179,834.00	179,834.00	50,436.03	201,887.00	(22,053.00)	-12.3%
TOTAL, CERTIFICATED SALARIES CLASSIFIED SALARIES		173,004.00	173,004.00	50,400.00	201,007.00	(22,000.00)	12.07
•		_,				(44.000.00)	
Classified Instructional Salaries	2100	51,692.00	51,692.00	10,544.59	62,754.00	(11,062.00)	-21.49
Classified Support Salaries	2200	94,695.00	94,695.00	10,383.00	32,587.00	62,108.00	65.6%
Classified Supervisors' and Administrators' Salaries	2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries	2400	4,377.00	4,377.00	1,118.64	4,377.00	0.00	0.0%
Other Classified Salaries	2900	5,475.00	5,475.00	1,666.56	10,239.00	(4,764.00)	-87.0%
TOTAL, CLASSIFIED SALARIES		156,239.00	156,239.00	23,712.79	109,957.00	46,282.00	29.6%
EMPLOYEE BENEFITS							
STRS	3101-3102	14,838.00	14,838.00	4,160.96	16,657.00	(1,819.00)	-12.3%
PERS	3201-3202	15,083.00	15,083.00	2,527.85	11,784.00	3,299.00	21.9%
OASDI/Medicare/Alternative	3301-3302	14,499.00	14,499.00	2,487.90	11,081.00	3,418.00	23.6%
Health and Welfare Benefits	3401-3402	45,938.00	45,938.00	8,068.99	41,530.00	4,408.00	9.6%
Unemployment Insurance	3501-3502	164.00	164.00	36.10	151.00	13.00	7.9%
Workers' Compensation	3601-3602	10,005.00	10,005.00	2,237.79	9,412.00	593.00	5.9%
OPEB, Allocated	3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction	3801-3802	1,785.00	1,785.00	0.00	0.00	1,785.00	100.0%
Other Employee Benefits	3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS		102,312.00	102,312.00	19,519.59	90,615.00	11,697.00	11.49
BOOKS AND SUPPLIES			1				
Approved Textbooks and Core Curricula Materials	4100	11,647.00	11,647.00	12,056.13	14,147.00	(2,500.00)	-21.5%
Books and Other Reference Materials	4200	0,00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies	4300	99,411.00	99,411.00	14,665,30	125,653.00	(26,242.00)	-26.4%
Noncapitalized Equipment	4400	2,400.00	2,400.00	504.17	65,000.00	(62,600.00)	-2608.3%
Food	4700	0,00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES		113,458.00	113,458.00	27,225.60	204,800.00	(91,342.00)	-80.5%
SERVICES AND OTHER OPERATING EXPENDITURES						•	
Subagreements for Services	5100	120,305.00	120,305.00	8,220.93	108,253.00	12,052.00	10.0%
Travel and Conferences	5200	3,287.00	3,287.00	0.00	49,507.00	(46,220.00)	-1406.19
Dues and Memberships	5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance	5400-5450	2,725.00	2,725.00	0.00	0.00	2,725.00	100.0%
Operations and Housekeeping Services	5500	0.00		0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements	5600	50,806.00	50,806.00	9,532.50	21,210.00	29,596.00	58.3%
Transfers of Direct Costs	5710	(6,601.00)	(6,601.00)	0.00	0.00	(6,601.00)	100.0%
Transfers of Direct Costs - Interfund	5750	0.00		0.00	0,00	0,00	0.0%
Professional/Consulting Services and	5800	120,941.00		3,014.10	123,094.00	(2,153.00)	-1.89
Operating Expenditures	5900	6,015.00		1,900.42	8,300.00	(2,193.00)	-38.0%
Communications TOTAL, SERVICES AND OTHER	0900	0,010.00	0,010.00	1,500,42	0,300.00	(2,200.00)	-50,07
OPERATING EXPENDITURES		297,478.00	297,478.00	22,667.95	310,364.00	(12,886.00)	-4,3%

Description	Panauras Cadas	Object	Original Budget	Board Approved Operating Budget	Actuals To Date	Projected Year Totals	Difference (Col B & D)	% Diff (E/B)
Description	Resource Codes	Codes	(A)	(B)	(C)	(D)	(E)	(F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	107,984.00	(107,984.00)	New
Books and Media for New School Libraries								
or Major Expansion of School Libraries	•.	6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Parlacement		6400 6500	0.00	0.00	0.00	0.00	0,00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00			
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	107,984.00	(107,984.00)	New
OTHER OUTGO (excluding Transfers of Indi	rect Costs)							
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0,00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Paymer	nts	7100	0.00	0.00	0.00	0.00	0.00	0.070
Payments to Districts or Charter Schools	no	7141	73,695.00	73,695.00	0.00	43,695.00	30,000.00	40.7%
Payments to County Offices		7142	62,291.00	62,291.00	0.00	62,374.00	(83.00)	-0.1%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0,00	0.0%
Special Education SELPA Transfers of Appo To Districts or Charter Schools	rtionments 6500	7221	0,00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0,00	0.0%
ROC/P Transfers of Apportionments To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0,00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers	s of Indirect Costs)		135,986.00	135,986.00	0.00	106,069.00	29,917.00	22.0%
OTHER OUTGO - TRANSFERS OF INDIRECT	COSTS							
Transfers of Indirect Costs		7310	21,316.00	21,316.00	0.00	18,502.00	2,814.00	13.2%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF	INDIRECT COSTS		21,316.00	21,316.00	0.00	18,502.00	2,814.00	13.2%
TOTAL, EXPENDITURES			1,006,623.00	1,006,623.00	143,561.96	1,150,178.00	(143,555.00)	-14.3%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B)
	Resource Codes	Codes	(A)	(8)	(C)	(D)	(E)	(F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0,00	0.0%
From: Bond Interest and		á						
Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.00
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/								
County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Deferred Maintenance Fund		7615	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	. 0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00		
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES		0070	0.00	0.00	0.00	0.00	0.00	0.0%
USES			0.00	0.00	0.00	0.00	0.00	0.070
Transfers of Funds from								
Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0,00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0,00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	194,956.00	194,956.00	0.00	106,702.00	(88,254.00)	-45.3%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0,00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			194,956.00	194,956.00	0.00	106,702.00	(88,254.00)	-45.3%
TOTAL, OTHER FINANCING SOURCES/USES	3							
(a - b + c - d + e)			194,956.00	194,956.00	0.00	106,702.00	88,254.00	-45.3%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES			·					
1) LCFF/Revenue Limit Sources		8010-8099	3,218,541.00	3,218,541.00	568,119.93	3,855,031.00	636,490.00	19.8%
2) Federal Revenue		8100-8299	215,719.00	215,719.00	17,979.12	261,730.00	46,011.00	21.3%
3) Other State Revenue		8300-8599	602,977.00	602,977.00	72,606.06	367,115.00	(235,862.00)	-39.1%
4) Other Local Revenue		8600-8799	409,432.00	409,432.00	81,206.07	421,239.00	11,807.00	2.9%
5) TOTAL, REVENUES			4,446,669.00	4,446,669.00	739,911.18	4,905,115.00	3.15年代中国3.5g	18133
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	2,125,348.00	2,125,348.00	597,203.03	2,174,787.00	(49,439.00)	-2.3%
2) Classified Salaries		2000-2999	569,437.00	569,437.00	145,893.55	577,604.00	(8,167.00)	-1.4%
3) Employee Benefits		3000-3999	761,421.00	761,421.00	182,828.48	773,267.00	(11,846.00)	-1.6%
4) Books and Supplies		4000-4999	245,818.00	245,818.00	62,191.64	374,360.00	(128,542.00)	-52.3%
5) Services and Other Operating Expenditures		5000-5999	784,133.00	784,133.00	165,546.33	831,909.00	(47,776.00)	-6.1%
6) Capital Outlay	+	6000-6999	0.00	0.00	0.00	107,984.00	(107,984.00)	New
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	135,986.00	135,986.00	0.00	106,069.00	29,917.00	22.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			4,622,143.00	4,622,143.00	1,153,663.03	4,945,980.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(175,474.00)	(175,474.00)	(413,751.85)	(40,865.00)		
D. OTHER FINANCING SOURCES/USES								
Interfund Transfers a) Transfers In		8900-8929	0.00	0.00	0,00	0,00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources/Uses a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/US	SES		0.00	0.00	0.00	0.00	李基层特量基	SAME !

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND			7		. ,			
BALANCE (C + D4)			(175,474.00)	(175,474.00)	(413,751.85)	(40,865.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Bałance		•		·				
a) As of July 1 - Unaudited		9791	1,116,723.00	1,116,723.00		1,278,275.00	161,552.00	14.5%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,116,723.00	1,116,723.00		1,278,275.00		The first set
d) Other Restatements		9795	0.00	0.00		0,00	0.00	0,0%
e) Adjusted Beginning Balance (F1c + F1c	i)		1,116,723.00	1,116,723.00		1,278,275.00		
2) Ending Balance, June 30 (E + F1e)			941,249.00	941,249.00		1,237,410.00		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	1,000.00	1,000.00		1,000.00		
Stores		9712	0.00	0,00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	63,711.00	63,711.00		38,321.00		
c) Committed Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments		9780	117,087.00	117,087.00		153,071.00		
R0060 Mandated Costs	0000	9780	44,222.00					
R0635 GVCS	0000	9780	1,696.00					
R0100 Tier III Cat. Flex	0000	9780	38,407.00					
R1100 Lottery	1100	9780	30,779.00					
R1400 EPA	1400	9780	1,983.00					
R0060 Mandated Costs	0000	9780		44,222.00				
R0635 GVC9	0000	9780		1,696.00				
R0100 Tier III Cat. Flex	0000	9780		38,407.00				
R1100 Lottery	1100	9780		30,779.00				
R1400 EPA	1400	9780		1,983.00				
R0060 Mandated Costs	0000	9780				31,545.00		
R0635 GVCS	0000	9780				15,111.00		
R0709 Supplemental/Concentration	0000	9780				106,415.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	231,108.00	231,108.00		247,299.00		
Unassigned/Unappropriated Amount		9790	528,343.00	528,343.00		797,719.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
LCFF/REVENUE LIMIT SOURCES			. ,	(-)	(-)			
Principal Apportionment								
State Aid - Current Year		8011	1,665,227.00	1,665,227.00	655,772.00	2,343,865.00	678,638.00	40.89
Education Protection Account State Aid - 0	Current Year	8012	639,468.00	639,468.00	143,202.00	572,751.00	(66,717.00)	-10.4%
Charter Schools General Purpose Entitlen	nent - State Aid	8015	0.00	0.00	0.00	0.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions		8021	18,079.00	18,079.00	0.00	17,763.00	(316.00)	-1.7%
Homeowners' Exemptions Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/in-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes		0020	0.00	0.00	0.00	0.00	0.00	0.07
Secured Roll Taxes		8041	1,929,623.00	1,929,623.00	0.00	2,030,095.00	100,472.00	5.2%
Unsecured Roll Taxes		8042	70,074.00	70,074.00	0.00	78,032.00	7,958.00	11.4%
Prior Years' Taxes		8043	7,817.00	7,817.00	4,436.30	6,254.00	(1,563.00)	-20.0%
Supplemental Taxes		8044	25,124.00	25,124.00	11,000.47	28,616.00	3,492.00	13.9%
Education Revenue Augmentation								
Fund (ERAF)		8045	(120,466.00)	(120,466.00)	72.42	(150,167.00)	(29,701.00)	24.7%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0,00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0,00	0.00	0.00	0.0%
Less: Non-LCFF/Revenue Limit					·			
(50%) Adjustment		8089	0,00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF/Revenue Limit Sources			4,234,946.00	4,234,946.00	814,483.19	4,927,209.00	692,263.00	16.3%
LCFF/Revenue Limit Transfers								
Unrestricted LCFF/Revenue Limit								
Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Continuation Education ADA Transfer	2200	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Community Day Schools Transfer	2430	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education ADA Transfer	6500	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF/Revenue Limit Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction Transfer		8092	4,624.00	4,624.00	0.00	0.00	(4,624.00)	-100.0%
Transfers to Charter Schools in Lieu of Pro	operty Taxes	8096	(1,021,029.00)	(1,021,029.00)	(246,363.26)	(1,072,178.00)	(51,149.00)	5.0%
Property Taxes Transfers	. ,	8097	0.00	0.00	0.00	0.00	0.00	0.0%
Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0,00	0.0%
TOTAL, LCFF/REVENUE LIMIT SOURCES	3		3,218,541.00	3,218,541.00	568,119.93	3,855,031.00	636,490.00	19.8%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0,00	0.0%
Special Education Entitlement		8181	104,141.00	104,141.00	0.00	104,141.00	0.00	0.0%
Special Education Discretionary Grants		8182	2,393.00	2,393.00	0.00	2,476.00	83.00	3.5%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0,00	0.0%
Forest Reserve Funds	r	8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0,00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	21,900.00	21,900.00	0.00	28,068.00	6,168.00	28.2%
Pass-Through Revenues from Federal Sou	rces	8287	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected alifornia Dept of Education	3010	8290	67,828.00	67,828.00	16,166.95	95,961.00	28,133.00	41.5%

| Low-Income and Neglected California Dept of Education SACS Financial Reporting Software - 2013.2.1 File: fundi-a (Rev 08/27/2013)

				Board Approved		Projected Year	Difference	% Diff
Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Totals (D)	(Col B & D) (E)	% Diff (E/B) (F)
NCLB: Title I, Part D, Local Delinquent Program	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0
NCLB: Title II, Part A, Teacher Quality	4035	8290	7,934.00	7,934.00	1,812.17	7,897.00	(37.00)	-0.5
NCLB: Title III, Immigration Education	1000	0200	.,,5555	.,,,	1,-1-11	.,,	(=1.==2	
Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	11,523.00	11,523.00	0.00	19,090.00	7,567.00	65.7
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610 3011-3020, 3026-	8290	0.00	0.00	0.00	0.00	0.00	0.0
Other No Child Left Behind	3205, 4036-4126, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.0
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.00	0.00	0.00	0.0
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	0.0
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	4,097.00	4,097.00	N
TOTAL, FEDERAL REVENUE			215,719.00	215,719.00	17,979.12	261,730.00	46,011.00	21.
THER STATE REVENUE			210,710,00	2.0,1.10.00				
Other State Apportionments								
Community Day School Additional Funding Current Year	2430	8311	0.00	0.00	0.00	0.00	0.00	0.0
Prior Years	2430	8319	0.00	0.00	0.00	0,00	0.00	0.0
ROC/P Entitlement Current Year	6355-6360	8311	0.00	0.00	0.00	0.00	0.00	0.
Prior Years	6355-6360	8319	0.00	0.00	0.00	0.00	0.00	0
	0333-0300	0313	0.00	0.00	0.00	0.00	0.00	
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0
Prior Years	6500	8319	0.00	0,00	0.00	0.00	0,00	0
Home-to-School Transportation	7230	8311	69,253.00	69,253.00	0.00	0,00	(69,253.00)	-100
Economic Impact Aid	7090-7091	8311	61,313.00	61,313.00	0.00	0.00	(61,313.00)	-100
Spec. Ed. Transportation	7240	8311	0.00	0.00	0.00	0.00	0.00	0
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0,00	0.00	0
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0
Year Round School Incentive		8425	0.00	0.00	0.00	0.00	0.00	0
Class Size Reduction, K-3		8434	179,928.00	179,928.00	0.00	0.00	(179,928.00)	-100
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0
Mandated Costs Reimbursements		8550	29,892.00	29,892.00	0.00	17,815.00	(12,077.00)	-40
Lottery - Unrestricted and Instructional Materia		8560	102,337.00	102,337.00	2,478.06	102,337.00	0.00	0
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	C
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	C
Pass-Through Revenues from State Sources		8587	0,00	0.00	0.00	0.00	0.00	0
School Based Coordination Program	7250	8590	0.00	0,00	0.00	0.00	0.00	C
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	(
Charter School Facility Grant	6030	8590	0.00	0.00	0,00	0.00	0.00	
Drug/Alcohol/Tobacco Funds	6650, 6690	8590	0.00	0,00	0.00	0.00	0.00	C
Healthy Start	6240	8590	0.00	0.00	0.00	0.00	0.00	0
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	C
School Community Violence Prevention Grant	7391	8590	0.00	0.00	0.00	0.00	0.00	c
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0
All Other State Revenue	All Other	8590	160,254.00	160,254.00	70,128.00	246,963.00	86,709.00	54
All Other State Revenue TOTAL, OTHER STATE REVENUE	VII Other	0090	602,977.00	602,977.00	70,128.00	367,115.00	(235,862.00)	-39

		Revenues,	Expenditures, and Ci	nanges in Fund Balan	ce			
Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
OTHER LOCAL REVENUE	resource Coucs	Jours	(0)	(5)	(6)	(5)	1-7	\'
Other Local Revenue County and District Taxes					·			
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	
								0.0%
Other		8622	0.00	0,00	0.00	00,0	00,0	0,0%
Community Redevelopment Funds Not Subject to LCFF/RL Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent N Limit Taxes	on-LCFF/Revenue	8629	0.00	0,00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	5,000.00	5,000.00	877.91	4,500.00	(500.00)	-10.0%
Net Increase (Decrease) in the Fair Value	of Investments	8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	29,000.00	29,000.00	8,241.00	20,000.00	(9,000,00)	-31.0%
Transportation Services	7230, 7240	8677	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services	All Other	8677	69,946.00	69,946.00	0.00	69,946.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0,00	0.00	0,00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF/Revenue Lir	nit (50%) Adjustment	8691	0.00	0.00	0.00	0.00	0,00	0.0%
Pass-Through Revenues From Local Sou	ırces	8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	48,360.00	48,360.00	927.16	48,722.00	362.00	0.7%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	257,126.00	257,126.00	71,160.00	278,071.00	20,945.00	8.1%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others	, iii Other	8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE		5.00	409,432.00	409,432.00	81,206.07	421,239.00	11,807.00	2.9%
TOTAL, REVENUES			4,446,669.00	4,446,669.00	739,911.18	4,905,115.00	458,446.00	10.3%

,	Revenues,	Expenditures, and C	hanges in Fund Balan	ce			
Description Resource Cod	Object des Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CERTIFICATED SALARIES		(2.)	(5)	(9)	()	\-/	
Certificated Teachers' Salaries	1100	1,894,593.00	1,894,593.00	516,130.92	1,898,280.00	(3,687.00)	-0.2%
Certificated Pupil Support Salaries	1200	0.00	0.00	5,958.75	47,667.00	(47,667.00)	New
Certificated Supervisors' and Administrators' Salaries	1300	228,380.00	228,380.00	75,113.36	225,340.00	3,040.00	1.3%
Other Certificated Salaries	1900	2,375.00	2,375.00	0.00	3,500.00	(1,125.00)	-47.4%
TOTAL, CERTIFICATED SALARIES		2,125,348.00	2,125,348.00	597,203.03	2,174,787.00	(49,439.00)	-2.3%
CLASSIFIED SALARIES							
Classified Instructional Salaries	2100	119,895.00	119,895.00	17,727.92	101,637.00	18,258.00	15,2%
Classified Support Salaries	2200	287,983.00	287,983.00	77,410.39	292,476.00	(4,493.00)	-1.6%
Classified Supervisors' and Administrators' Salaries	2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries	2400	132,100.00	132,100.00	43,322.59	134,399.00	(2,299.00)	-1.7%
Other Classified Salaries	2900	29,459.00	29,459.00	7,432.65	49,092.00	(19,633.00)	-66.6%
TOTAL, CLASSIFIED SALARIES		569,437.00	569,437.00	145,893.55	577,604.00	(8,167.00)	-1.4%
EMPLOYEE BENEFITS							
STRS	3101-3102	175,521.00	175,521.00	49,256.82	179,620.00	(4,099.00)	-2.3%
PERS	3201-3202	55,990.00	55,990.00	15,821.60	58,416.00	(2,426.00)	-4.3%
OASDI/Medicare/Alternative	3301-3302	70,621.00	70,621.00	18,855.41	71,285.00	(664.00)	-0.9%
Health and Welfare Benefits	3401-3402	373,082.00	373,082.00	75,899.24	379,500.00	(6,418.00)	-1.7%
Unemployment Insurance	3501-3502	1,293.00	1,293.00	358.22	1,315.00	(22.00)	-1.7%
Workers' Compensation	3601-3602	80,290.00	80,290.00	22,637.19	83,131.00	(2,841.00)	-3.5%
OPEB, Allocated	3701-3702	0,00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction	3801-3802	4,624.00	4,624.00	0.00	0.00	4,624.00	100.0%
Other Employee Benefits	3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS	0301-0302	761,421.00	761,421.00	182,828.48	773,267.00	(11,846.00)	-1.6%
BOOKS AND SUPPLIES		701,121100	101,121100	102,020110	7, 0,201,00	(11,010,00)	
Approved Textbooks and Core Curricula Materials	4100	11,647.00	11,647.00	12,056.13	14,147.00	(2,500.00)	-21.5%
Books and Other Reference Materials	4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies	4300	206,771.00	206,771.00	48,259.86	268,092.00	(61,321.00)	-29.7%
Noncapitalized Equipment	4400	27,400.00	27,400.00	1,875.65	92,121.00	(64,721.00)	-236.2%
Food	4700	0.00	0,00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES		245,818.00	245,818.00	62,191.64	374,360.00	(128,542.00)	-52.3%
SERVICES AND OTHER OPERATING EXPENDITURES							
Subagreements for Services	5100	120,305.00	120,305.00	8,220.93	108,253.00	12,052.00	10.0%
Travel and Conferences	5200	18,582.00	18,582.00	2,464.95	68,822.00	(50,240.00)	-270.4%
Dues and Memberships	5300	8,160.00	8,160.00	4,214.91	8,660.00	(500.00)	-6.1%
Insurance	5400-5450	26,286.00	26,286.00	26,285.09	26,286.00	0.00	0.0%
Operations and Housekeeping Services	5500	91,005.00	91,005.00	24,658.10	91,005.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements	5600	110,768.00	110,768.00	31,790.96	110,768.00	0.00	0.0%
Transfers of Direct Costs	5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund	5750	0.00	0.00	(80.32)	0,00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures	5800	386,967.00	386,967.00	63,269,54	392,555.00	(5,588.00)	-1.4%
Communications	5900	22,060.00	22,060.00	4,722.17	25,560.00	(3,500.00)	-15.9%
TOTAL, SERVICES AND OTHER		,555.50		-,1		(-,)	
OPERATING EXPENDITURES		784,133.00	784,133.00	165,546.33	831,909.00	(47,776.00)	-6.1%

Description R	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% DIff (E/B) (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	107,984.00	(107,984.00)	Ne
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	107,984.00	(107,984.00)	Ne
OTHER OUTGO (excluding Transfers of Indirect	Costs)							
Tuition Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0,00	0.00	0.00	0.00	0.00	0.0
State Special Schools		7130	0.00	0,00	0.00	0.00	0.00	0.0
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	73,695.00	73,695.00	0.00	43,695.00	30,000.00	40.7
Payments to County Offices		7142	62,291.00	62,291.00	0.00	62,374.00	(83.00)	-0.1
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0
Special Education SELPA Transfers of Apportion To Districts or Charter Schools	nments 6500	7221	0.00	0.00	0.00	0.00	0.00	0.0
To County Offices	6500	7222	0.00	0.00	0.00	00,0	0.00	0.0
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0
ROC/P Transfers of Apportionments To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0
To JPAs	6360	7223	0.00	0.00	0.00	0,00	0.00	0.0
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0
Debt Service Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL, OTHER OUTGO (excluding Transfers of I	Indirect Costs)		135,986.00	135,986.00	0.00	106,069.00	29,917.00	22.0
OTHER OUTGO - TRANSFERS OF INDIRECT CO	OSTS							
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00		
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0,00	0.0
TOTAL, OTHER OUTGO - TRANSFERS OF INDI	RECT COSTS		0.00	0.00	0.00	0.00	0.00	0.09
TOTAL, EXPENDITURES			4,622,143.00	4,622,143.00	1,153,663.03	4,945,980.00	(323,837.00)	-7.09

Description R	esource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
NTERFUND TRANSFERS					• •			
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and								
Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.09
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0
To: State School Building Fund/		7040	0.00	0.00	0.00	0.00	0.00	0.0
County School Facilities Fund		7613 7615	0.00	0.00	0.00	0.00	0.00	0.0
To: Deferred Maintenance Fund To: Cafeteria Fund		7616 7616	0.00	0.00	0.00	0.00	0.00	0.0
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0
(b) TOTAL, INTERFUND TRANSFERS OUT		7010	0.00	0.00	0.00	0.00	0.00	0.0
OTHER SOURCES/USES	• **		0.00	0,00		0.00	0,00	0.0
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0,00	0.00	0.00	0.00	0.0
Proceeds								
Proceeds from Sale/Lease-		9059	0.00	0.00	0.00	0.00	0.00	0.0
Purchase of Land/Buildings Other Sources		8953	0.00	0.00	0.00	0.00	0.00	0.0
Transfers from Funds of								
Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0
Long-Term Debt Proceeds Proceeds from Certificates								
of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0
Proceeds from Capital Leases	-	8972	0.00	0.00	0.00	0.00	0.00	0.0
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0
(c) TOTAL, SOURCES			0.00	0.00	0,00	0.00	0.00	0.0
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0
(d) TOTAL, USES		7000	0.00	0.00	0.00	0.00	0.00	0.0
CONTRIBUTIONS				3.00	3.33			
Contributions from Unrestricted Revenues		8980	0.00	0,00	0,00	0.00		
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00		
Transfers of Restricted Balances		8997	0.00	0.00	0.00	0.00	0.00	0.0
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0,00	0,00	0.0
OTAL, OTHER FINANCING SOURCES/USES	-							
(a - b + c - d + e)			0.00	0.00	0.00	0,00	0.00	0,0

Mesa Union Elementary Ventura County

First Interim General Fund Exhibit: Restricted Balance Detail

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Resource	Description	2013-14 Projected Year Totals
resource	Description	1 Tojedica Tear Totalo
6300	Lottery: Instructional Materials	26,108.00
6500	Special Education	7,858.00
9010	Other Restricted Local	4,355.00
Total, Restricted B	Balance	38,321.00

2013-14 First Interim Cafeteria Special Revenue Fund Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF/Revenue Limit Sources	•	8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	96,633.00	96,633.00	1,924.81	96,633.00	0.00	0.0%
3) Other State Revenue		8300-8599	8,000.00	8,000.00	150.01	8,000.00	0.00	0.0%
4) Other Local Revenue		8600-8799	59,300.00	59,300.00	8,154,55	59,300.00	0.00	0.0%
5) TOTAL, REVENUES			163,933.00	163,933.00	10,229,37	163,933.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0,00	0.0%
2) Classified Salaries		2000-2999	66,349.00	66,349.00	13,634.76	66,349.00	0,00	0.0%
3) Employee Benefits		3000-3999	26,770,00	26,770.00	5,494.88	26,693,00	77.00	0.3%
4) Books and Supplies		4000-4999	83,500.00	83,500.00	14,038.94	81,200.00	2,300.00	2.8%
5) Services and Other Operating Expenditures		5000-5999	2,575.00	2,575.00	968,85	4,875.00	(2,300.00)	-89.3%
6) Capital Outlay		6000-6999	0.00	0,00	0.00	0.00	0.00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0,00	0.00	0.00	0.0%
³ 8) Other Outgo - Transfers of Indirect Costs		7300-7399	0,00	0,00	0.00	0,00	0.00	0.0%
9) TOTAL, EXPENDITURES			179,194.00	179,194.00	34,137.43	179,117.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(15,261.00)	(15,261.00)	(23,908,06)	(15,184.00)		
D. OTHER FINANCING SOURCES/USES								
Interfund Transfers a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0,0%
b) Transfers Out		7600-7629	0,00	0.00	0.00	0.00	0.00	0.0%
Other Sources/Uses a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0,00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0,00		

2013-14 First Interim Cafeteria Special Revenue Fund Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND							
BALANCE (C + D4)		_(15,261.00)	(15,261.00)	(23,908.06)	(15,184.00)		'
F. FUND BALANCE, RESERVES						••	
F. FUND BALANCE, RESERVES							
1) Beginning Fund Balance	9791	25,794,00	25,794.00		46,591.00	20,797.00	80.6%
a) As of July 1 - Unaudited		25,734.00					
b) Audit Adjustments	9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)		25,794.00	25,794.00		46,591.00		
	` 9795	0.00	0.00		0.00	0.00	0.0%
d) Other Restatements	9795	0.00	0.00				
e) Adjusted Beginning Balance (F1c + F1d)		25,794.00	25,794.00		46,591.00		
2) Ending Balance, June 30 (E + F1e)	,	10,533.00	10,533.00		31,407.00		
Components of Ending Fund Balance							
a) Nonspendable	9711	0.00	0.00		0.00		Najari da
Revolving Cash	5111						
Stores	9712	0.00	0.00		0.00		
Prepaid Expenditures	9713	0.00	0.00		0.00		
	9719	0.00	0,00		0.00		i de la constanti
All Others	9/19						
b) Restricted	9740	10,533.00	10,533.00		31,407.00		
c) Committed						l Base kulta	
Stabilization Arrangements	9750	0.00	0.00		0.00		
Other Committments	9760	0.00	0.00		0.00		
d) Assigned							
Other Assignments	9780	0,00	0.00		0.00		
·	•						
e) Unassigned/Unappropriated Reserve for Economic Uncertainties	9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount	9790	0,00	0,00		0.00		

2013-14 First Interim Cafeteria Special Revenue Fund Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
REVENUE LIMIT SOURCES								
Revenue Limit Transfers								
Unrestricted RL Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other RL Transfers - Current Year	All Other	8091	0.00	0.00	0.00	. ` 0.00	0,00	0.0%
Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, REVENUE LIMIT SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
FEDERAL REVENUE								
Child Nutrition Programs		8220	96,633.00	96,633.00	1,924.81	96,633.00	0,00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			96,633.00	96,633.00	1,924.81	96,633.00	0.00	0.0%
OTHER STATE REVENUE								
Child Nutrition Programs		8520	8,000.00	8,000.00	150.01	8,000.00	0.00	0.0%
All Other State Revenue		8590	0,00	0.00	0.00	0.00	0,00	0.0%
TOTAL, OTHER STATE REVENUE			8,000,00	8,000.00	150.01	8,000.00	0.00	0.0%
OTHER LOCAL REVENUE						,		
Sales Sale of Equipment/Supplies		8631	0,00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	59,200.00	59,200.00	8,154.55	59,200.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	100,00	100.00	0.00	100.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0,00	0.00	0.0%
Fees and Contracts		4						
Interagency Services		8677	0.00	0.00	0,00	0.00	0,00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0,00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			59,300.00	59,300.00	8,154.55	59,300.00	0.00	0.0%
TOTAL, REVENUES			163,933.00	163,933.00	10,229.37	163,933.00		

2013-14 First Interim Cafeteria Special Revenue Fund Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes Object Code	Original Budget s (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES						•	
Certificated Supervisors' and Administrators' Salaries	1300	0,00	0.00	0.00	0.00	0.00	0.0%
Other Certificated Salaries	1900	0.00	0,00	0.00	0.00	0.00	0.0%
	1000	0,00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES CLASSIFIED SALARIES		0,00	0,00				
	2200	48,840.00	- 48,840.00	9,160,26	48,840.00	0.00	0.0%
Classified Support Salaries	2300	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		17,509.00	17,509.00	4,474.50	17,509.00	0.00	0,0%
Clerical, Technical and Office Salaries	2400	0.00	0.00	0.00	0.00	0.00	0,0%
Other Classified Salaries	2900				66,349.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES		66,349.00	66,349.00	13,634.76	_66,349.00	0.00	0,076
EMPLOYEE BENEFITS				·		-	
STRS	3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS	3201-3202	7,214.00	7,214.00	1,560.07	7,214.00	0,00	0.0%
OASDI/Medicare/Alternative	3301-3302	4,860.00	4,860.00	979.00	4,756.00	104.00	2.1%
Health and Welfare Benefits	3401-3402	12,690.00	12,690.00	2,537.94	12,690.00	0.00	0.0%
Unemployment Insurance	3501-3502	31.00	31.00	6.39	31.00	0,00	0.0%
Workers' Compensation	3601-3602	1,975.00	1,975.00	411.48	2,002.00	(27.00)	-1.4%
OPEB, Allocated	3701-3702	0.00	0.00	0.00	0.00	0,00	0.0%
OPEB, Active Employees	3751-3752	0.00	0.00	0,00	0.00	0.00	0,0%
PERS Reduction	3801-3802	0.00	0.00	0.00	0.00	0.00	0,0%
Other Employee Benefits	3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS		26,770.00	26,770.00	5,494.88	26,693.00	77.00	0.3%
BOOKS AND SUPPLIES							
Books and Other Reference Materials	4200	0.00	0.00	0.00	0.00	0,00	0.0%
Materials and Supplies	. 4300	6,500.00	6,500.00	1,698.28	13,700.00	(7,200,00)	-110.8%
Noncapitalized Equipment	4400	3,500.00	3,500.00	0.00	3,500.00	0.00	0.0%
Food	4700	73,500.00	73,500.00	12,340.66	64,000.00	9,500.00	12.9%
TOTAL, BOOKS AND SUPPLIES		83,500.00	83,500.00	14,038.94	81,200.00	2,300.00	2.8%

2013-14 First Interim Cafeteria Special Revenue Fund Revenues, Expenditures, and Changes in Fund Balance

Description Resource Code	s Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
SERVICES AND OTHER OPERATING EXPENDITURES							
Subagreements for Services	5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences	5200	200.00	200.00	0.00	200.00	0.00	0.0%
Dues and Memberships	5300	0.00	0.00	0.00	0.00	0.00	0.0%
- Insurance	5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services	5500	0.00	0.00	0.00	0.00	0.00	0,0%
Rentals, Leases, Repairs, and Noncapitalized Improvements	5600	2,200.00	2,200.00	355.85	3,200.00	(1,000.00)	-45.5%
Transfers of Direct Costs	5710	0.00	0.00	0.00	0.00	0,00	0.0%
Transfers of Direct Costs - Interfund	5750	0,00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures	5800	175.00	175.00	613.00	1,475.00	(1,300.00)	-742.9%
Communications	5900	0,00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES		2,575.00	2,575.00	968.85	4,875.00	(2,300.00)	-89.3%
CAPITAL OUTLAY							,
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00	0.00	0,00	0.0%
Equipment	6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement	6500	0.00	0,00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY		0.00	. 0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)							
Debt Service							
Debt Service - Interest	7438	0.00	0.00	0.00	0.00	0,00	0.0%
Other Debt Service - Principal	7439	0.00	0.00	0.00	0,00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)		0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS							
Transfers of Indirect Costs - Interfund	7350	0,00	0.00	0.00	0.00	0,00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES		179,194.00	179,194.00	34,137.43	179,117,00		

2013-14 First Interim Cafeteria Special Revenue Fund Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: General Fund		8916	0.00	0.00	0.00	0,00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0,00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	_0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES		:						
SOURCES								
Other Sources Transfers from Funds of Lapsed/Reorganized LEAs Long-Term Debt Proceeds		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0,00	0.00	0,00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0,00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0,00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0,00	. 0.00	0.0%
Transfers of Restricted Balances		8997	0,00	0.00	0.00	0.00	- 0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0,00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

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Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES				,				1
1) LCFF/Revenue Limit Sources		8010-8099	0.00	0,00	0.00	0.00	0,00	0.0%
2) Federal Revenue		8100-8299	0,00	0,00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0,00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	550.00	550,00	115,48	550.00	0.00	0.0%
5) TOTAL, REVENUES			550.00	550,00	115.48	550.00		
B. EXPENDITURES	•							
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	00,0	0,00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0,00	0,00	0.0%
4) Books and Supplies		4000-4999	0.00	0,00		0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	35,000.00	35,000.00	0,00	35,000.00	0,00	0.0%
6) Capital Outlay		6000-6999	0,00	0.00	0.00	0.00	0.00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0,00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			35,000.00	35,000.00	0,00	35,000.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(34,450.00)	(34,450.00)	115.48	(34,450.00)		
D. OTHER FINANCING SOURCES/USES		•						
interfund Transfers a) Transfers in		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629		0,00	0.00	0,00	0.00	0.0%
Other Sources/Uses a) Sources		8930-8979	0.00	0.00	0.00	0,00	0.00	0.0%
b) Uses		7630-7699	0,00	0,00	0.00	0,00	0.00	0.0%
3) Contributions		8980-8999	0.00	0,00	0,00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0,00	0.00		<u> </u>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(34,450.00)	(34,450.00)	115.48	(34,450.00)		
F. FUND BALANCE, RESERVES							,	
Beginning Fund Balance As of July 1 - Unaudited		9791	190,133.00	190,133.00		200,139.00	10,006.00	5.39
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0
c) As of July 1 - Audited (F1a + F1b)			190,133.00	190,133.00		200,139.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0
e) Adjusted Beginning Balance (F1c + F1d)			190,133.00	190,133.00		200,139.00		
2) Ending Balance, June 30 (E + F1e)			155,683.00	155,683.00		165,689.00		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0,00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed		9750	0.00	0.00		0.00		
Stabilization Arrangements								
Other Committments d) Assigned		9760	155,683.00	155,683.00		165,689.00		
Other Assignments		9780	0.00	0,00		0.00		
e) Unassigned/Unappropriated		9789	0.00	0.00		0.00		
Reserve for Economic Uncertainties Unassigned/Unappropriated Amount		9789	0.00	0.00		0.00		

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Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
LCFF/REVENUE LIMIT SOURCES				-				
LCFF/Revenue Limit Transfers					. •			
LCFF/RL Transfers - Current Year		8091	0.00	0.00	0.00	0.00	0.00	0.0%
Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0,00	0.0%
TOTAL, LCFF/REVENUE LIMIT SOURCES			0,00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE					•			
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales Sale of Equipment/Supplies		8631	0.00	0,00	0.00	0.00	0.00	0.0%
Interest		8660	550,00	550.00	115.48	550.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0,00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0,00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0,00	0.0%
TOTAL, OTHER LOCAL REVENUE			550.00	550,00	115.48	550,00	0.00	0.0%
TOTAL, REVENUES			550,00	550.00	115.48	550,00		

escription Resc	ource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
	Mile Godes Object Codes	(3)	(3)		\		
LASSIFIED SALARIES							
Classified Support Salaries	. 2200	0.00	0.00	0.00	0.00	0.00	0,0
Other Classified Salaries	2900	0.00	0.00	0.00	0.00	0,00	0.0
TOTAL, CLASSIFIED SALARIES		0.00	0.00	0.00	0.00	0.00	0.0
MPLOYEE BENEFITS							
					2.00	0.00	
STRS .	3101-3102	0,00	0,00	0.00	0.00	0,00	0.0
PERS	3201-3202	0,00	0.00	0.00	0.00	0.00	0.0
OASDI/Medicare/Alternative	3301-3302	0,00	0.00	0.00	0.00	0,00	0.0
Health and Welfare Benefits	3401-3402	0,00	0.00	0.00	0.00	0,00	0.0
Unemployment Insurance	3501-3502	0.00	0.00	0.00	0.00	0,00	0.0
Workers' Compensation	3601-3602	0.00	0.00	0.00	0.00	0.00	0.0
OPEB, Allocated	3701-3702	0.00	0.00	0,00	0.00	0.00	0.0
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0,00	0,00	0.0
PERS Reduction	3801-3802	0,00	0.00	0.00	0.00	0,00	0.
Other Employee Benefits	3901-3902	0.00	0,00	0.00	0.00	0.00	0.
TOTAL, EMPLOYEE BENEFITS		0.00	0.00	0.00	0.00	0.00	0.
OOKS AND SUPPLIES							
Books and Other Reference Materials	4200	0,00	0.00	0.00	0,00	0.00	0
Materials and Supplies	4300	0,00	0.00	0.00	0.00	0.00	0,
Noncapitalized Equipment	4400	0.00	0.00	0.00	0.00	0.00	0.
TOTAL, BOOKS AND SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.
ERVICES AND OTHER OPERATING EXPENDITURES							
Subagreements for Services	5100	0,00	0.00	0.00	0.00	0.00	0.
Travel and Conferences	5200	. 0.00	0,00	0.00	0.00	0.00	′ o.
Rentals, Leases, Repairs, and Noncapitalized Improvements	5600	35,000.00	35,000.00	0.00	35,000.00	0.00	0.
Transfers of Direct Costs	5710	0.00	0.00	0.00	0.00	0.00	0.
Transfers of Direct Costs - Interfund	5750	0.00	0.00	0.00	0.00	0.00	0.
Professional/Consulting Services and Operating Expenditures	5800	0.00	0.00	0,00	0.00	0.00	О.
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES	S	35,000.00	35,000.00	0.00	35,000.00	0.00	0.
APITAL OUTLAY	•						
Land Improvements	6170	0,00	0.00	0.00	0.00	- 0.00	0.
Buildings and improvements of Buildings	6200	0.00	. 0.00	0.00	0.00	0.00	0.
Equipment	6400	0.00	0.00	0.00	0.00	0.00	0.
Equipment Replacement	6500	0.00	0.00	0,00	0.00	0.00	0.
FOTAL, CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00	0.
THER OUTGO (excluding Transfers of Indirect Costs)							
Debt Service							
Debt Service - Interest	7438	0.00	0.00	0.00	0.00	0.00	0
Other Debt Service - Principal	7439	0.00	0,00	0.00	0.00	0.00	0
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)		0.00	0.00	0.00	0.00	0.00	0
C OTTIER CO. CO. (CANDIDATING TRAINING OF INGLICAL COSTS)	•	2.55	1			and the second second	

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								·
From: General, Special Reserve, & Building Funds		8915	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0,00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources Transfers from Funds of Lapsed/Reorganized LEAs Long-Term Debt Proceeds		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0,00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0,00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0,0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.00	0.00	0,00	0.0%
(e) TOTAL, CONTRIBUTIONS		2	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals {D}	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								7
								egater State
1) LCFF/Revenue Limit Sources		8010-8099	0.00	0.00	0.00	00,00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0,00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	100.00	100.00	11.28	100.00	0,00	0.0%
5) TOTAL, REVENUES			100.00	100,00	11.28	100.00		
B. EXPENDITURES	فيد							
1) Certificated Salaries		1000-1999	0.00	0,00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0,00	0.00	0.0%
3) Employee Benefits		3000-3999	0,00	0.00	0.00	0.00	0,00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0,00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0,00	0.00	0.00	0,00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0,00	0.00	0,00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0,00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			100.00	100.00	11.28	100.00		
D. OTHER FINANCING SOURCES/USES							•	
Interfund Transfers a) Transfers in		8900-8929	0.00	0.00	0.00	0.00	. 0.00	0.0%
b) Transfers Out		7600-7629	0.00	0,00	0.00	0.00	0,00	0.0%
Other Sources/Uses a) Sources		8930-8979	0.00	0.00	0.00	0.00	0,00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0,00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0,00	0.00		Park Services

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			100,00	100.00	11.28	. 100.00		
F. FUND BALANCE, RESERVES								
Beginning Fund Balance As of July 1 - Unaudited		9791	19,726.00	19,726.00		19,706.00	(20,00)	-0.1%
b) Audit Adjustments		9793	0,00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			19,726.00	19,726.00		19,706.00		
d) Other Restatements		9795	0,00	0,00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)	•		19,726.00	19,726.00		19,706.00		
2) Ending Balance, June 30 (E + F1e)	•	·	19,826.00	19,826.00		19,806.00		
Components of Ending Fund Balance a) Nonspendable Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0,00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
· All Others		9719	0.00	0.00		0.00		
b) Restricted c) Committed		9740	0.00	0.00		0.00	「書からい」である。 「書からい」 「書からい」	
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Committments d) Assigned		9760	19,826.00	19,826.00		19,806.00		
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0,00	0.00		0.00		111111111

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
OTHER STATE REVENUE							•	
All Other State Apportionments - Current Year		8311	0,00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0,00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	100.00	100.00	11.28	100.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments From Districts or Charter Schools		8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices		8792	, 0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs		8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	. 0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			100.00	100.00	11.28	100.00	0.00	0.0%
TOTAL, REVENUES			100,00	100.00	11.28	100.00		

- Description Res	ource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CLASSIFIED SALARIES	00,000	V.Y	1-7				
	9000	0.00	0.00	0.00	0,00	0.00	0.0%
Classified Support Salaries	2200			0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES		0.00	0,00	0,00	0,00	0,00	0,078
EMPLOYEE BENEFITS							
STRS	3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS	3201-3202	0.00	0.00	0.00	0.00	0,00	0,0%
OASDI/Medicare/Alternative	3301-3302	0,00	0.00	0.00	0.00	0.00	0,0%
Health and Welfare Benefits	3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment insurance	3501-3502	0.00	0.00	0.00	0.00	0.00	. 0.0%
Workers' Compensation	3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated	3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees	3751-3752	0,00	0.00	0.00	0,00	0.00	0.0%
PERS Reduction	3801-3802	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits	3901-3902	0.00	0.00	0.00	0.00	0,00	0.0%
TOTAL, EMPLOYEE BENEFITS		0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES							
	4200	0,00	0.00	0,00	0.00	0.00	0.0%
Books and Other Reference Materials	4300	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies	4400	0.00	0,00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment	4400	- 0,00	0.00	0,00	0.00	0,00	0.0%
TOTAL, BOOKS AND SUPPLIES		0,00	0.00	0.00	0.00	0.00	0.070
SERVICES AND OTHER OPERATING EXPENDITURES	5100	0.00	0.00	0.00	0.00	0.00	0.0%
Subagreements for Services	5600	0.00	0.00	0.00	0,00	0,00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements	5750	0.00	0,00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund	5/50	0.00	0.00	0.00	0.00	0.50	0,070
Professional/Consulting Services and Operating Expenditures	5800	0.00	0.00	0.00	0.00	0,00	0,0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURE	is	0,00	0,00	0,00	0,00	0.00	0.0%
CAPITAL OUTLAY							
Equipment	6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement	6500	0.00	0.00	0,00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY		0.00	. 0.00	0,00	0.00	0,00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					,		
Debt Service							,
Debt Service - Interest	7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal	7439	0.00	0,00	0,00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)	0.00	0.00	0.00	. 0.00	0.00	0.0%
TOTAL, EXPENDITURES		0.00	0,00	0.00	0.00		* .

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs Long-Term Debt Proceeds		8965	0.00	00,0	0.00	0,00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0,00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES	***************************************		0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.00	0.00	0,00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Mesa Union Elementary Special Reserve Ventura County Revenues, E

2013-14 First Interim Special Reserve Fund for Other Than Capital Outlay Projects Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES					19 (19 1 9)			
1) LCFF/Revenue Limit Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0,00	0.00	0.00	0,00	0.0%
4) Other Local Revenue		8600-8799	60.00	60.00	6.02	60,00	0.00	0.0%
5) TOTAL, REVENUES			60.00	60.00	6.02	60.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0,00	0.00	0,00	0.0%
4) Books and Supplies		4000-4999	0.00	0,00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0,00	0.0%
6) Capital Outlay		6000-6999	0,00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0,00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0,00	0,00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			60.00	. 60.00	6.02	60.00		
D. OTHER FINANCING SOURCES/USES								
Interfund Transfers a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources/Uses a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0,00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

2013-14 First Interim Special Reserve Fund for Other Than Capital Outlay Projects Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			60.00	60.00	6.02	60.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	10,522.00	10,522.00		10,505.00	(17.00)	-0.29
b) Audit Adjustments		. 9793	0.00	0.00		0.00	0.00	0.09
c) As of July 1 - Audited (F1a + F1b)			10,522.00	10,522.00		10,505.00	an e Nilan ee	
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.09
e) Adjusted Beginning Balance (F1c + F1d)			10,522.00	10,522.00		10,505.00		
2) Ending Balance, June 30 (E + F1e)			10,582.00	10,582.00	*	10,565.00		
2) Ending Balance, June 30 (E + F le)			10,002.00	10,002.00				17.0
Components of Ending Fund Balance a) Nonspendable		:						
a) Nonspendable Revolving Cash		9711	0,00	0,00		0,00		
Stores		9712	0.00	0.00		0.00		41. A
Prepaid Expenditures		9713	- 0.00	0.00		0.00		
All Others		9719	0,00	0.00		0.00		Å be
						0.00		
b) Restrictedc) Committed		9740	0,00	0.00		0.00		Jeann.
Stabilization Arrangements		9750	0.00	0.00		0.00	Hittar a	
Other Committments		9760	10,582,00	10,582.00		10,565.00		in in a second
d) Assigned		0,00	10,002.00	10,000,000				
Other Assignments		9780	0.00	0,00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		<i>53</i> 12 :

2013-14 First Interim Special Reserve Fund for Other Than Capital Outlay Projects Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
OTHER LOCAL REVENUE	Resource Codes Object Codes	(A)	(6)	(0)	(b)	(C)	(F)
Sales		•					
Sale of Equipment/Supplies	8631	0.00	0.00	0.00	0.00	0.00	0.0%
Interest	8660	60.00	60.00	6.02	60.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments	8662	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE		60.00	60.00	6.02	60.00	0.00	0.0%
TOTAL, REVENUES		60,00	60.00	6.02	60.00		
INTERFUND TRANSFERS							
INTERFUND TRANSFERS IN							
From: General Fund/CSSF	8912	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In	8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN		0.00	0,00	0.00	0.00	0,00	0.0%
INTERFUND TRANSFERS OUT							
To: General Fund/CSSF	7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund	7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Deferred Maintenance Fund	7615	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out	7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT		0.00	0,00	0,00	0.00	0.00	0.0%
OTHER SOURCES/USES							
SOURCES							
Other Sources							
Transfers from Funds of Lapsed/Reorganized LEAs	8965	0,00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES USES		. 0,00	0,00	0.00	0.00	0,00	0.0%
Transfers of Funds from Lapsed/Reorganized LEAs	7651	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES		0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS							
Contributions from Restricted Revenues	8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS		0.00	0.00	0,00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)		0.00	0.00	0.00	0.00		

Description Res	ource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES				and the second second			
1) LCFF/Revenue Limit Sources	8010-8099	0.00	0,00	0.00	0.00	0.00	0.0%
2) Federal Revenue	8100-8299	0.00	0,00	0.00	0,00	0.00	0.0%
3) Other State Revenue	8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue	8600-8799	0.00	0.00	0.00	0.00	0.00	0.0%
5) TOTAL, REVENUES		0.00	0.00	0,00	0.00		
B. EXPENDITURES							
1) Certificated Salaries	1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries	2000-2999	0.00	0.00	0,00	0.00	0,00	0.0%
3) Employee Benefits	3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies	4000-4999	0.00	0.00	0,00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures	5000-5999	0.00	0.00	0,00	0.00	0.00	0,0%
6) Capital Outlay	6000-6999	0.00	0.00	. 0.00	0.00	0.00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00	0.00	0,00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00	0,00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES		0.00	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)		0.00	0.00	0.00	0.00		
D. OTHER FINANCING SOURCES/USES			;			,	
1) Interfund Transfers a) Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out	7600-7629	0.00	0.00	0.00	0,00	0,00	0,0%
Other Sources/Uses a) Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses	7630-7699	0.00	0,00	0.00	0.00	0.00	0.0%
3) Contributions	8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES		0.00	0.00	0.00	0.00		

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		0.00	0.00	0.00	- 0.00		
F. FUND BALANCE, RESERVES		:					
Beginning Fund Balance a) As of July 1 - Unaudited	9791	0.00	0.00		0.00	0.00	0,0%
a) As of July 1 - Offaudited	3/31	0,00	0.00				
b) Audit Adjustments	9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)		0.00	0,00		0.00		
d) Other Restatements	9795	0,00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)		0.00	0.00		0.00		
2) Ending Balance, June 30 (E + F1e)	ļ	0.00	0.00		0,00		
Components of Ending Fund Balance a) Nonspendable							
Revolving Cash	9711	0.00	0.00		0.00		
Stores	9712	0.00	0.00		0.00		
Prepaid Expenditures	9713	0.00	0,00		0.00		
All Others	9719	0.00	0.00		0.00		
b) Legally Restricted Balance	9740	0,00	0,00		0.00		
c) Committed							
Stabilization Arrangements	9750	0,00	0.00		0.00		
Other Commitments d) Assigned	9760	0.00	0,00		0.00		
Other Assignments e) Unassigned/Unappropriated	9780	0.00	0.00		0.00		
Reserve for Economic Uncertainties	9789	0.00	0,00		0.00		
Unassigned/Unappropriated Amount	9790	0,00	0,00		0.00		

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
FEDERAL REVENUE				,			
FEMA	8281	0.00	0.00	0.00	0.00	. 0,00	0.09
All Other Federal Revenue	8290	0,00	0.00	0.00	0.00	0,00	0.09
TOTAL, FEDERAL REVENUE		0.00	0.00	0.00	0.00	0.00	0.09
OTHER STATE REVENUE							
Tax Relief Subventions Restricted Levies - Other							
Homeowners' Exemptions	8575	0.00	0.00	0.00	0.00	0.00	0.09
Other Subventions/In-Lieu Taxes	8576	0,00	0.00	0.00	0,00	0.00	0.09
All Other State Revenue	8590	0,00	0.00	0.00	0.00	0,00	0.09
TOTAL, OTHER STATE REVENUE		0.00	0.00	0.00	0.00	0.00	0.09
OTHER LOCAL REVENUE	•						
County and District Taxes							
Other Restricted Levies Secured Roll	8615	0.00	0.00	0.00	0.00	0.00	0.09
Unsecured Roll	8616	0.00	0.00	0.00	0.00	0.00	0.09
Prior Years' Taxes	8617	0.00	0,00	0.00	0.00	0.00	0.09
Supplemental Taxes	8618	0.00	0,00	0.00	0.00	0.00	0.09
Non-Ad Valorem Taxes Parcel Taxes	8621	0.00	0.00	0.00	0.00	0.00	0.09
Other	8622	0,00	0.00	0.00	0.00	0.00	0.09
Community Redevelopment Funds Not Subject to RL Deduction	8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-Revenue Limit Taxes	8629	. 0.00	0,00	0.00	0.00	0,00	0.09
Sales Sale of Equipment/Supplies	8631	0.00	0.00	0.00	0.00	0.00	0.09
Leases and Rentals	8650	0.00	0.00	0.00	0.00	0.00	0.09
Interest	8660	0.00	0.00	0.00	0.00	0.00	0.09
Net Increase (Decrease) in the Fair Value of Investment	s 8662	0.00	0.00	0.00	0.00	0.00	0.09
Other Local Revenue		,					
All Other Local Revenue	8699	0.00	0,00	0.00	0.00	0.00	0.09
All Other Transfers In from All Others	8799	0,00	0.00	0.00	0.00	0.00	0.09
TOTAL, OTHER LOCAL REVENUE		0.00	0,00	0.00	0.00	0.00	0.09
TOTAL, REVENUES		0.00	0.00	0.00	0.00		

, , , , , , , , , , , , , , , , , , ,	Resource Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
	Resource codes Object codes		(5)	(0)	(-)		
CLASSIFIED SALARIES							
Classified Support Salaries	2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries	2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries	2400	0.00	0.00	0.00	0.00	0,00	0.0%
Other Classified Salaries	2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES		0.00	0,00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS							
STRS	3101-3102	0.00	0,00	0.00	0.00	0.00	0.0%
PERS	3201-3202	0.00	0.00	0,00	0.00	0,00	0.0%
OASDI/Medicare/Alternative	3301-3302	0.00	0.00	0,00	0,00	0.00	0.0%
	3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits	3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment insurance	3601-3602	0.00	0.00	0.00	0.00	0,00	0.0%
Workers' Compensation	3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPER, Allocated	3751-3752	0.00	0.00	0,00	0.00	0.00	0.0%
OPEB, Active Employees	3801-3802	0.00	0.00	0,00	0.00	0,00	0.0%
PERS Reduction	3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits	390 1-3902	0.00	0.00	0.00	0.00	0,00	0.0%
TOTAL, EMPLOYEE BENEFITS		0.00					0.078
BOOKS AND SUPPLIES							
Books and Other Reference Materials	4200	0.00	0,00	0.00	0.00	0,00	0.0%
Materials and Supplies	4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment	4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES		0.00	0,00	0.00	0.00	0,00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES							
Subagreements for Services	5100	0,00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences	5200	0.00	0,00	0.00	0.00	0.00	0.0%
Insurance	5400-5450	0.00	0.00	0.00	0.00	0,00	0.0%
Operations and Housekeeping Services	5500	0.00	0.00	0,00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvemen	nts 5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs	5710	0,00	0.00	0,00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund	5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures	5800	0.00	0.00	0.00	0.00	0.00	0.0%
Communications	5900	0,00	0.00	. 0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDI		0.00	0.00	0.00	0.00	0,00	0.0%

Description R	esource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0,00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	.0.00	0,00	0.0%
Equipment Replacement		6500	0,00	0.00	0.00	0.00	0.00	0,0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)		-						
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0,00	0.0%
Debt Service								
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0,00	0.00	0.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal	•	7439	0,00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Co	osts)		0.00	0.00	0.00	0.00	0,00	0.0%
TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
			-					
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In	•	8919	0.00	0,00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0,00	0.00	0.00	0.0%
To: Deferred Maintenance Fund		7615	0.00	0.00	0,00	0.00	0.00	0,0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0,00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
CONCE								
Proceeds Proceeds from Sale of Bonds		8951	0.00	0,00	0.00	0.00	0.00	0.0%
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0,00	0,00	0,00	0.00	0.0%
Other Sources		0000	0.00	5,33				
County School Building Aid		8961	0.00	0.00	0.00	0,00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0,00	0.00	0,00	0.00	0.00	0.0%
Long-Term Debt Proceeds Proceeds from Certificates of Participation		8971	0,00	0.00	0.00	0,00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0,00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0,00	0.00	0,00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0,00	0.00	0.0%
(e) TOTAL, SOURCES			0.00	0.00	0.00	0,00	0.00	0.0%
USES								
Tourston of Dunda from Langed/Daggardand LEAn		7651	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Funds from Lapsed/Reorganized LEAs All Other Financing Uses		7699	0.00	0.00	0.00	0,00	0.00	0,0%
-		7033	0.00	0.00	0,00	0,00	0.00	0.0%
(d) TOTAL, USES	···		0.00	0,00	3,00		3,00	3.376
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0,00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0,00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS		*	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	. 0.00	0.00	0.00		

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES							
1) LCFF/Revenue Limit Sources	8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue	8100-8299	0.00	0,00	0.00	0.00	0,00	0.0%
3) Other State Revenue	8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue	8600-8799	160,00	160.00	2,698.85	160.00	0.00	0.0%
5) TOTAL, REVENUES		160.00	160.00	2,698.85	160.00	Charles are	
B. EXPENDITURES		٠			:		
1) Certificated Salaries	1000-1999	0.00	0.00	0,00	0.00	0.00	0.0%
2) Classified Salaries	2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits	3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies	4000-4999	0.00	0.00	0.00	0,00	0,00	0.0%
5) Services and Other Operating Expenditures	5000-5999	0.00	0.00	80,32	0,00	0.00	0.0%
6) Capital Outlay	6000-6999	0.00	0.00	2,886.25	2,887.00	(2,887.00)	New
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0,00	0.00	0.00	0,00	0.0%
8) Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES		0.00	0.00	2,966.57	2,887.00		整件, 在
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)		160.00	160.00	(267.72)	(2,727,00)		
D. OTHER FINANCING SOURCES/USES							
1) Interfund Transfers a) Transfers In	8900-8929	0.00	0.00	0,00	0.00	0.00	0.0%
b) Transfers Out	7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources/Uses a) Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses	7630-7699	0.00	0.00	0.00	0.00	0,00	0.0%
3) Contributions	8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES		0.00	0.00	0.00	0,00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			160.00	160,00	(267.72)	(2,727:00)		
F. FUND BALANCE, RESERVES								
Beginning Fund Balance As of July 1 - Unaudited		9791	28,342.00	28,342.00		39,522.00	11,180.00	39,4%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)	•		28,342.00	28,342.00		39,522.00		
d) Other Restatements		9795	0.00	0,00		0,00	0,00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			28,342.00	28,342.00		39,522.00		
2) Ending Balance, June 30 (E + F1e)			28,502.00	28,502.00		36,795.00		AW.
Components of Ending Fund Balance						:		
a) Nonspendable Revolving Cash		9711	0.00	0.00		0.00		s to the second
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0,00		0,00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0,00	0.00		0,00		
Other Assignments		9780	28,502.00	28,502.00		36,795.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0,00	0,00		0.00		
Unassigned/Unappropriated Amount		9790	0,00	0.00	THE WAS A PARK A	0,00	- P. P 1 1985 13	

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
OTHER STATE REVENUE							•	
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions	•	8575	0,00	0.00	0.00	0.00	0,00	0,0%
Other Subventions/In-Lieu Taxes		8576	0,00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0,00	0.0%
OTHER LOCAL REVENUE						:		
County and District Taxes								
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0,00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0,00	0.00	0.00	0.00	0,00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0,00	0.0%
Non-Ad Valorem Taxes Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to RL Deduction	•	8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and interest from Delinquent Non-Revenue Limit Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0,00	0.00	0.0%
Interest		8660	160.00	160.00	21.44	160.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investment	s	8662	0.00	0.00	0.00	0.00	0,00	0.0%
Fees and Contracts								
Mitigation/Developer Fees		8681	0.00	0.00	2,677.41	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0,00	0,00	0.00	0,00	0,00	0.0%
All Other Transfers in from All Others		8799	0.00	0.00	0.00	0.00	0,00	0.0%
TOTAL, OTHER LOCAL REVENUE			160.00	160.00	2,698.85	160.00	0,00	0.0%
TOTAL, REVENUES			160.00	160.00	2,698.85	160.00		ellegi i

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Description F	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES	(4004) 00 00400		1		,		, , , , , , , , , , , , , , , , , , , ,	
OLIVIII IOATED GALAKIEG								
Other Certificated Salaries		1900	0,00	0.00	0.00	0,00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
CLASSIFIED SALARIES						,		
Classified Support Salaries	-	2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0,00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	- 0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS								
						-		
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0,00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment insurance		3501-3502	0,00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0,00	0.00	0.00	0.00	. 0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0,00	0,00	0.0%
TOTAL, EMPLOYEE BENEFITS	. а		0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0,00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0,00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			. 0.00	0.00	0.00	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0,00	0.0%
Travel and Conferences	•	5200	0,00	0.00	0.00	0,00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	- 0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvemen	ts	5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0,00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0,00	0.00	. 80.32	0,00	0,00	0.0%
Professional/Consulting Services and		5800	0.00	0.00	0.00	0.00	0.00	0.0%
Operating Expenditures		5900	0.00	0.00	0.00	0.00	0.00	0.0%
Communications	TIBEO	5900				0.00	0,00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDIT	UKES		0.00	0.00	80.32	0,00	0,00	U.U%

Description Resource Code:	s Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CAPITAL OUTLAY				-			
Land	6100	0.00	0.00	2,886.25	2,887.00	(2,887.00)	New
Land Improvements	6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment	6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement	6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY		0,00	0.00	2,886.25	2,887.00	(2,887.00)	New
OTHER OUTGO (excluding Transfers of Indirect Costs)					:		
Other Transfers Out							
All Other Transfers Out to All Others	7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service							
Debt Service - Interest	7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal	7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)		0.00	0.00	0,00	0.00	0,00	0.0%
TOTAL, EXPENDITURES		0.00	0.00	2,966.57	2,887.00		

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS					. "		
INTERFUND TRANSFERS IN							
Other Authorized Interfund Transfers In	8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN		0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					:		
To: State School Building Fund/ County School Facilities Fund	7613	0.00	0.00	0,00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out	7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT		0.00	0.00	0.00	0,00	0.00	0.0%
OTHER SOURCES/USES							
SOURCES							
Proceeds							i
Proceeds from Sale/Lease- Purchase of Land/Buildings	8953	0,00	0.00	0.00	0.00	0.00	0.0%
Other Sources							
Transfers from Funds of Lapsed/Reorganized LEAs	8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds Proceeds from Certificates of Participation	8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases	8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds	8973	0.00	0.00	0.00	0,00	0.00	0.0%
All Other Financing Sources	8979	0.00	0.00	0.00	0.00	0,00	0.0%
(c) TOTAL, SOURCES		0.00	0,00	0.00	0.00	0.00	0.0%
USES							
Transfers of Funds from Lapsed/Reorganized LEAs	7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses	. 7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES		0.00	0,00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS							
Contributions from Unrestricted Revenues	8980	0.00	0,00	0.00	0.00	0,00	0.0%
Contributions from Restricted Revenues	8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS		0.00	0.00	0.00	0,00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)		0,00	0.00	0.00	0.00		

Description Re	source Codes Object C	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES							
1) LCFF/Revenue Limit Sources	8010-8	99 0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue	8100-8	99 0.00	0.00	0,00	0.00	0,00	0.0%
3) Other State Revenue	8300-8	99 0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue	8600-8	99 . 0.00	0.00	0.00	0.00	0.00	0.0%
5) TOTAL, REVENUES		0.00	0,00	0.00	0.00		
B. EXPENDITURES							
1) Certificated Salaries	1000-1	99 0.00	0,00	0.00	0.00	0.00	0.0%
2) Classified Salaries	2000-2	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits	3000-3	0,00	0.00	0.00	0,00	0.00	0.0%
4) Books and Supplies	4000-4	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures	5000-5	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay	6000-6	0.00	0.00	0.00	0.00	0.00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)	7100-72 7400-7		0.00	0,00	0.00	0,00	0.0%
8) Other Outgo - Transfers of Indirect Costs	7300-7	99 0,00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES		0.00	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)		0.00	0.00	0,00	0,00		
D. OTHER FINANCING SOURCES/USES							
1) Interfund Transfers a) Transfers In	8900-8	0.00	0.00	0.00	0,00	0.00	0.0%
b) Transfers Out	7600-7	0.00	0,00	0.00	0,00	0.00	0.0%
Other Sources/Uses a) Sources	8930-8	0.0	0.00	0.00	0.00	0.00	0.0%
b) Uses	7630-7	0.0	0.00	0,00	0,00	0,00	0.0%
3) Contributions	8980-8	0.0	0.00		0,00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES		0.0	0.00	0.00	0,00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.00	0.00		
F. FUND BALANCE, RESERVES							:	
-								
Beginning Fund Balance As of July 1 - Unaudited		9791	0.00	0.00		0.00	0,00	0.0%
•		9793	0.00	0.00		0.00	0.00	0.0%
b) Audit Adjustments				0,00		0.00		
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00				
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0,00	0.00		0.00		
2) Ending Balance, June 30 (E + F1e)			0.00	0.00		0.00		
Components of Ending Fund Balance								de est
a) Nonspendable		9711	0,00	0.00		0,00		
Revolving Cash .				0,00		0.00		
Stores		9712	0.00					
Prepaid Expenditures		9713	0,00	0.00		0.00		
All Others		9719	0,00	0.00		0,00		
b) Legally Restricted Balance		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0,00		
d) Assigned								sylain.
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated						0.00		
Reserve for Economic Uncertainties		9789	0.00	0,00				
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
FEDERAL REVENUE								
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0,00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0,00	0,00	0.0%
OTHER STATE REVENUE					1			
School Facilities Apportionments		8545	0,00	0.00	0.00	0.00	0,00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0,00	0.0%
Interest -		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net increase (Decrease) in the Fair Value of Investmen	nts	8662	0.00	0.00	. 0,00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0,00	0,00	0.00	0.00	0,00	0.0%
All Other Transfers in from All Others		8799	0,00	0.00	0.00	0,00	0,00	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL REVENUES			0.00	0.00	0.00	0.00		1 de la servicia

Description F	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CLASSIFIED SALARIES							•
Classified Support Salaries	2200	0.00	0.00	0.00	0.00	0,00	0.0%
Classified Supervisors' and Administrators' Salaries	2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries	2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries	2900	0.00	0.00	0.00	0,00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES		0.00	0.00	0.00	0.00	0.00	0.0%
EMPLOYEE BENEFITS					·		
STRS	3101-3102	0,00	0.00	0.00	0.00	0.00	0.0%
PERS	3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative	3301-3302	0.00	0.00	. 0,00	0.00	0.00	0.0%
Health and Welfare Benefits	3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment insurance	3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation	3601-3602	0,00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated	3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0,00	0.0%
PERS Reduction	3801-3802	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits	3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS		0.00	0.00	0.00	0.00	0,00	0.0%
BOOKS AND SUPPLIES							
Books and Other Reference Materials	4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies	4300	0.00	0.00	0,00	0.00	0.00	0.0%
Noncapitalized Equipment	4400	0,00	0.00	0,00	0,00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES			-				
Subagreements for Services	5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences	5200	0,00	0.00	0,00	0.00	0.00	0.0%
Insurance .	5400-5450	0.00	0.00	0.00	0.00	0,00	0.0%
Operations and Housekeeping Services	5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvemen	ts 5600	0,00	0.00	0.00	0,00	0.00	0,0%
Transfers of Direct Costs	5710	0.00	0,00	0.00	0.00	0,00	0.0%
Transfers of Direct Costs - Interfund	5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures	5800	0.00	0,00	0.00	0.00	0.00	0.0%
Communications	5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDI	TURES	0.00	0.00	0.00	0.00	0.00	0.0%

Description R	esource Codes Object	Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CAPITAL OUTLAY								
Land	61	00	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements	61	70	0,00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings	62	.00	0.00	0.00	0.00	0.00	0,00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries	63	.00	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment	- 64	00	0,00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement	. 65	000	. 0,00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0,00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
Transfers of Pass-Through Revenues To Districts or Charter Schools	72	:11	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	72	12	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	72	13	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others	72	199	0.00	0.00	0.00	0.00	0,00	0.0%
Debt Service								
Debt Service - Interest	74	38	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal	74	39	0,00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect C	osts)		0.00	0.00	0.00	0.00	0,00	0.0%
TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS	12 04 000 00 00 00 00 00 00 00 00 00 00 00						
INTERFUND TRANSFERS IN							
To: State School Building Fund/ County School Facilities Fund From: All Other Funds	8913	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers in	8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN		0.00	0.00	0.00	0,00	0.00	0.0%
INTERFUND TRANSFERS OUT							
To: State School Building Fund/ County School Facilities Fund	7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out	7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT		0.00	. 0.00	0.00	0.00	0,00	0.0%
OTHER SOURCES/USES							i
SOURCES		,					
Proceeds							
Proceeds from Sale/Lease- Purchase of Land/Buildings	8953	0.00	0.00	0.00	0.00	0,00	0.0%
Other Sources .							
Transfers from Funds of Lapsed/Reorganized LEAs	8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds Proceeds from Certificates of Participation	8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases	8972	0.00	0.00	0.00	0,00	0,00	0.0%
Proceeds from Lease Revenue Bonds	8973	0,00	0,00	0.00	0.00	0.00	0.0%
All Other Financing Sources	8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES		0.00	0.00	0.00	0,00	0,00	0.0%
USES		•					
Transfers of Funds from Lapsed/Reorganized LEAs	7651	0.00	0.00	0.00	0.00	00,0	0.0%
(d) TOTAL, USES		0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS							
Contributions from Unrestricted Revenues	8980	0.00	0.00	0.00	0,00	0.00	0,0%
Contributions from Restricted Revenues	8990	0.00	0.00	0,00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)		0.00	0.00	0.00	0.00		

2013-14 First Interim Special Reserve Fund for Capital Outlay Projects Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES							
A. REVENUES							
1) LCFF/Revenue Limit Sources	8010-8099	0,00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue	8100-8299	0,00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue	8300-8599	0.00	0.00	0,00	0.00	0.00	0.0%
4) Other Local Revenue	8600-8799	0.00	0,00	0.00	0,00	0,00	0.0%
5) TOTAL, REVENUES		0.00	0.00	0.00	0,00		
B. EXPENDITURES						Signal States Frankling	
1) Certificated Salaries	1000-1999	0.00	0.00	0.00	0.00	0,00	0.0%
2) Classified Salaries	2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits	3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies	4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures	5000-5999	0.00	0.00	0,00	0.00	0,00	0.0%
6) Capital Outlay	6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES		0.00	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)		0.00	0.00	0.00	0.00		
D. OTHER FINANCING SOURCES/USES							
Interfund Transfers a) Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out	7600-7629	0.00	0,00	0,00	0.00	0.00	. 0,0%
Other Sources/Uses a) Sources	8930-8979	0,00	0.00	0.00	0.00	0.00	0.0%
b) Uses	7630-7699	0.00	0.00	0.00	0,00	0,00	0.0%
3) Contributions	8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES		0.00	0.00	0.00	0.00		

2013-14 First Interim Special Reserve Fund for Capital Outlay Projects Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.00	0.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance a) As of July 1 - Unaudited		9791	245.00	245.00		245,00	0.00	0.0%
b) Audit Adjustments		9793	0.00	. 0,00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			245.00	245.00		245.00		l Tipes
d) Other Restatements	•	9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)		[245.00	245.00		245.00		
2) Ending Balance, June 30 (E + F1e)			245.00	245.00		245.00		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	00,0	0,00		0.00		
Stores		9712	00,00	0.00		0.00		,
Prepaid Expenditures		9713	0.00	0,00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance c) Committed		9740	0,00	0,00		0.00		
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	245.00	245.00		245.00		
Other Assignments e) Unassigned/Unappropriated		9780	0,00	0.00		0.00		
Reserve for Economic Uncertainties		9789	0,00	0,00		0.00		
Unassigned/Unappropriated Amount		9790	0,00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
FEDERAL REVENUE								
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0,00	0.00	0.00	0.0%
OTHER STATE REVENUE						•		
Pass-Through Revenues from State Sources		8587	0,00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	•	8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								,
County and District Taxes								
Community Redevelopment Funds Not Subject to RL Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0,00	0.0%
Leases and Rentals		8650	. 0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0,00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investment	s	8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0,00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0,00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, REVENUES			0. <u>00</u>	0.00	0.00	0.00		148-5

Description F	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CLASSIFIED SALARIES							
Classified Support Salaries	2200	0.00	0.00	0.00	0.00	0.00	0.09
Classified Supervisors' and Administrators' Salaries	2300	0.00	0.00	0.00	0.00	0.00	0.09
Clerical, Technical and Office Salaries	2400	0.00	0.00	. 0.00	0.00	0.00	0.09
Other Classified Salaries	2900	0.00	0.00	0.00	0.00	0,00	0.09
TOTAL, CLASSIFIED SALARIES		0.00	0.00	0.00	0.00	0.00	0.09
EMPLOYEE BENEFITS							
STRS	3101-3102	0,00	0.00	0.00	0.00	0.00	0.09
PERS	3201-3202	0,00	0.00	0.00	0.00	0.00	0.09
OASDI/Medicare/Alternative	3301-3302	- 0,00	0.00	0.00	0.00	0.00	0.09
Health and Welfare Benefits	3401-3402	0.00	0.00	0.00	0.00	0.00	0.0
Unemployment insurance	3501-3502	0.00	0.00	0.00	0,00	0.00	0.0
Workers' Compensation	3601-3602	0,00	0.00	0.00	0.00	0.00	0.0
OPEB, Allocated	3701-3702	0,00	0.00	0.00	0.00	0.00	0.0
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00	0.0
PERS Reduction	3801-3802	0.00	0.00	0.00	0.00	0.00	0.0
Other Employee Benefits	3901-3902	0,00	0.00	0.00	0.00	0.00	0.09
TOTAL, EMPLOYEE BENEFITS		0.00	0.00	0.00	0.00	0.00	0.0
BOOKS AND SUPPLIES							
Books and Other Reference Materials	4200	0.00	0,00	0,00	0.00	0.00	0.0
Materials and Supplies	4300	0.00	0.00	0.00	0.00	0.00	0.0
Noncapitalized Equipment	4400	0,00	0.00	0.00	0.00	0,00	0.09
TOTAL, BOOKS AND SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.0
SERVICES AND OTHER OPERATING EXPENDITURES							
Subagreements for Services	5100	0.00	0.00	0.00	0.00	0.00	0.09
Travel and Conferences	5200	0.00	0.00	0.00	0,00	0,00	0.0
Insurance	5400-5450	0,00	0.00	-0.00	0,00	0.00	0.0
Operations and Housekeeping Services	5500	0.00	.0.00	0.00	0.00	0.00	0.0
Rentals, Leases, Repairs, and Noncapitalized Improvement	nts 5600	0.00	0.00	0.00	0.00	0.00	0.0
Transfers of Direct Costs	5710	0.00	0,00	0.00	0.00	0.00	0.0
Transfers of Direct Costs - Interfund	5750	0.00	0,00	0.00	0.00	0.00	0.0
Professional/Consulting Services and Operating Expenditures	5800	0.00	0.00	0.00	0.00	0.00	0.09
Communications	5900	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL, SERVICES AND OTHER OPERATING EXPENDI	TURES	0.00	0.00	0,00	0.00	0.00	0.0

Description F	tesource Codes Object Co	Original Budget des (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CAPITAL OUTLAY							
Land	6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements	6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings	6200	0.00	0.00	0,00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment	6400	0.00	0.00	0,00	0.00	0,00	0.0%
Equipment Replacement	6500	0.00	0.00	0.00	0.00	0,00	0.0%
TOTAL, CAPITAL OUTLAY		0.00	0.00	0.00	0,00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					:		
Other Transfers Out					:		
Transfers of Pass-Through Revenues To Districts or Charter Schools	7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	7213	0.00	0.00	. 0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others	7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service			,				
Debt Service - Interest	7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal	7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect C	osts)	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES		0.00	0.00	0.00	0.00		

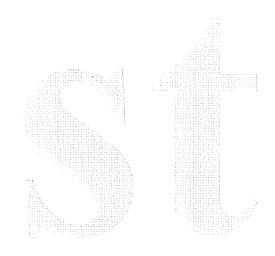
	December Object Code	Original Budget	Board Approved Operating Budget (B)	Actuals To Date {C}	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Description	Resource Codes Object Cod	es (A)	(8)	(6)	(6)	. (=/	
INTERFUND TRANSFERS							
INTERFUND TRANSFERS IN						,	
From: General Fund/CSSF	8912	0,00	0.00	0,00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In	8919	0.00	0.00	. 0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN		0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					,		
In 1/000F	7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: General Fund/CSSF	7012	0.00	0.00	0,00	5.55	5.55	
To: State School Building Fund/ County School Facilities Fund	7613	0.00	0,00	0.00	0.00	0.00	0.0%
To: Deferred Maintenance Fund	7615	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out	7619	0,00	- 0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT		0.00	0.00	0,00	0.00	0.00	0.0%
OTHER SOURCES/USES							
SOURCES							
Proceeds							
Proceeds from Sale/Lease- Purchase of Land/Buildings	, 8953	0.00	0,00	0.00	0.00	0,00	0.0%
Olher Sources							
Transfers from Funds of Lapsed/Reorganized LEAs	8965	0.00	0.00	0,00	0.00	0.00	0.0%
Long-Term Debt Proceeds Proceeds from Certificates of Participation	8971	0.00	0.00	0.00	0,00	0.00	0.0%
Proceeds from Capital Leases	8972	0.00	0.00	0.00	0.00	0,00	0.0%
Proceeds from Lease Revenue Bonds	8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources	8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES		0.00	0,00	0.00	0.00	0,00	0.0%
USES							
Transfers of Funds from Lapsed/Reorganized LEAs	7651	0,00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses	7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES		0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS							
Contributions from Unrestricted Revenues	8980	0,00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues	8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS		0.00		4.5	0,00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)		0.00	0.00	0,00	0.00		

Description	Resource Codes C	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
				l grand	Tarangasak	a chargina		
1) LCFF/Revenue Limit Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	2,885.00	2,885.00	0.00	2,885.00	0.00	0.0%
4) Other Local Revenue		8600-8799	490,266.00	490,266,00	1,146.88	490,266.00	0.00	0.0%
5) TOTAL, REVENUES			493,151.00	493,151.00	1,146,88	493,151.00		
B. EXPENDITURES					i Barrangi			
							्रेड्डिक के हार्च क	
1) Certificated Salaries		1000-1999	0.00	0,00	- 0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits	•	3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0,00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0,00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect .		7100-7299,						
Costs)		7400-7499	506,838.00	506,838.00	325,282.50	506,838.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			506,838.00	506,838.00	325,282.50	506,838.00		41.
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(13,687.00)	(13,687.00)	(324,135.62)	. (13,687.00)		
D. OTHER FINANCING SOURCES/USES		*	(10,007,00)	(10,007,007)	(02 1, 100.02)	(10,007.30)		
1) Interfund Transfers					!	-		
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	00,00	0.00	0,00	0.0%
Other Sources/Uses a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Điff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(13,687.00)	(13,687.00)	(324,135.62)	(13,687.00)		
F. FUND BALANCE, RESERVES			.*				
Beginning Fund Balance As of July 1 - Unaudited	9791	440,239.00	440,239.00		457,047.00	16,808.00	3.8%
b) Audit Adjustments	9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)		440,239.00	440,239.00		457,047.00		
d) Other Restatements	9795	0.00	0,00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)		440,239.00	440,239.00		457,047.00		
2) Ending Balance, June 30 (E + F1e)		426,552.00	426,552.00		443,360.00		
Components of Ending Fund Balance							
a) Nonspendable Revolving Cash	9711	0.00	0,00		0.00		
Stores	9712	0.00	0.00		0.00		
Prepaid Expenditures	9713	0,00	0,00		0.00		
All Others	9719	0.00	0.00		0.00		
b) Legally Restricted Balance	9740	0.00	0.00		0.00		
c) Committed							
Stabilization Arrangements	9750	0.00	0.00		0.00		
Other Commitments d) Assigned	9760	426,552.00	426,552.00		443,360.00		
Other Assignments	9780	0.00	0.00		0,00		
e) Unassigned/Unappropriated	0700						
Reserve for Economic Uncertainties	9789	0,00	0.00		0.00		
Unassigned/Unappropriated Amount	9790	0.00	0.00		0.00		n Nada

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
FEDERAL REVENUE								
All Other Federal Revenue		8290	0,00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE					;			
Tax Relief Subventions Voted Indebtedness Levies								
Homeowners' Exemptions		8571	2,885.00	2,885.00	0.00	2,885.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8572	0.00	0.00	0.00	0.00	. 0.00	0.0%
TOTAL, OTHER STATE REVENUE			2,885.00	2,885.00	0.00	2,885.00	0.00	0.0%
OTHER LOCAL REVENUE								
County and District Taxes Voted Indebtedness Levies		2044	(70,700,00	470 700 00	0.00	478,723.00	0.00	0.0%
Secured Roll		8611	478,723.00	478,723.00				
Unsecured Roll		8612	10,443.00	10,443.00	0,00	10,443.00	0.00	0.0%
Prior Years' Taxes		8613	0.00	0.00	19.81			
Supplemental Taxes		8614	0.00	0.00	948.39	0,00	0.00	0.0%
Penalties and Interest from Delinquent Non-Revenue Limit Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	1,100.00	1,100.00	178.68	1,100.00	0,00	0.0%
Net Increase (Decrease) in the Fair Value of investments	:	8662	0.00	0.00	0.00	0.00	0,00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0,00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0,00	0.0%
TOTAL, OTHER LOCAL REVENUE			490,266.00	490,266.00	1,146.88	490,266.00	0.00	0.0%
TOTAL, REVENUES			493,151.00	493,151.00	1,146.88	493,151.00		
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Debt Service								
Bond Redemptions		7433	140,000.00	140,000.00	140,000.00	140,000.00	0.00	0.0%
Bond interest and Other Service Charges		7434	366,838.00	366,838,00	185,282.50	366,838.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0,00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0,00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect	Costs)		506,838.00	506,838.00	325,282.50	506,838.00	0.00	0.0%
TOTAL, EXPENDITURES			506,838.00	506,838.00	325,282.50	506,838.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS		•						
INTERFUND TRANSFERS IN							4	
Other Authorized Interfund Transfers In		8919	0,00	0.00	0,00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: General Fund		7614	0.00	0.00	0,00	0.00	0.00	0,0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								-
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0,00	0.00	0.00	0.00	0,00	0.0%
All Other Financing Sources	•	8979	0,00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0,00	0.00	0.00	0,00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0,00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0,00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0,00	_0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0,00	0.00	0,00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0,00	0,00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0,0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

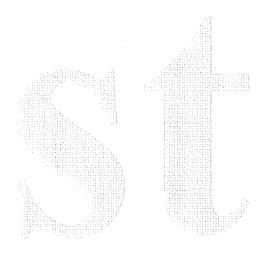


AVERAGE DAILY ATTENDANCE

Description	ESTIMATED REVENUE LIMIT ADA Original Budget (A)	ESTIMATED REVENUE LIMIT ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED REVENUE LIMIT ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
ELEMENTARY						
General Education	636.24	636.24	621.00	636.24	0.00	0%
Special Education HIGH SCHOOL	0.00	0.00	0.00	0.00	0.00	0%
3. General Education	0.00	0.00	0.00	0.00	0.00	0%
Special Education COUNTY SUPPLEMENT	0.00	0.00	0.00	0.00	0.00	0%
5. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
6. Special Education	0.00	0.00	0.00	0.00	0.00	0%
7. TOTAL, K-12 ADA	636,24	636.24	621.00	636.24	0.00	0%
ADA for Necessary Small Schools also included in lines 1 - 4.	0.00	0.00	0.00	0.00	0.00	. 0%
9. Regional Occupational Centers/Programs (ROC/P)* CLASSES FOR ADULTS 10. Concurrently Enrolled Secondary Students*						
11. Adults Enrolled, State Apportioned*						
 Independent Study - (Students 21 years or older and students 19 years or older and not continuously enrolled since their 18th birthday)* 						
13. TOTAL, CLASSES FOR ADULTS				l de la companya de l		
14. Adults in Correctional Facilities	0,00	0.00	0.00	0.00	0.00	0%
15. ADA TOTALS (Sum of lines 7, 9, 13, & 14)	636.24	636.24	621.00	636.24	0,00	0%
SUPPLEMENTAL INSTRUCTIONAL HOURS		(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)				
16. Elementary*						
17. High School*						
18. TOTAL, SUPPLEMENTAL HOURS		100 (100 (100 (100 (100 (100 (100 (100				

Description COMMUNITY DAY SCHOOLS - Additional Fu	ESTIMATED REVENUE LIMIT ADA Original Budget (A)	ESTIMATED REVENUE LIMIT ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED REVENUE LIMIT ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
19. ELEMENTARY a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only b. 7th & 8th Hour Pupil Hours (Hours)*	0.00	0.00	0.00	0.00	0.00	0%
20. HIGH SCHOOL a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only b. 7th & 8th Hour Pupil Hours (Hours)*	0.00	0.00	0.00	0.00	0.00	0%
CHARTER SCHOOLS 21. Charter ADA funded thru the Block Grant a. Charters Sponsored by Unified Districts - Resident (EC 47660) (applicable only for unified districts with Charter School General Purpose Block Grant Offset recorded on line	0.00	0.00	0.00		0.00	000
30 in Form RLI) b. All Other Block Grant Funded Charters	0.00	0.00	0.00	0.00	0.00	0%
22. Charter ADA funded thru the Revenue Limit	0.00	0.00	0.00	0.00	0.00	0%
23. TOTAL, CHARTER SCHOOLS ADA (sum lines 21a, 21b, and 22)	0.00	0.00	0.00	0.00	0.00	0%
24. SUPPLEMENTAL INSTRUCTIONAL HOURS*						Hard Control of the C
BASIC AID "CHOICE"/COURT ORDERED VOL	UNTARY PUPIL TRANS	FER				
25. Regular Elementary and High School ADA (SB 937) BASIC AID OPEN ENROLLMENT	0.00	0.00	0.00	0.00	0.00	0%
	1					
26. Regular Elementary and High School ADA	0.00	0.00	0.00	0.00	0.00	0%

^{*}ADA is no longer collected as a result of flexibility provisions of SBX3 4 (Chapter 12, Statutes of 2009), as amended by SB 70 (Chapter 7, Statutes of 2011), currently in effect from 2008-09 through 2014-15.



SUMMARY REVIEW OF INTERIM REPORT CRITERIA AND STANDARDS

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Provide methodology and assumptions used to estimate ADA, enrollment, revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments).

Deviations from the standards must be explained and may affect the interim certification.

CRITERIA AND STANDARDS

1. CRITERION: Average Daily Attendance

STANDARD: Funded average daily attendance (ADA) for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

District's ADA Standard Percentage Range: -2.0% to +2.0%

1A. Calculating the District's ADA Variances

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column for all fiscal years. First Interim Projected Year Totals data should be entered for all fiscal years.

LCFF/Revenue Limit (Funded) ADA

Budget Adoption Budget First Interim
Projected Year Totals

(Form 01CS, Item 4A1,

Fiscal Year	Step 2A)		Percent Change	Status
Current Year (2013-14)	636.24	636.24	0.0%	Met
1st Subsequent Year (2014-15)	635.00	621.00	-2.2%	Not Met
2nd Subsequent Year (2015-16)	635.00	621.00	-2.2%	Not Met

1B. Comparison of District ADA to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - The projected change since budget adoption for funded ADA exceeds two percent in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard, a description of the methods and assumptions used in projecting funded ADA, and what changes will be made to improve the accuracy of projections in this area.

Explanation: (required if NOT met) Less interdistrict students were accepted in order to reduce K-3 class size per LCFF cap.

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2. CRITERION: Enrollment

STANDARD: Projected enrollment for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

District's Enrollment Standard Percentage Range: -2.0% to +2.0%

2A. Calculating the District's Enrollment Variances

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column for all fiscal years. Enter data in the second column for all fiscal years.

Enrollment

	Budget Adoption	First Interim		
Fiscal Year	(Form 01CS, Item 3B)	CBEDS/Projected	Percent Change	Status
Current Year (2013-14)	663	650	-2.0%	Met
1st Subsequent Year (2014-15)	665	650	-2.3%	Not Met
2nd Subsequent Year (2015-16)	663	645	-2.7%	Not Met

2B. Comparison of District Enrollment to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - Enrollment projections have changed since budget adoption by more than two percent in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard, a description of the methods and assumptions used in projecting enrollment, and what changes will be made to improve the accuracy of projections in this area.

Expla	anation:	
(required	if NOT met)	

ess interdstrict students were accepted in order to reduce K-3 class size per LCFF cap.					
	•				

3. CRITERION: ADA to Enrollment

STANDARD: Projected second period (P-2) average daily attendance (ADA) to enrollment ratio for any of the current fiscal year or two subsequent fiscal years has not increased from the historical average ratio from the three prior fiscal years by more than one half of one percent (0.5%).

3A. Calculating the District's ADA to Enrollment Standard

DATA ENTRY: Unaudited Actuals data that exist will be extracted into the P-2 ADA column for the First Prior Year; otherwise, enter First Prior Year data. P-2 ADA for the second and third prior years are preloaded. Budget Adoption data that exist will be extracted into the Enrollment column; otherwise, enter Enrollment data for all fiscal years.

	P-2 ADA	Enrollment	
	Unaudited Actuals	CBEDS Actual	Historical Ratio
Fiscal Year	(Form A, Lines 3, 6, and 25)	(Form 01CS, Item 2A)	of ADA to Enrollment
Third Prior Year (2010-11)	581	606	95.9%
Second Prior Year (2011-12)	614	631	97.3%
First Prior Year (2012-13)	636	665	95.6%
• •		Historical Average Ratio:	96.3%

District's ADA to Enrollment Standard (historical average ratio plus 0.5%): 96.8%

3B. Calculating the District's Projected Ratio of ADA to Enrollment

DATA ENTRY: If Form MYPI exists, Estimated P-2 ADA data for the two subsequent years will be extracted; if not, enter Estimated P-2 ADA data in the first column. All other data are extracted.

	Estimated P-2 ADA (Form AI, Lines 1-4 and 22)	Enrollment CBEDS/Projected		
Fiscal Year	(Form MYPI, Line F2)	(Criterion 2, Item 2A)	Ratio of ADA to Enrollment	Status
Current Year (2013-14)	621	650	95.5%	Met
1st Subsequent Year (2014-15)	616	650	94.8%	Met
2nd Subsequent Year (2015-16)	616	645	95.5%	Met

3C. Comparison of District ADA to Enrollment Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

12	STANDARD MET -	Projected P-2 A	DA to enrollment rat	io has not exce	eded the standard	I for the current v	ear and two sub	sequent fiscal years.

Explanation:		and Administration of the Control of
(required if NOT met)		

4. CRITERION: LCFF/Revenue Limit

STANDARD: Projected LCFF/revenue limit for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

District's LCFF/Revenue Limit Standard Percentage Range: -2.0% to +2.0%

4A. Calculating the District's Projected Change in LCFF/Revenue Limit

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. In the First Interim column, Current Year data are extracted; enter data for the two subsequent years.

LCFF/Revenue Limit (Fund 01, Objects 8011, 8012, 8020-8089) Budget Adoption First Interim

Fiscal Year	(Form 01CS, Item 4B)	Projected Year Totals	Percent Change	Status
Current Year (2013-14)	4,234,946.00	4,927,209.00	16.3%	Not Met
1st Subsequent Year (2014-15)	4,287,171.00	5,093,592.00	18.8%	Not Met
2nd Subsequent Year (2015-16)	4,359,830.00	5,335,129.00	22.4%	Not Met

4B. Comparison of District LCFF/Revenue Limit to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - Projected LCFF/revenue limit has changed since budget adoption by more than two percent in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard and a description of the methods and assumptions used in projecting LCFF/revenue limit.

Explanation:	Difference is due to implementation of LcFF which includes rolling in Tier III, CSR, EIA and Transportation funds.
(required if NOT met)	

5. CRITERION: Salaries and Benefits

STANDARD: Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the current fiscal year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the district's required reserves percentage.

5A. Calculating the District's Historical Average Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

DATA ENTRY: Unaudited Actuals data that exist for the First Prior Year will be extracted; otherwise, enter data for the First Prior Year. Unaudited Actuals data for the second and third prior years are preloaded.

	***************************************	als - Unrestricted 0000-1999)	Ratio	
	Salaries and Benefits	· · · · · · · · · · · · · · · · · · ·		
Fiscal Year	(Form 01, Objects 1000-3999)	(Form 01, Objects 1000-7499)	to Total Unrestricted Expenditures	
Third Prior Year (2010-11)	2,958,781.85	3,715,711.44	79.6%	
Second Prior Year (2011-12)	2,960,111.45	3,528,212.26	83.9%	
First Prior Year (2012-13)	2,914,261.66	4,087,357.71	71.3%	
		Historical Average Ratio:	78.3%	

	Current Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
District's Reserve Standard Percentage			
(Criterion 10B, Line 4)	4.0%	4.0%	4.0%
District's Salaries and Benefits Standard			
(historical average ratio, plus/minus the			
greater of 3% or the district's reserve			
standard percentage):	74.3% to 82.3%	74.3% to 82.3%	74.3% to 82.3%

5B. Calculating the District's Projected Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

DATA ENTRY: If Form MYPI exists, Projected Year Totals data for the two subsequent years will be extracted; if not, enter Projected Year Totals data. Projected Year Totals data for Current Year are extracted.

Projected Year Totals - Unrestricted (Resources 0000-1999)

	Salaries and Benefits	Total Expenditures	Ratio	
	(Form 011, Objects 1000-3999)	(Form 01l, Objects 1000-7499)	of Unrestricted Salaries and Benefits	
Fiscal Year	(Form MYPI, Lines B1-B3)	(Form MYPI, Lines B1-B8, B10)	to Total Unrestricted Expenditures	Status
Current Year (2013-14)	3,123,199.00	3,795,802.00	82.3%	Met
1st Subsequent Year (2014-15)	2,440,547.00	3,847,191.00	63.4%	Not Met
2nd Subsequent Year (2015-16)	2,440,547.00	3,901,385.00	62.6%	Not Met

5C. Comparison of District Salaries and Benefits Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - Projected ratio of unrestricted salary and benefit costs to total unrestricted expenditures has changed by more than the standard in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard and a description of the methods and assumptions used in projecting salaries and benefits.

Explanation:	Salary and benefits increased due to 5% increase in health and welfare benefits.
(required if NOT met)	

CRITERION: Other Revenues and Expenditures

STANDARD: Projected operating revenues (including federal, other state and other local) or expenditures (including books and supplies, and services and other operating), for any of the current fiscal year or two subsequent fiscal years, have not changed by more than five percent since budget adoption.

Changes that exceed five percent in any major object category must be explained.

District's Other Revenues and Expenditures Standard Percentage Range:	-5.0% to +5.0%
District's Other Revenues and Expenditures Explanation Percentage Range:	-5.0% to +5.0%

6A. Calculating the District's Change by Major Object Category and Comparison to the Explanation Percentage Range

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. First Interim data for the Current Year are extracted. If First Interim Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the second column.

Explanations must be entered for each category if the percent change for any year exceeds the district's explanation percentage range.

Object Range / Fiscal Year	Budget Adoption Budget (Form 01CS, Item 6B)	First Interim Projected Year Totals (Fund 01) (Form MYPI)	Percent Change	Change Is Outside Explanation Range
Federal Revenue (Fund 01, Objects 8	1100-8299) (Form MYPI, Line A2)			
Current Year (2013-14)	215,719.00	261,730.00	21.3%	Yes
1st Subsequent Year (2014-15)	215,719.00	225,473.00	4.5%	No
2nd Subsequent Year (2015-16)	215,719.00	225,473.00	4.5%	No

Explanation: (required if Yes) MYP includes ongoing increase in migrant funding (\$6K) and Title I (\$4K), 13-14 also includes prior year deferrals (\$36K).

Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)

Current Year (2013-14)	602,977.00	367,115.00	-39.1%	Yes
1st Subsequent Year (2014-15)	423,087.00	227,809.00	-46.2%	Yes
2nd Subsequent Year (2015-16)	402,568.00	227,809.00	-43.4%	Yes

Explanation: (required if Yes) Decrease in state revenue due to LCFF, Tier III, EIA, CSR and Transportation now reported in 8011.

Other Local Revenue (Fund 01 Objects 8600-8799) (Form MVPI Line A4)

Other Eddar Nevertus if und or, Objects 6000-6130 if orm until i, Emic A4)				
Current Year (2013-14)	409,432.00	421,239.00	2.9%	No
1st Subsequent Year (2014-15)	408,519.00	396,069.00	-3.0%	No
2nd Subsequent Year (2015-16)	407,707.00	396,069.00	-2.9%	No

Explanation:		
(required if Yes)		
(10441110111110)		
	the state of the s	

Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)

Current Year (2013-14)
1st Subsequent Year (2014-15)
2nd Subsequent Year (2015-16)

245,818.00	374,360.00	52.3%	Yes
204,665.00	222,822.00	8.9%	Yes
207,573.00	224,472.00	8.1%	Yes

Explanation: (required if Yes) Increase in 13-14 due to carryover of categorical programs and one-time purchases for technology MYP increase due to increase in ongoing categorical funding.

Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYPI, Line B5)

Current Year (2013-14) 1st Subsequent Year (2014-15) 2nd Subsequent Year (2015-16)

784,133.00	831,909.00	6.1%	Yes
792,208.00	784,843.00	-0.9%	No
804,120.00	793,759.00	-1.3%	No

Explanation: (required if Yes) 2013-14 includes one-time services due to common core funding.

6B. Ca	culating the District's Ch	ange in Total Operating Revenues ar	d Expenditures		
DATA I	ENTRY: All data are extrac	ted or calculated.			
Object F	Range / Fiscal Year	Budget Adoption Budget	First Interim Projected Year Totals	Percent Change	Status
	Total Endoral Other State	and Other Local Revenue (Section 6A)			
Current	Year (2013-14)	1.228.128.00	1,050,084.00	, -14.5%	Not Met
	sequent Year (2014-15)	1,047,325.00		-18.9%	Not Met
	sequent Year (2015-16)	1,025,994.00	849,351.00	-17.2%	Not Met
	Total Books and Supplies	and Services and Other Operating Expend	titures (Section 6A)		
	Year (2013-14)	1,029,951.00		17.1%	Not Met
	sequent Year (2014-15)	996,873.00		1.1%	Met
	sequent Year (2015-16)	1,011,693.00		0.6%	Met
		1			
6C. Co	mparison of District Tota	l Operating Revenues and Expenditu	res to the Standard Percentag	je Range	
DATA E	NTRY: Explanations are linke	d from Section 6A if the status in Section 6B	is Not Met; no entry is allowed belo	ow.	
1a.	subsequent fiscal years. Rea	or more projected operating revenue have o sons for the projected change, descriptions o within the standard must be entered in Sect	of the methods and assumptions use	ed in the projections, and what change	of the current year or two es, if any, will be made to bring the
	Explanation:	MYP includes ongoing increase in migrant f	unding (\$6K) and Title I (\$4K), 13-1	4 also includes prior year deferrals (\$	36K).
	Federal Revenue				
	(linked from 6A				
	if NOT met)				
	,				
	Explanation:	Decrease in state revenue due to LCFF, Tie	er III, EIA, CSR and Transportation r	now reported in 8011.	
	Other State Revenue				
	(linked from 6A				
	if NOT met)				ANI-1-11
	Explanation:				
	Other Local Revenue				
	(linked from 6A				
	if NOT met)	AANU			
1b.	subsequent fiscal years. Rea	e or more total operating expenditures have o sons for the projected change, descriptions of within the standard must be entered in Sect	of the methods and assumptions use	ed in the projections, and what chang	of the current year or two es, if any, will be made to bring the
	Explanation:	Increase in 13-14 due to carryover of category	orical programs and one-time purch	ases for technology MYP increase du	e to increase in ongoing
	Books and Supplies	categorical funding.	officer programs and one time paren		
	(linked from 6A				
	if NOT met)				
		2040 44 includes one time condess due to	common coro fundina		
	Explanation:	2013-14 includes one-time services due to	common core randing.		
	Services and Other Exps (linked from 6A				
	(IIIINEU IIOIII OM	I		· ·	l l

7. CRITERION: Facilities Maintenance

STANDARD: Identify changes that have occurred since budget adoption in the projected contributions for facilities maintenance funding as required pursuant to Education Code sections 17584 (Deferred Maintenance) and 17070.75 (Ongoing and Major Maintenance Account).

7A. Determining the District's Compliance with the Contribution Requirement for EC Section 17584 - Deferred Maintenance NOTE: AB 97 (Chapter 47, Statutes of 2013) eliminated the Deferred Maintenance program under the Local Control Funding Formula. This section has been inactivated. 7B. Determining the District's Compliance with the Contribution Requirement for EC Section 17070.75 as modified by Section 17070.766 and amended by SB 70 (Chapter 7, Statutes of 2011), effective 2008-09 through 2014-15 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA) SB 70 (Chapter 7, Statutes of 2011) extends EC Section 17070.766 from 2008-09 through 2014-15. EC Section 17070.766 reduced the contributions required by EC Section 17070.75 from 3 percent to 1 percent. Therefore, the calculation in this section has been revised accordingly for that period. DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter Budget Adoption data into lines 1 and 2. All other data are extracted. **Budget Adoption** First Interim Contribution 1% Required Projected Year Totals Minimum Contribution (Fund 01, Resource 8150, (Form 01CS, Item 7B2c) Objects 8900-8999) Status 46,221.43 93,421.00 OMMA/RMA Contribution 1. Met Budget Adoption Contribution (information only) 93,909.00 (Form 01CS, Criterion 7B, Line 2c) If status is not met, enter an X in the box that best describes why the minimum required contribution was not made:

	Not applicable (district does not participate in the Leroy F. Green School Facilities Act of 1998) Exempt (due to district's small size [EC Section 17070.75 (b)(2)(D)]) Other (explanation must be provided)	
Explanation: (required if NOT met and Other is marked)		

California Dept of Education SACS Financial Reporting Software - 2013.2.1 File: csi (Rev 09/12/2013)

8. CRITERION: Deficit Spending

STANDARD: Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the district's available reserves¹ as a percentage of total expenditures and other financing uses² in any of the current fiscal year or two subsequent fiscal years.

¹Available reserves are the unrestricted amounts in the Reserve for Economic Uncertainties and the Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

²A school district that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

A. Calculating the district's Dentit Spending	g Standard Percentage Le	evels			
DATA ENTRY: All data are extracted or calculated.					
	1	Current Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)	
District's Available Reserve Perce	ntages (Criterion 10C, Line 9)	21.1%	19.9%	24.5%	
District's Deficit Spending S (one-third of av	Standard Percentage Levels ailable reserve percentage):	7.0%	6.6%	8.2%	
B. Calculating the District's Deficit Spending	g Percentages				
DATA ENTRY: Current Year data are extracted. If For second columns.	rm MYPI exists, data for the tw	vo subsequent years will be extract	ted; if not, enter data for the two subsequ	ent years into the first and	
		Year Totals			
	Unrestricted Fund Balance (Form 01I, Section E)	Total Unrestricted Expenditures and Other Financing Uses (Form 01I, Objects 1000-7999)	Deficit Spending Level (If Net Change in Unrestricted Fund	Status	
Fiscal Year Current Year (2013-14)	(Form MYPI, Line C) 153.568.00	(Form MYPI, Line B11) 3,795,802,00	Balance is negative, else N/A) N/A	Status Met	
Ist Subsequent Year (2014-15)	70,346.00	3,847,191.00	N/A	Met	
2nd Subsequent Year (2015-16)	257,689.00	3,901,385.00	· N/A	Met	
BC. Comparison of District Deficit Spending	to the Standard				
		-			
DATA ENTRY: Enter an explanation if the standard is	, not met.				
1a. STANDARD MET - Unrestricted deficit spend	ding, if any, has not exceeded	the standard percentage level in a	iny of the current year or two subsequent	fiscal years.	

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9.	CDITEDION	Fund and Cash Balances
м.	CRITERION:	. Fund and Gash Balances

A. FUND BALANCE STANDARD: Projected	i general fund balance will b	e positive at the end of the curren	t fiscal year and two su	bsequent fiscal years
-------------------------------------	-------------------------------	-------------------------------------	--------------------------	-----------------------

9A-1. Determining if the District's General Fund Ending Balance is Positive			
DATA ENTRY: Current Year data are extr	acted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years.		
Fiscal Year Current Year (2013-14) 1st Subsequent Year (2014-15) 2nd Subsequent Year (2015-16)	Ending Fund Balance General Fund Projected Year Totals (Form 01l, Line F2) (Form MYPl, Line D2) Status 1,237,410.00 Met 1,304,846.00 Met 1,560,680.00 Met		
9A-2. Comparison of the District's I	Ending Fund Balance to the Standard		
DATA ENTRY: Enter an explanation if the	standard is not met.		
1a. STANDARD MET - Projected ger	neral fund ending balance is positive for the current fiscal year and two subsequent fiscal years.		
Explanation: (required if NOT met) B. CASH BALANCE STANDA	RD: Projected general fund cash balance will be positive at the end of the current fiscal year.		
9B-1. Determining if the District's E	nding Cash Balance is Positive		
DATA ENTRY: If Form CASH exists, data	will be extracted; if not, data must be entered below.		
Fiscal Year Current Year (2013-14)	Ending Cash Balance General Fund (Form CASH, Line F, June Column) Status 1,121,925.92 Met		
9B-2. Comparison of the District's	Ending Cash Balance to the Standard		
DATA ENTRY: Enter an explanation if the	standard is not met.		
1a. STANDARD MET - Projected get	neral fund cash balance will be positive at the end of the current fiscal year.		
Explanation: (required if NOT met)			

10. CRITERION: Reserves

STANDARD: Available reserves¹ for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts² as applied to total expenditures and other financing uses³:

Percentage Level	D	istrict ADA		
5% or \$63,000 (greater of)	0	to	300	
4% or \$63,000 (greater of)	301	to	1,000	
3%	1,001	to	30,000	
2%	30,001	to	400,000	
1%	400 001	and	over	

¹ Available reserves are the unrestricted amounts in the Reserve for Economic Uncertainties and the Unassigned/Unappropriated accounts in the General Fund and Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

³ A school district that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Current Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
District Estimated P-2 ADA (Criterion 3, Item 3B)	621	616	616
District's Reserve Standard Percentage Level:	4%	4%	4%

10A. Calculating the District's Special Education Pass-through Exclusions (only for districts that serve as the AU of a SELPA)

DATA ENTRY: For SELPA AUs, if Form MYPI exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button for item 1 and, if Yes, enter data for item 2a and for the two subsequent years in item 2b; Current Year data are extracted.

For districts that serve as the AU of a SELPA	(Form MYPI,	Lines F1a	, F1b1	, and F1b2):

1.	Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?
2.	If you are the SELPA AU and are excluding special education pass-through funds:

i		
1		
1		
	NIA	

If you are the SELPA AU and are exclud	ing special education pass-through funds:
 a. Enter the name(s) of the SELPA(s): 	

	Current Year Projected Year Totals (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
 Special Education Pass-through Funds (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223) 	0.00		

10B. Calculating the District's Reserve Standard

DATA ENTRY: If Form MYPI exists, all data will be extracted or calculated. If not, enter data for line 1 for the two subsequent years; Current Year data are extracted.

1.	Expenditures and Other Financing Uses
	(Form 01I, objects 1000-7999) (Form MYPI, Line B11)

- Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)
- Total Expenditures and Other Financing Uses
- (Line B1 plus Line B2)
- 4. Reserve Standard Percentage Level
- Reserve Standard by Percent (Line B3 times Line B4)
- Reserve Standard by Amount (\$63,000 for districts with less than 1,001 ADA, else 0)
- District's Reserve Standard (Greater of Line B5 or Line B6)

Current Year Projected Year Totals	1st Subsequent Year	2nd Subsequent Year
(2013-14)	(2014-15)	(2015-16)
4,945,980.00	4,791,207.00	4,844,346.00
0.00	1	
4,945,980.00	4,791,207.00	4,844,346.00
4%	4%	4%
197,839.20	191,648.28	193,773.84
63,000.00	63,000.00	63,000.00
197,839.20	191,648.28	193,773.84

² Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238), rounded to the nearest thousand.

10C. Calculating	the District's Av	ailable Reserve Amount

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years.

	ve Amounts	Current Year Projected Year Totals	1st Subsequent Year	2nd Subsequent Year
(Unres	tricted resources 0000-1999 except Line 4)	(2013-14)	(2014-15)	(2015-16)
1.	General Fund - Stabilization Arrangements			
	(Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00		
2.	General Fund - Reserve for Economic Uncertainties	•		
	(Fund 01, Object 9789) (Form MYPI, Line E1b)	247,299.00	239,561.00	242,218.00
3.	General Fund - Unassigned/Unappropriated Amount			
	(Fund 01, Object 9790) (Form MYPI, Line E1c)	797,719.00	712,150.00	945,309.00
4.	General Fund - Negative Ending Balances in Restricted Resources			
	(Fund 01, Object 979Z, if negative, for each of resources 2000-9999)			
	(Form MYPI, Line E1d)	0.00	0.00	0.00
5.	Special Reserve Fund - Stabilization Arrangements			
	(Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00		
6.	Special Reserve Fund - Reserve for Economic Uncertainties			
٠.	(Fund 17, Object 9789) (Form MYPI, Line E2b)	0.00		
7.	Special Reserve Fund - Unassigned/Unappropriated Amount			
•••	(Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00		
8.	District's Available Reserve Amount			
0.	(Lines C1 thru C7)	1.045.018.00	951,711.00	1,187,527.00
9.	District's Available Reserve Percentage (Information only)	.,		
Ų.	(Line 8 divided by Section 10B, Line 3)	21.13%	19.86%	24.51%
	District's Reserve Standard	2		The second secon
	(Section 10B, Line 7):	197,839.20	191,648,28	193,773.84
	(Octabli 105, Ellio 1).	101,000.20		
	Status:	Met	Met	Met

10D. Comparison of District Reserve Amount to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Available reserves have met the standard for the current year and two subsequent fiscal years.

Explanation:			
(required if NOT met)			

SUPI	PLEMENTAL INFORMATION	
DATA E	ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.	
S1.	Contingent Liabilities	
1a.	Does your district have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that have occurred since budget adoption that may impact the budget?	No
1b.	If Yes, identify the liabilities and how they may impact the budget:	
S2.	Use of One-time Revenues for Ongoing Expenditures	
1a.	Does your district have ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?	No
1b.	If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the one-	going expenditures in the following fiscal years:
S3.	Temporary Interfund Borrowings	
1a.	Does your district have projected temporary borrowings between funds? (Refer to Education Code Section 42603)	No
1b.	If Yes, identify the interfund borrowings:	
S4.	Contingent Revenues	
1a.	Does your district have projected revenues for the current fiscal year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act	
	(e.g., parcel taxes, forest reserves)?	No
1b.	If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be	replaced or expenditures reduced:

S5. Contributions

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since budget adoption.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if transfers have changed by more than \$20,000 and more than five percent since budget adoption.

-5.0% to +5.0%

Identify capital project cost overruns that have occurred since budget adoption that may impact the general fund budget.

	District's Contribution	ons and Transfers Standard:	or -	\$20,000 to +\$20,000	
S5A. Identification of the District's P	rojected Contributions, Transfers, a	nd Capital Projects that m	ay Impact	the General Fund	
First Interim Contributions for the 1st and 2	exist will be extracted; otherwise, enter data nd Subsequent Years. For Transfers In and Years. If Form MYP does not exist, enter d	Transfers Out, if Form MYP ex	ists, the da	ta will be extracted into the Fire	st Interim column for the
Description / Fiscal Year	Budget Adoption (Form 01CS, Item S5A)	First Interim Projected Year Totals	Percent Change	Amount of Change	Status
1a. Contributions, Unrestricted Gen					
(Fund 01, Resources 0000-1999, Current Year (2013-14)	(194,956.00)	(106,702.00)	-45.3%	(88,254,00)	Not Met
Ist Subsequent Year (2014-15)	(314,185.00)	(286,568.00)	-8.8%	(27,617.00)	Not Met
2nd Subsequent Year (2015-16)	(321,992.00)	(286,568.00)		(35,424.00)	Not Met
4h Transfers In Conoral Fund t					
1b. Transfers In, General Fund * Current Year (2013-14)	0.00	0.00	0.0%	0,00	Met
Ist Subsequent Year (2014-15)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2015-16)	0.00	0.00	0.0%	0.00	Met
4. Transfers Out Canaral Fund t					
1c. Transfers Out, General Fund * Current Year (2013-14)	0,00	0.00	0.0%	0.00	Met
1st Subsequent Year (2014-15)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2015-16)	0.00	0.00	0.0%	0.00	Met
1d. Capital Project Cost Overruns	d also a boundaries adaption that many it		Г		
general fund operational budget?	occurred since budget adoption that may in	ripact trie		No	
,					
Include transfers used to cover operating	deficits in either the general fund or any oth	ner fund.			
S5B. Status of the District's Projecte	ed Contributions, Transfers, and Cap	oital Projects			
DATA ENTRY: Enter an explanation if Not	Met for items 1a-1c or if Yes for Item 1d.				
any of the current year or subsequ	utions from the unrestricted general fund to tent two fiscal years. Identify restricted prog with timeframes, for reducing or eliminating	rams and contribution amount f	ns have cha for each pro	nged since budget adoption by gram and whether contribution	n more than the standard for as are ongoing or one-time in
Explanation: Diffe (required if NOT met)	erence due to LCFF change in Transportation	on and EIA from restricted to un	restricted w	hich eliminated contribution.	
1b. MET - Projected transfers in have	not changed since budget adoption by mor	e than the standard for the curre	ent year and	d two subsequent fiscal years.	
Explanation: (required if NOT met)					

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U.	INET - Projected transfers ou	t have not changed since budget adoption by more than the standard for the current year and two subsequent lister years.
	Explanation: (required if NOT met)	
d.	NO - There have been no cap	pital project cost overruns occurring since budget adoption that may impact the general fund operational budget.
	Project Information: (required if YES)	

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S6. Long-term Commitments

Identify all existing and new multiyear commitments1 and their annual required payment for the current fiscal year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also, explain how any decrease to funding sources used to pay long-term commitments will be replaced.

¹ Include multiyear commitm	ents, multiye	ar debt agreements, and new prog	rams or contrac	ts that result in lo	ong-term obligations.	
S6A. Identification of the Distri	ct's Long-t	erm Commitments				
DATA ENTRY: If Budget Adoption da Extracted data may be overwritten to enter all other data, as applicable.	ata exist (Forr update long-	m 01CS, Item S6A), long-term con- term commitment data in Item 2, a	nmitment data w as applicable. If	vill be extracted a no Budget Adopt	and it will only be necessary to click the apion data exist, click the appropriate buttor	propriate button for Item 1b. ns for items 1a and 1b, and
a. Does your district have lo (If No, skip items 1b and				Yes		
b. If Yes to Item 1a, have no since budget adoption?	ew long-term	(multiyear) commitments been inc	urred	No		
		and existing multiyear commitment EB is disclosed in Item S7A.	s and required a	annual debt servi	ce amounts. Do not include long-term cor	nmitments for postemployment
	# of Years	;	SACS Fund and	Object Codes U	sed For:	Principal Balance
Type of Commitment	Remaining	Funding Sources (Reve	nues)	D ₁	ebt Service (Expenditures)	as of July 1, 2013
Capital Leases Certificates of Participation						
General Obligation Bonds	16	Bond Int. and Red. Fund		510-511/7433/7	434	7,490,000
Supp Early Retirement Program State School Building Loans						
Compensated Absences						Per 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Other Long-term Commitments (do n	ot include OF	PEB):		ı		
	1					
And the second s						
		Prior Year (2012-13) Annual Payment	(201 Annual	nt Year 3-14) Payment	1st Subsequent Year (2014-15) Annual Payment	2nd Subsequent Year (2015-16) Annual Payment
Type of Commitment (contin	lued)	(P & I)	(P	& I)	(P & I)	(P & I)
Certificates of Participation		688,050		0	0	0
General Obligation Bonds		501,638 16,796		506,835 0	516,638 0	535,050
Supp Early Retirement Program State School Building Loans		10,790			0	
Compensated Absences				***		
Other Long-term Commitments (cont	inued):				Γ΄.	
· · · · · · · · · · · · · · · · · · ·		1411				
						1
	al Payments:		-	506,835	516,638	535,050
Has total annual pa	yment incre	ased over prior year (2012-13)?	N	lo l	No	No l

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S6B. Comparison of the D	District's Annual Payments to Prior Year Annual Payment
DATA ENTRY: Enter an expla	nation if Yes.
1a. No - Annual payments	for long-term commitments have not increased in one or more of the current and two subsequent fiscal years.
Explanation: (Required if Ye to increase in tot annual payment	al
S6C. Identification of Dec	reases to Funding Sources Used to Pay Long-term Commitments
	priate Yes or No button in Item 1; if Yes, an explanation is required in Item 2.
Will funding sources to	ised to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?
	No
2. No - Funding sources	will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment.
Explanation: (Required if Yes	s)

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S7. Unfunded Liabilities

Identify any changes in estimates for unfunded liabilities since budget adoption, and indicate whether the changes are the result of a new actuarial valuation.

S7A. Identification of the District's Estimated Unfunded Liability for Postemployment Benefits Other Than Pensions (OPEB)					
	ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. Budgenterim data in items 2-4.	jet Adoption dat	a that exist (Form 01CS, i	tem S7A) will be extracted; other	wise, enter Budget Adoption and
1.	Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4)		Yes		
	b. If Yes to Item 1a, have there been changes since budget adoption in OPEB liabilities?		No		
	c. If Yes to Item 1a, have there been changes since budget adoption in OPEB contributions?		No		
2.	OPEB Liabilities a. OPEB actuarial accrued liability (AAL) b. OPEB unfunded actuarial accrued liability (UAAL)		Budget Adoption (Form 01CS, Item S7A 77,250.0	77,250.00	
	Are AAL and UAAL based on the district's estimate or an actuarial valuation? If based on an actuarial valuation, indicate the date of the OPEB valuation.	ition.	Estimated	Estimated]
3.	OPEB Contributions a. OPEB annual required contribution (ARC) per actuarial valuation or Alter Measurement Method Current Year (2013-14) 1st Subsequent Year (2014-15) 2nd Subsequent Year (2015-16) b. OPEB amount contributed (for this purpose, include premiums paid to a (Funds 01-70, objects 3701-3752) Current Year (2013-14) 1st Subsequent Year (2014-15) 2nd Subsequent Year (2015-16) c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount) Current Year (2013-14) 1st Subsequent Year (2014-15) 2nd Subsequent Year (2014-15) 2nd Subsequent Year (2015-16)		Budget Adoption (Form 01CS, Item S7A 0.0 0.0 0.0 0.0 fund) 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	00 0.00 00 0.00 00 0.00 00 0.00 00 0.00 00 0.00 00 0.00 00 0.00	
	d. Number of retirees receiving OPEB benefits Current Year (2013-14) 1st Subsequent Year (2014-15) 2nd Subsequent Year (2015-16)			0 0 0 0 0 0	
4.	Comments:				

DATA	Identification of the District's Unfunded Liability for Self-insurar ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. Budg nterim data in items 2-4.	nce Programs get Adoption data that exist (Form 01CS, Item S7B) will be extracted; otherwise, enter Budget Adoption and
1.	 a. Does your district operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB; which is covered in Section S7A) (If No, skip items 1b-4) 	No
	b. If Yes to item 1a, have there been changes since budget adoption in self-insurance liabilities?	n/a
	If Yes to item 1a, have there been changes since budget adoption in self-insurance contributions?	n/a
2.	Self-Insurance Liabilities a. Accrued liability for self-insurance programs b. Unfunded liability for self-insurance programs	Budget Adoption (Form 01CS, Item S7B) First Interim
3.	Self-Insurance Contributions a. Required contribution (funding) for self-insurance programs Current Year (2013-14) 1st Subsequent Year (2014-15) 2nd Subsequent Year (2015-16)	Budget Adoption (Form 01CS, Item S7B) First Interim
	 b. Amount contributed (funded) for self-insurance programs Current Year (2013-14) 1st Subsequent Year (2014-15) 2nd Subsequent Year (2015-16) 	
4.	Comments:	

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S8. Status of Labor Agreements

Analyze the status of employee labor agreements. Identify new labor agreements that have been ratified since budget adoption, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues and explain how these commitments will be funded in future fiscal years.

If salary and benefit negotiations are not finalized, upon settlement with certificated or classified staff:

The school district must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards and may provide written comments to the president of the district governing board and superintendent.

S8A. (Cost Analysis of District's Labor Agr	reements - Certificated (Non-ma	ınagement) Employ	es		
DATA	ENTRY: Click the appropriate Yes or No bu	utton for "Status of Certificated Labor	Agreements as of the F	revious Reporti	ing Period." There are no extracti	ons in this section.
	· · · · · · · · · · · · · · · · · · ·		ection S8B.	No		
Certific	cated (Non-management) Salary and Be	enefit Negotiations Prior Year (2nd Interim) (2012-13)	Current Year (2013-14)	<u>-</u>	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
	er of certificated (non-management) full- quivalent (FTE) positions	27.9		27.5	27.5	27.
1a.	Have any salary and benefit negotiations	s been settled since budget adoption?		No		
	•	I the corresponding public disclosure d				
		l the corresponding public disclosure d plete questions 6 and 7.	locuments have not be	n filed with the	COE, complete questions 2-5.	
1b.	Are any salary and benefit negotiations s If Yes, com	still unsettled? nplete questions 6 and 7.		Yes]	
Negoti	ations Settled Since Budget Adoption					
2a.	Per Government Code Section 3547.5(a)), date of public disclosure board mee	ting:			
2b.	Per Government Code Section 3547.5(b) certified by the district superintendent and If Yes, date]	
3.	Per Government Code Section 3547.5(c) to meet the costs of the collective bargain If Yes, date			n/a		
4.	Period covered by the agreement:	Begin Date:		End Date:		
5.	Salary settlement:	_	Current Year (2013-14)		1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
	Is the cost of salary settlement included i projections (MYPs)?	_				
	Total cost /	One Year Agreement of salary settlement		-		
	% change i	in salary schedule from prior year or				
	Total and	Multiyear Agreement				
	i otal cost o	of salary settlement				
		in salary schedule from prior year r text, such as "Reopener")				
	Identify the	e source of funding that will be used to	support multiyear sala	y commitments		
				A		

Negotia	ations Not Settled			
6.	Cost of a one percent increase in salary and statutory benefits	21,000		
		Current Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
7.	Amount included for any tentative salary schedule increases	0	0	0
				0.10.1
Cartifi	cated (Non-management) Health and Welfare (H&W) Benefits	Current Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
Certini	cated (Non-management) health and wehale (now) beliefits	(2013-14)	(2014-13)	(2013-10)
1.	Are costs of H&W benefit changes included in the interim and MYPs?	Yes	Yes	Yes
2.	Total cost of H&W benefits	255,487	268,261	281,674
3.	Percent of H&W cost paid by employer	Soft Cap 50% incr \$10,152	Soft Cap 50% incr \$10,660	Soft Cap 50% incr \$11,193
4.	Percent projected change in H&W cost over prior year	5.0%	5.0%	5,0%
Since	cated (Non-management) Prior Year Settlements Negotiated Budget Adoption			
	y new costs negotiated since budget adoption for prior year ents included in the interim?	. No		
settlen	If Yes, amount of new costs included in the interim and MYPs	. 140		
	If Yes, explain the nature of the new costs:			
		-maxis-rAs	***	
Certific	cated (Non-management) Step and Column Adjustments	Current Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
Certific	cated (Non-management) Step and Column Adjustments	(2013-14)	(2014-15)	(2015-16)
1.	Are step & column adjustments included in the interim and MYPs?	(2013-14) Yes	(2014-15) Yes	(2015-16) Yes
1. 2.	Are step & column adjustments included in the interim and MYPs? Cost of step & column adjustments	(2013-14) Yes 52,500	(2014-15) Yes 31,500	(2015-16) Yes 31,500
1.	Are step & column adjustments included in the interim and MYPs?	(2013-14) Yes	(2014-15) Yes	(2015-16) Yes
1. 2.	Are step & column adjustments included in the interim and MYPs? Cost of step & column adjustments	(2013-14) Yes 52,500	(2014-15) Yes 31,500	(2015-16) Yes 31,500
1. 2. 3.	Are step & column adjustments included in the interim and MYPs? Cost of step & column adjustments	(2013-14) Yes 52,500 2.5%	(2014-15) Yes 31,500 1.5%	(2015-16) Yes 31,500 1.5%
1. 2. 3.	Are step & column adjustments included in the interim and MYPs? Cost of step & column adjustments Percent change in step & column over prior year	(2013-14) Yes 52,500 2.5% Current Year	(2014-15) Yes 31,500 1.5% 1st Subsequent Year	(2015-16) Yes 31,500 1.5% 2nd Subsequent Year
1. 2. 3.	Are step & column adjustments included in the interim and MYPs? Cost of step & column adjustments Percent change in step & column over prior year	(2013-14) Yes 52,500 2.5% Current Year	(2014-15) Yes 31,500 1.5% 1st Subsequent Year	(2015-16) Yes 31,500 1.5% 2nd Subsequent Year
1. 2. 3. Certific	Are step & column adjustments included in the interim and MYPs? Cost of step & column adjustments Percent change in step & column over prior year cated (Non-management) Attrition (layoffs and retirements) Are savings from attrition included in the budget and MYPs?	(2013-14) Yes 52,500 2.5% Current Year (2013-14)	Yes 31,500 1.5% 1st Subsequent Year (2014-15)	(2015-16) Yes 31,500 1.5% 2nd Subsequent Year (2015-16)
1. 2. 3. Certific	Are step & column adjustments included in the interim and MYPs? Cost of step & column adjustments Percent change in step & column over prior year cated (Non-management) Attrition (layoffs and retirements) Are savings from attrition included in the budget and MYPs? Are additional H&W benefits for those laid-off or retired	(2013-14) Yes 52,500 2.5% Current Year (2013-14)	Yes 31,500 1.5% 1st Subsequent Year (2014-15)	(2015-16) Yes 31,500 1.5% 2nd Subsequent Year (2015-16)
1. 2. 3. Certific	Are step & column adjustments included in the interim and MYPs? Cost of step & column adjustments Percent change in step & column over prior year cated (Non-management) Attrition (layoffs and retirements) Are savings from attrition included in the budget and MYPs?	(2013-14) Yes 52,500 2.5% Current Year (2013-14)	Yes 31,500 1.5% 1st Subsequent Year (2014-15)	(2015-16) Yes 31,500 1.5% 2nd Subsequent Year (2015-16)
1. 2. 3. Certific 1. 2. Certific	Are step & column adjustments included in the interim and MYPs? Cost of step & column adjustments Percent change in step & column over prior year cated (Non-management) Attrition (layoffs and retirements) Are savings from attrition included in the budget and MYPs? Are additional H&W benefits for those laid-off or retired	Yes 52,500 2.5% Current Year (2013-14) No	Yes 31,500 1.5% 1st Subsequent Year (2014-15) No	(2015-16) Yes 31,500 1.5% 2nd Subsequent Year (2015-16) No
1. 2. 3. Certific 1. 2. Certific	Are step & column adjustments included in the interim and MYPs? Cost of step & column adjustments Percent change in step & column over prior year cated (Non-management) Attrition (layoffs and retirements) Are savings from attrition included in the budget and MYPs? Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?	Yes 52,500 2.5% Current Year (2013-14) No	Yes 31,500 1.5% 1st Subsequent Year (2014-15) No	(2015-16) Yes 31,500 1.5% 2nd Subsequent Year (2015-16) No
1. 2. 3. Certific 1. 2. Certific	Are step & column adjustments included in the interim and MYPs? Cost of step & column adjustments Percent change in step & column over prior year cated (Non-management) Attrition (layoffs and retirements) Are savings from attrition included in the budget and MYPs? Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?	Yes 52,500 2.5% Current Year (2013-14) No	Yes 31,500 1.5% 1st Subsequent Year (2014-15) No	(2015-16) Yes 31,500 1.5% 2nd Subsequent Year (2015-16) No
1. 2. 3. Certific 1. 2. Certific	Are step & column adjustments included in the interim and MYPs? Cost of step & column adjustments Percent change in step & column over prior year cated (Non-management) Attrition (layoffs and retirements) Are savings from attrition included in the budget and MYPs? Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?	Yes 52,500 2.5% Current Year (2013-14) No	Yes 31,500 1.5% 1st Subsequent Year (2014-15) No	Yes 31,500 1.5% 2nd Subsequent Year (2015-16) No
1. 2. 3. Certific 1. 2. Certific	Are step & column adjustments included in the interim and MYPs? Cost of step & column adjustments Percent change in step & column over prior year cated (Non-management) Attrition (layoffs and retirements) Are savings from attrition included in the budget and MYPs? Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?	Yes 52,500 2.5% Current Year (2013-14) No	Yes 31,500 1.5% 1st Subsequent Year (2014-15) No	(2015-16) Yes 31,500 1.5% 2nd Subsequent Year (2015-16) No
1. 2. 3. Certific 1. 2. Certific	Are step & column adjustments included in the interim and MYPs? Cost of step & column adjustments Percent change in step & column over prior year cated (Non-management) Attrition (layoffs and retirements) Are savings from attrition included in the budget and MYPs? Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?	Yes 52,500 2.5% Current Year (2013-14) No	Yes 31,500 1.5% 1st Subsequent Year (2014-15) No	(2015-16) Yes 31,500 1.5% 2nd Subsequent Year (2015-16) No
1. 2. 3. Certific 1. 2. Certific	Are step & column adjustments included in the interim and MYPs? Cost of step & column adjustments Percent change in step & column over prior year cated (Non-management) Attrition (layoffs and retirements) Are savings from attrition included in the budget and MYPs? Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?	Yes 52,500 2.5% Current Year (2013-14) No	Yes 31,500 1.5% 1st Subsequent Year (2014-15) No	(2015-16) Yes 31,500 1.5% 2nd Subsequent Year (2015-16) No

S8B.	Cost Analysis of District's Labor Ag	reements - Classified (Non-mar	nagement) Employees		
DATA	ENTRY: Click the appropriate Yes or No b	utton for "Status of Classified Labor A	Agreements as of the Previous R	Reporting Period." There are no extra	ctions in this section.
	of Classified Labor Agreements as of t all classified labor negotiations settled as c If Yes, com If No, conti		ection S8C. No		
Classi	fied (Non-management) Salary and Ben	efit Negotiations Prior Year (2nd Interim) (2012-13)	Current Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
	er of classified (non-management) ositions	14.3	15.1	15.	
1a.	If Yes, and	the corresponding public disclosure	documents have been filed with	the COE, complete questions 2 and 3 with the COE, complete questions 2-5	3.
1b.	Are any salary and benefit negotiations of If Yes, com	still unsettled? nplete questions 6 and 7.	Yes		
Negoti	ations Settled Since Budget Adoption				
2a.	Per Government Code Section 3547.5(a), date of public disclosure board mee	eting:		
2b.	Per Government Code Section 3547.5(b certified by the district superintendent am If Yes, date				
3.	Per Government Code Section 3547.5(c to meet the costs of the collective bargai If Yes, date		n/a		
4.	Period covered by the agreement:	Begin Date:	En	d Date:	
5.	Salary settlement:	_	Current Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
	Is the cost of salary settlement included projections (MYPs)?	in the interim and multiyear			
		One Year Agreement			
	Total cost	of salary settlement			
	% change	in salary schedule from prior year			
		or			
	Total cost	Multiyear Agreement of salary settlement			
		in salary schedule from prior year r text, such as "Reopener")			
	identify the	e source of funding that will be used to	o support multiyear salary comm	nitments:	
Neaoti	ations Not Settled				
6.	Cost of a one percent increase in salary	and statutory benefits	6,791		
_	Amount included for any tentative salary	and a distribution of the second of the seco	Current Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)

Yes 97,751 Soft Cap 50% incr \$10,152 5.0% No	Yes 102,639 Soft Cap 50% incr \$10,660 5.0%	Yes 107,770 Soft Cap 50% incr \$11,193 5.0%
97,751 Soft Cap 50% incr \$10,152 5.0%	102,639 Soft Cap 50% incr \$10,660	107,770 Soft Cap 50% incr \$11,193
Soft Cap 50% incr \$10,152 5.0%	Soft Cap 50% incr \$10,660	Soft Cap 50% incr \$11,193
5.0%		
	5,0%	3.0%
No		
No		
Current Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
Yes	No	No
750	0	0
0.1%	0,0%	0.0%
Current Year (2013-14)	1st Subsequent Year (2014-15)	2nd Subsequent Year (2015-16)
No	No	No
No	No	No
	(2013-14) Yes 750 0.1% Current Year (2013-14) No	(2013-14) (2014-15) Yes No 750 0 0.1% 0.0% Current Year (2013-14) (2014-15) No No

S8C. Cost Analysis of District's Labor Agreements - Management/Supervisor/Confidential Employees									
DATA I	ENTRY: Click the appropriate Yes or No bu section.	tton for "Status of Management/S	upervisor/Confid	dential Labor Agre	ements as of the Previous Repo	rting Per	iod." There are no extractions		
Status	of Management/Supervisor/Confidential	Labor Agreements as of the Pr	evious Report	ina Perlod					
Were all managerial/confidential labor negotiations settled as of budget adoption? If Yes or n/a, complete number of FTEs, then skip to S9.				No					
	If No, continue with section S8C.								
Manag	ement/Supervisor/Confidential Salary ar		•		4-1-0-4		Ond Outronwood Vone		
Prior Year (2nd Interim)			Current Year		1st Subsequent Year		2nd Subsequent Year (2015-16)		
(2012-13)			(2013-14)		(2014-15)	I	(2015-16)		
	Number of management, supervisor, and								
confide	confidential FTE positions 2.0		2.0			2.0	2.0		
4.	No	haan aattlad alaan budant adamtia							
1a.	Have any salary and benefit negotiations	peen settled since pudget adoptic plete question 2.	orr c	No					
		•	L NO						
	If No, comp	lete questions 3 and 4.							
41	A)					
1b.	Are any salary and benefit negotiations st			No					
	If Yes, com	plete questions 3 and 4.							
Manadia	tions Cattled Cines Budget Adention								
<u>negoua</u>	ations Settled Since Budget Adoption Salary settlement:		Curre	nt Year	1st Subsequent Year		2nd Subsequent Year		
۷.	Salary settlement.			i3-14)	(2014-15)	•			
					3		(2015-16)		
	Is the cost of salary settlement included in the interim and multiy		No		No		No		
	projections (MYPs)?	f salary settlement		10	NO		110		
	Total cost o	a datally dettierness.							
	Change in s	alary schedule from prior year							
		text, such as "Reopener")							
	, ,	. , ,							
Negotia	ations Not Settled								
3.	Cost of a one percent increase in salary and statutory benefits		2,542						
			2		4-4 0		and Cubecount Vers		
	•			nt Year (3-14)	1st Subsequent Year (2014-15)		2nd Subsequent Year (2015-16)		
4	4. Amount included for any tentative salary schedule increases			0	(2014-10)	0	(2818-10)		
٦.	Amount included for any terrative sciency t	onodalo morodoco							
Manag	ement/Supervisor/Confidential		Current Year (2013-14)		1st Subsequent Year	1st Subsequent Year			
Health	and Welfare (H&W) Benefits	ı			(2014-15)		(2015-16)		
	A STANLE OF THE		\\\		V		Van		
1.	Are costs of H&W benefit changes include Total cost of H&W benefits	ed in the internit and wifes?	Yes 20.304		Yes	21,320	Yes 22,386		
2. 3.	Percent of H&W cost paid by employer					Soft Cap 50% incr \$10,660			
3. 4.	Percent projected change in H&W cost ov	ver prior vear	5.0%		5.0%		Soft Cap 50% incr \$11,193 5.0%		
	, e,		Lance Control of the						
Management/Supervisor/Confidential Step and Column Adjustments			nt Year	1st Subsequent Year		2nd Subsequent Year			
		(2013-14)		(2014-15)		(2015-16)			
	Annutus Carluma adjustments included i	in the hudget and MVDe2	,		Yes		No		
1.	Cost of step & column adjustments	e step & column adjustments included in the budget and MYPs?		/es 2,902	Tes	3,476	0		
2. 3.	Percent change in step and column over i	prior year	1	.1%	1.4%	3,710	0.0%		
٥,	i ordanit oriango in step and columnit over			1.774		2.370			
Management/Supervisor/Confidential			Curre	nt Year	1st Subsequent Year		2nd Subsequent Year		
	Benefits (mileage, bonuses, etc.)		(20	13-14)	(2014-15)				
			_				\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		
1.	Are costs of other benefits included in the	interim and MYPs?	<u> </u>	es 2 420	Yes	2 400	Yes		
	Total cost of other benefits			3,420	0.0%	3,420	3,420 0.0%		
3.	Percent change in cost of other benefits of	ver him les	UU	.0 /0	0,070		0.076		

Mesa Union Elementary Ventura County

2013-14 First Interim General Fund School District Criteria and Standards Review

56 72470 0000000 Form 01CSI

S9. Status of Other Funds

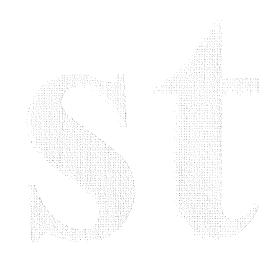
S9A. I	dentification of Other Funds with Negative Ending Fund Balances		
DATA	ENTRY: Click the appropriate button in Item 1. If Yes, enter data in Item 2 and provide	e the reports referenced in Item 1	
1.	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	No	
	If Yes, prepare and submit to the reviewing agency a report of revenues, expenditure ach fund.	res, and changes in fund balance	(e.g., an interim fund report) and a multiyear projection report for
2.	If Yes, identify each fund, by name and number, that is projected to have a negative explain the plan for how and when the problem(s) will be corrected.	e ending fund balance for the curr	ent fiscal year. Provide reasons for the negative balance(s) and
		-11	
		Control for the Colon Co	

2013-14 First Interim General Fund School District Criteria and Standards Review

56 72470 0000000 Form 01CSI

ADD	ITIONAL FISCAL INDICATORS								
The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review.									
DATA	ENTRY: Click the appropriate Yes or No button for items A2 through A9; Item A1 is automatically completed	d based on data from Criterion 9.							
A1.	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund? (Data from Criterion 9B-1, Cash Balance, are used to determine Yes or No)	No							
A2.	Is the system of personnel position control independent from the payroll system?	No							
А3.	Is enrollment decreasing in both the prior and current fiscal years?	No							
A4.	Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior or current fiscal year?	No							
A5.	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	No							
A6.	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	No							
A7.	Is the district's financial system independent of the county office system?	No							
A8.	Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education.)	No							
A9.	Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?	No							
When a	providing comments for additional fiscal indicators, please include the item number applicable to each comm	ment.							
	Comments: (optional)								

End of School District First Interim Criteria and Standards Review



TECHNICAL REVIEW CHECKS

SACS2013ALL Financial Reporting Software - 2013.2.1 11/14/2013 12:35:11 PM

56-72470-0000000

First Interim 2013-14 Projected Totals Technical Review Checks

Mesa Union Elementary

Ventura County

Following is a chart of the various types of technical review checks and related requirements:

- F Fatal (Data must be corrected; an explanation is not allowed)
 W/WC Warning/Warning with Calculation (If data are not correct,
 correct the data; if data are correct an explanation
 is required)
- Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKFUND - (F) - All FUND codes must be valid. PASSED

CHECKRESOURCE - (W) - All RESOURCE codes must be valid. PASSED

CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code. PASSED

CHECKGOAL - (F) - All GOAL codes must be valid. PASSED

CHECKFUNCTION - (F) - All FUNCTION codes must be valid. PASSED

CHECKOBJECT - (F) - All OBJECT codes must be valid. PASSED

CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid. PASSED

CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid. PASSED

CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid.

PASSED

CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. PASSED

CHK-RESOURCExOBJECTA - (W) - The following combinations for RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) are invalid. Data should be corrected or narrative must be provided explaining why the exception(s) should be considered appropriate.

EXCEPTION

ACCOUNT

110000111				
FD - RS - PY - GO -	FN - OB	RESOURCE	OBJECT	VALUE

01-0000-0-0000-0000-8675 0000 8675 20,000.00 Explanation:Transportatin fees - will transfer at 2nd interim

CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid.

PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid.

PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000, 2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC.

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, 6500-6540, and 7240, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, 3322, 3329, 3332, and 3334.

PASSED

GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (W) - Transfers of Direct Costs - Interfund (Object 5750) must net to zero for all funds.

PASSED

INTERFD-INDIRECT - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds.

PASSED

INTERFD-INDIRECT-FN - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function. PASSED

INTERFD-IN-OUT - (W) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

RL-TRANSFER - (W) - Revenue Limit Transfers (objects 8091 and 8099) must net to zero, individually. $\underline{\text{PASSED}}$

INTRAFD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to zero by fund.

PASSED

INTRAFD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRAFD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by function.

PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund.

PASSED

CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund.

PASSED

RESTR-BAL-TRANSFER - (F) - Transfers of Restricted Balances (Object 8997) must net to zero. PASSED

EPA-CONTRIB - (F) - Contributions (objects 8980-8999) to the Education Protection Account (Resource 1400) exist. Resource 1400 should be used only to account for

Education Protection Account moneys.

EXCEPTION

ACCOUNT

FD - RS - PY - GO - FN - OB AMOUNT 01-1400-0-0000-8980 30,588.00 - CORPLET CORPLET C SNOW IN CONTROL OF THE ACTUAL SPA IN KNOWN

LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300).

PASSED

PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for resources 3327 and 3328), by resource.

PASSED

SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area.

PASSED

EXCESS-ASSIGN-REU - (F) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 73).

PASSED

UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 73.

PASSED

UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 73.

PASSED

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 73.

PASSED

EFB-POSITIVE - (W) - All ending fund balances (Object 979Z) should be positive by resource, by fund.

PASSED

REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund.

PASSED

EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund.

PASSED

CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund.

PASSED

SUPPLEMENTAL CHECKS

CS-EXPLANATIONS - (F) - Explanations must be provided in the Criteria and Standards Review (Form 01CSI) for all criteria and for supplemental information items S1 through S6 where the standard has not been met or where the status is Not Met or Yes.

PASSED

CS-YES-NO - (F) - Supplemental information items and additional fiscal indicator items in the Criteria and Standards Review (Form 01CSI) must be answered Yes or No, where applicable, for the form to be complete.

PASSED

EXPORT CHECKS

FORM01-PROVIDE - (F) - Form 01 (Form 011) must be opened and saved.

PASSED

INTERIM-CERT-PROVIDE - (F) - Interim Certification (Form CI) must be provided.

PASSED

ADA-PROVIDE - (F) - Average Daily Attendance data (Form AI) must be provided.

PASSED

CS-PROVIDE - (F) - The Criteria and Standards Review (Form 01CSI) has been provided.

PASSED

CASHFLOW-PROVIDE - (W) - A Cashflow Worksheet (Form CASH) must be provided with your Interim reports. (Note: LEAs may use a cashflow worksheet other than Form CASH, as long as it provides a monthly cashflow projected through the end of the fiscal year.)

EXCEPTION

Explanation: Cash flow provided on separate worksheet.

MYP-PROVIDE - (W) - A Multiyear Projection Worksheet must be provided with your Interim. (Note: LEAs may use a multiyear projection worksheet other than Form MYP, with approval of their reviewing agency, as long as it provides current year and at least two subsequent fiscal years, and separately projects unrestricted resources, restricted resources, and combined total resources.)

EXCEPTION

Explanation: MYP provided in separate spreadsheet

MYPIO-PROVIDE - (W) - A multiyear projection worksheet must be provided with your interim report for any fund projecting a negative balance at the end of the current fiscal year. (Note: LEAs may use a multiyear projection worksheet other than Form MYPIO, with approval of their reviewing agency.)

PASSED

CHK-UNBALANCED-A - (W) - Unbalanced and/or incomplete data in any of the forms should be corrected before an official export is completed.

PASSED

CHK-UNBALANCED-B - (F) - Unbalanced and/or incomplete data in any of the forms must be corrected before an official export can be completed.

PASSED

Checks Completed.

SACS2013ALL Financial Reporting Software - 2013.2.1 11/14/2013 12:35:36 PM

56-72470-0000000

First Interim 2013-14 Original Budget Technical Review Checks

Mesa Union Elementary

Ventura County

Following is a chart of the various types of technical review checks and related requirements:

- F Fatal (Data must be corrected; an explanation is not allowed)
 W/WC Warning/Warning with Calculation (If data are not correct,
 correct the data; if data are correct an explanation
 is required)
- Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKFUND -	(F)	- All	FUND	codes	must	be	valid.	PASSED

CHECKRESOURCE - (W) - All RESOURCE codes must be valid. PASSED

CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code. PASSED

CHECKGOAL - (F) - All GOAL codes must be valid. PASSED

CHECKFUNCTION - (F) - All FUNCTION codes must be valid. PASSED

CHECKOBJECT - (F) - All OBJECT codes must be valid. PASSED

CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid. PASSED

CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid. PASSED

CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid.

PASSED

CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. PASSED

CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. PASSED

CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid.

PASSED

CHK-RESOURCExOBJECTB - (O) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000,

2000-3999, 6000-6999, 7100-7199, 7210, 8000-8999) are not checked and will pass the TRC.

CHK-GOALxFUNCTION-B - (F) - General administration costs (functions 7200-7999, except 7210) must be direct-charged to an Undistributed, Nonagency, or County Services to Districts goal (Goal 0000, 7100-7199, or 8600-8699). PASSED

SPECIAL-ED-GOAL - (F) - Special Education revenue and expenditure transactions (resources 3300-3405, 6500-6540, and 7240, objects 1000-8999) must be coded to a Special Education 5000 goal or to Goal 7110, Nonagency-Educational. This technical review check excludes Early Intervening Services resources 3312, 3318, 3322, 3329, 3332, and 3334.

GENERAL LEDGER CHECKS

INTERFD-DIR-COST - (W) - Transfers of Direct Costs - Interfund (Object 5750)
must net to zero for all funds.
PASSED

INTERFD-INDIRECT - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero for all funds. PASSED

INTERFD-INDIRECT-FN - (W) - Transfers of Indirect Costs - Interfund (Object 7350) must net to zero by function.

PASSED

INTERFD-IN-OUT - (W) - Interfund Transfers In (objects 8910-8929) must equal Interfund Transfers Out (objects 7610-7629). PASSED

RL-TRANSFER - (W) - Revenue Limit Transfers (objects 8091 and 8099) must net to zero, individually. PASSED

INTRAFD-DIR-COST - (F) - Transfers of Direct Costs (Object 5710) must net to zero by fund.

PASSED

INTRAFD-INDIRECT - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by fund. PASSED

INTRAFD-INDIRECT-FN - (F) - Transfers of Indirect Costs (Object 7310) must net to zero by function. PASSED

CONTRIB-UNREST-REV - (F) - Contributions from Unrestricted Revenues (Object 8980) must net to zero by fund.

PASSED

CONTRIB-RESTR-REV - (F) - Contributions from Restricted Revenues (Object 8990) must net to zero by fund.

PASSED

RESTR-BAL-TRANSFER - (F) - Transfers of Restricted Balances (Object 8997) must net to zero. PASSED

EPA-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the Education Protection Account (Resource 1400).

PASSED

LOTTERY-CONTRIB - (F) - There should be no contributions (objects 8980-8999) to the lottery (resources 1100 and 6300) or from the Lottery: Instructional Materials (Resource 6300).

PASSED

PASS-THRU-REV=EXP - (W) - Pass-through revenues from all sources (objects 8287, 8587, and 8697) should equal transfers of pass-through revenues to other agencies (objects 7211 through 7213, plus 7299 for resources 3327 and 3328), by resource.

PASSED

SE-PASS-THRU-REVENUE - (W) - Transfers of special education pass-through revenues are not reported in the general fund for the Administrative Unit of a Special Education Local Plan Area.

PASSED

EXCESS-ASSIGN-REU - (F) - Amounts reported in Other Assignments (Object 9780) and/or Reserve for Economic Uncertainties (REU) (Object 9789) should not create a negative amount in Unassigned/Unappropriated (Object 9790) by fund and resource (for all funds except funds 61 through 73).

PASSED

UNASSIGNED-NEGATIVE - (F) - Unassigned/Unappropriated balance (Object 9790) must be zero or negative, by resource, in all funds except the general fund and funds 61 through 73.

PASSED

UNR-NET-POSITION-NEG - (F) - Unrestricted Net Position (Object 9790), in restricted resources, must be zero or negative, by resource, in funds 61 through 73.

PASSED

RS-NET-POSITION-ZERO - (F) - Restricted Net Position (Object 9797), in unrestricted resources, must be zero, by resource, in funds 61 through 73.

PASSED

EFB-POSITIVE - (W) - All ending fund balances (Object 979Z) should be positive by resource, by fund.

PASSED

OBJ-POSITIVE - (W) - All applicable objects should have a positive balance by resource, by fund.

PASSED

REV-POSITIVE - (W) - Revenue amounts exclusive of contributions (objects 8000-8979) should be positive by resource, by fund.

PASSED

EXP-POSITIVE - (W) - Expenditure amounts (objects 1000-7999) should be positive by function, resource, and fund.

PASSED

CEFB-POSITIVE - (F) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund.

PASSED

SUPPLEMENTAL CHECKS

EXPORT CHECKS

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved.

PASSED

Checks Completed.

SACS2013ALL Financial Reporting Software - 2013.2.1 11/14/2013 12:35:51 PM

56-72470-0000000

First Interim 2013-14 Board Approved Operating Budget Technical Review Checks

Mesa Union Elementary

Ventura County

Following is a chart of the various types of technical review checks and related requirements:

F - Fatal (Data must be corrected; an explanation is not allowed)
W/WC - Warning/Warning with Calculation (If data are not correct,
correct the data; if data are correct an explanation
is required)

 Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

CHECKFUND - (F) - All FUND codes must be valid. PASSED

CHECKRESOURCE - (W) - All RESOURCE codes must be valid. PASSED

CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code. PASSED

CHECKGOAL - (F) - All GOAL codes must be valid. PASSED

CHECKFUNCTION - (F) - All FUNCTION codes must be valid. PASSED

CHECKOBJECT - (F) - All OBJECT codes must be valid. PASSED

CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid.

PASSED

CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid. PASSED

CHK-FUNDxGOAL - (W) - All FUND and GOAL account code combinations should be valid. PASSED

CHK-FUNDxFUNCTION-A - (W) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid.

PASSED

CHK-FUNDxFUNCTION-B - (F) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid. PASSED

CHK-RESOURCExOBJECTA - (W) - All RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) account code combinations should be valid.

PASSED

CHK-RESOURCExOBJECTB - (0) - All RESOURCE and OBJECT (objects 9791, 9793, and 9795) account code combinations should be valid. PASSED

CHK-FUNCTIONxOBJECT - (F) - All FUNCTION and OBJECT account code combinations must be valid. PASSED

CHK-GOALxFUNCTION-A - (F) - Goal and function account code combinations (all goals with expenditure objects 1000-7999 in functions 1000-1999 and 4000-5999) must be valid. NOTE: Functions not included in the GOALxFUNCTION table (0000,

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CEFB-POSITIVE - (W) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) must be positive individually by resource, by fund.

PASSED

SUPPLEMENTAL CHECKS

EXPORT CHECKS

CHK-DEPENDENCY - (F) - If data have changed that affect other forms, the affected forms must be opened and saved.

PASSED

Checks Completed.

TO:

Mesa Union School Board

FROM:

Mesa Union School M.U.S.T.

Executive Officers:

Karen Kerper, President/Vice President

Christina Mendoza, Treasurer

Sara Bisnett, Secretary

DATE:

October 15, 2013

RE:

Initial Successor Contract Proposal

The Mesa Union School Support Team (M.U.S.T., "Association") hereby presents its initial proposal for a successor collective bargaining agreement to the Mesa Union School District ("District"). This proposal is submitted pursuant to the Educational Employment Relations Act, Government Code section 3547, and incorporates the specific articles that the Association wishes to include in its successor contract negotiations with District.

ARTICLE XVI: COMPENSATION

- Make changes to salary schedule and anniversary increments
- ➤ Introduce additional pay for Associates degree

The Association also wishes to adopt negotiations procedures into contract.

The Association proposes that any article not listed above remain status quo and be included as is in the parties' successor contract.



GOLDEN VALLEY CHARTER SCHOOL ANNUAL PROGRAMMATIC AUDIT 2012-13

Prepared for Mesa Union School District October 14, 2013

Table of Contents

A. Summary of data showing student progress toward the goals and outcomes specified in the Charter using the assessment instruments and techniques listed in the Charter
B. Information reflecting the Charter School has complied with the High School Exit Examination
C. Analysis of whether student performance is meeting the goals specified in the Charter
D. Data on the level of parent involvement in the Charter School's governance (and other aspects of the Charter School, if applicable) and a summary of data from an annual parent and student satisfaction survey, together with a summary of actions taken or planned to correct deficiencies or improve results in the foregoing
E. Data regarding the number of staff working at the Charter School and their qualifications
F. A copy of the Charter School's health and safety policies and/or a summary of any major change to those policies during the year, as well as a summary of all health and safety issues arising since the last report, and a summary of actions taken or planned to correct deficiencies or improve results in the foregoing.
G. Analysis and comparison of the racial and ethnic makeup of charter pupils as compared to the general population of residents within the territorial boundaries of the District, including outreach actions taken to strive to achieve the charter pupil population is reflective of the general population of the District.
H. Analysis of the Charter School's admissions practices, data regarding the numbers of students enrolled, dis-enrolled, denied admission and the reasons therefore, the number on waiting lists, and information on any plans for expansion to accommodate more pupils, including those on the waiting lists
I. Analysis of the effectiveness of the Charter School's internal and external dispute mechanisms, and data on the number and resolution of disputes and complaints
J. Other information regarding the educational program and the administrative, legal, and governance operations of the Charter School relative to compliance with the terms of the charter, generally

A. SUMMARY DATA OF STUDENT PROGRESS 2012-2013

STAR/CST Score Comparison 2011-2013 STAR 2013 GVCS vs. State Comparison CAHSEE Passage Rate Comparison 2011-2012

2013 GVCS STAR Results

- Overall, GVCS scores in ELA dipped slightly in 2013. GVCS ELA scores are still higher than they were two years ago in grades 2, 3, 5 and 8-11.
- GVCS raised math scores in grades 3, 5, 7 and in Geometry. GVCS math scores in grades 8-11 remain significantly higher than they were two years ago.
- Grade 4 scores in math were significantly lower than the previous two years. The percent of 4th graders scoring Below or Far Below Basic in math increased by seven percentage points (a negative trend).

2013 GVCS STAR Results vs. Statewide Performance

- In ELA, GVCS students continued a positive trend of scoring Proficient/Advanced significantly above state averages in all grade levels except grade 2. GVCS students in grade 2 scored on par with the statewide peers. The slight drop in GVCS ELA scores overall mirrors a general drop in statewide ELA scores.
- GVCS students scored Proficient/Advanced in math at a higher rate than statewide peers in grades 6-11. GVCS students taking the General Math, Algebra I, and Geometry CSTs significantly outscored statewide peers. On these same end-of-course math CSTs, GVCS students scored BB/FBB at a significantly lower rate than statewide peers (a **positive** trend).
- GVCS Proficient/Advanced math scores were lower than state averages in grades 2-5. This disparity continues a multi-year trend in the elementary grades. GVCS students in grades 2-4 also scored BB/FBB at a higher rate than statewide peers in math (a **negative** trend).
- GVCS students outperformed statewide peers in science at all three tested grade levels. The same is true for history CSTs in grades 8 and 10 (World History). GVCS grade 11 (US History) scores matched the state average.

CAHSEE Results

- The CAHSEE passage rate in ELA among GVCS 10th grade students dipped in 2013. Fifteen out of 18 GVCS tenth graders passed ELA during the February census. Two of the three students who did not pass have IEPs that will exempt them from CAHSEE passage if current laws remain in effect. In ELA, GVCS 10th graders passed at the same rate as their statewide peers.
- In math, GVCS 10th grade students passed the CAHSEE at a slightly lower rate than their statewide and county peers. The GVCS math passage rate was lower than both previous years.
- For the past five years, GVCS students have passed both sections of the CAHSEE at a rate of 96% or above by graduation.

2013 API Results

- GVCS's 2013 API score increased to 831, exceeding the state target of 800 for California schools.
- GVCS's API remains significantly higher than other California non-classroom based charter schools with an elementary designation.

Golden Valley Charter School STAR Comparison Data Spring 2011, 2012, 2013

Percent of Students Scoring PROFICIENT or ADVANCED

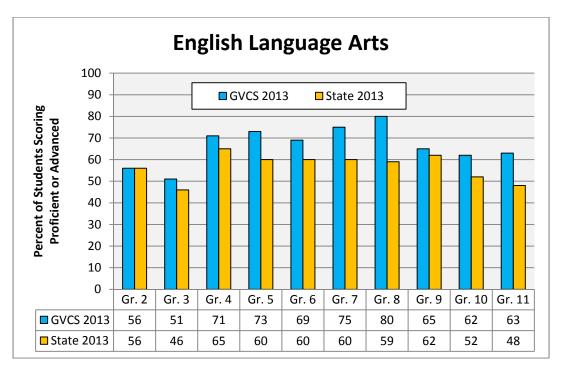
English Language Arts					Mathematics					
Grade Level	2011	2012	2013		Grade Level	2011	2012	2013	Comments RE: 2013 Results	
2nd	50	53	56		2nd	54	64	59	Gain in ELA; drop in math	
3rd	50	49	51		3rd	55	47	55	Gain in ELA and math	
4th	76	78	71		4th	66	67	55	Drop in ELA and math	
5th	69	77	73		5th	57	49	58	Drop in ELA; gain in math	
6th	78	71	69		6th	55	60	57	Slight drop in ELA and math	
7th	75	82	75		7th	66	63	65	Drop in ELA; slight gain in math	
8th	74	76	80		Gen Math	33	53	51	Gain in ELA; slight drop in math	
9th	65	79	65		Alg I	29	51	50	Drop in ELA to previous average; drop in math but significant gain from 2 years ago	
10th	61	70	62		Geom	29	20	67	Drop in ELA to previous average; significant gain in math	
11th	55	66	63		Alg II	**	**	**	Drop in ELA but still higher than 2 years ago	
**	Insufficien	t number o	f students (<	10) to (renerate a	verage				

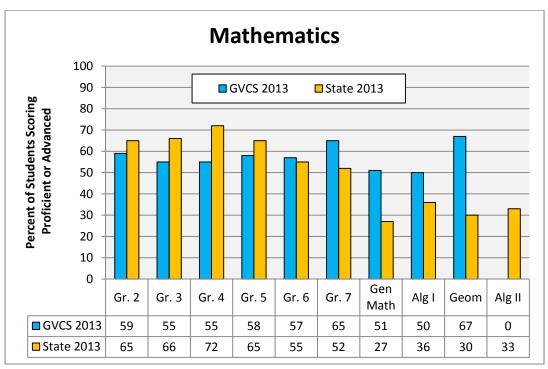
^{**} Insufficient number of students (<10) to generate average

Spring 2013 STAR Results English Language Arts and Mathematics

GVCS vs. State Comparison

PROFICIENT / ADVANCED Scores





OTHER ASSESSMENTS

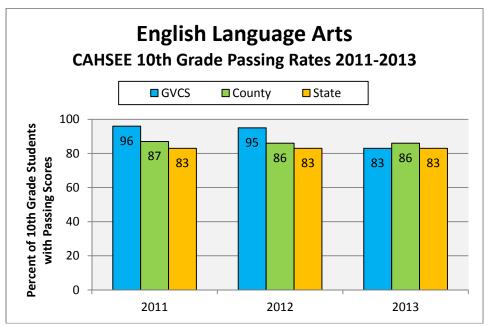
<u>Portfolios/work samples</u>: Education Facilitators collect monthly work samples for each subject/growth area. A portfolio is compiled, and is included in our yearly audit. Portfolios are kept on file for a period of three years. These portfolios provide evidence of student achievement and accomplishment. Items that may be included in the portfolio are not limited to paper and pencil work; rather, a family may choose to include recordings, art projects, or pictures of activities which the student participated in.

<u>Learning Plans</u>: Education Facilitators document all students' learning in a monthly learning plan. It is through these learning plans that we track and document the measurable pupil outcomes, as defined in our charter.

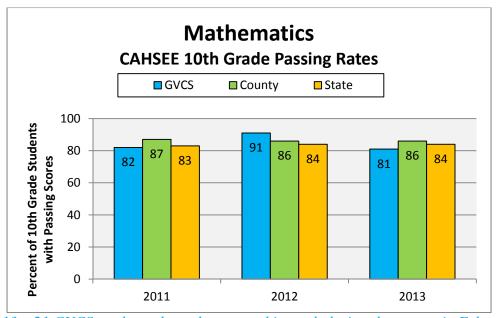
Report cards/transcripts: Golden Valley assigns grades on a semester basis. All students receive report cards. All students in grades 9-12 receive semester grades and high school credits on a high school transcript. The grades are determined by the parent and Education Specialist (and the student, where appropriate) as a team, but the Education Specialist has the final say in the grade and number of credits earned.

<u>Schoolwide fall and spring assessments</u>: All students in grades 2-11 complete pretests covering the California State Standards in English Language Arts, Reading, and Math in order to plan instruction for the school year, and take posttests in the spring in order to focus instruction on areas not yet mastered. We are currently using Study Island as our testing platform, which is computer-based and easily accessible to all students.

B. CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE) Results 2011-13



2013 – 18 GVCS tenth grade students tested in ELA during the census in February



2013 – 21 GVCS tenth grade students tested in math during the census in February

C. ANALYSIS OF STUDENT PERFORMANCE

Our charter states that the extent to which students achieve the measurable pupil outcomes is determined by mastery of the student standards and by demonstrated proficiency on the state's designated testing and reporting instruments. All students who have graduated from Golden Valley Charter School have mastered the measurable pupil outcomes, as documented on the monthly learning plans. Golden Valley met all growth targets with the exception of the Socioeconomically Disadvantaged group, which improved by one point. GVCS achieved an API score of 831-an increase of fourteen points from 2012.

Met Growth Targets

Schoolwide: Yes
All Student
Groups:
All Targets: No

Groups

	Number of						
	Students	Numerically	2012	2012	<u>2012-13</u>	2012.12	
	Included in 2013	Significant in	<u>2013</u>	<u>2012</u>	Growth	<u>2012-13</u>	Met Growth
	<u>API</u>	Both Years	Growth	<u>Base</u>	<u>Target</u>	<u>Growth</u>	<u>Target</u>
Schoolwide	481		831	822	Α	9	Yes
Black or African American	24	No	830	845			
American Indian or Alaska Native	2	No					
Asian	20	No	911	926			
Filipino	5	No					
Hispanic or Latino	97	Yes	782	775	5	7	Yes
Native Hawaiian or Pacific Islander	1	No					
White	330	Yes	843	830	Α	13	Yes
Two or More Races	0	No					
Socioeconomically Disadvantaged	143	Yes	795	794	5	1	No
English Learners	2	No					
Students with Disabilities	42	No	625	653			

D. PARENT INVOLVEMENT

Are You Satisfied With		Yes		No		N/A
The Curriculum Provided for my Children	26	89.65%	1	3.45%	2	6.90%
Timeliness of Curriculum Delivery	28	96.55%	0	0.00%	1	3.45%
Schoolwide Online Subscriptions	25	86.21%	1	3.45%	3	10.34%
Mandated State Test Administration	21	72.41%	2	6.90%	6	20.69%
Academic Standards for Students	26	89.66%	1	3.45%	2	6.90%
Guidance Counseling for High School Students	3	10.34%	0	0.00%	26	89.65%
Newsletter Information on the School Website or Provided by ES	26	89.65%	1	3.45%	2	6.90%
Other Information Available on the School Website	26	89.65%	2	6.90%	1	3.45%
Responsiveness of the School Support Staff	27	93.10%	0	0.00%	2	6.90%
School Administration	27	93.10%	0	0.00%	2	6.90%
Contact with Special Education Department, if Applicable	4	13.79%	3	10.34%	22	75.87%
Service Provided by Special Education Vendors, if Applicable	4	13.79%	2	6.90%	23	79.31%
Success in achieving the mission of its Charter?	24	82.76%	1	3.45%	4	13.79%

By nature of the design of our program, parents are highly involved in the education of their children on a daily basis, as the parent is responsible for the day to day teaching. Two seats on our Board of Directors are designated for parents, and we currently have one of those seats vacant. We received 29 total responses last year, which is significantly less than in prior years. We attribute this to the online format we utilized last year in order to reduce paper and postage. We will go back to the paper and pencil format we have used previously in order to generate more responses.

Parent responses extracted from Parent Satisfaction Survey 2012-13 and actions taken or planned in response to survey:

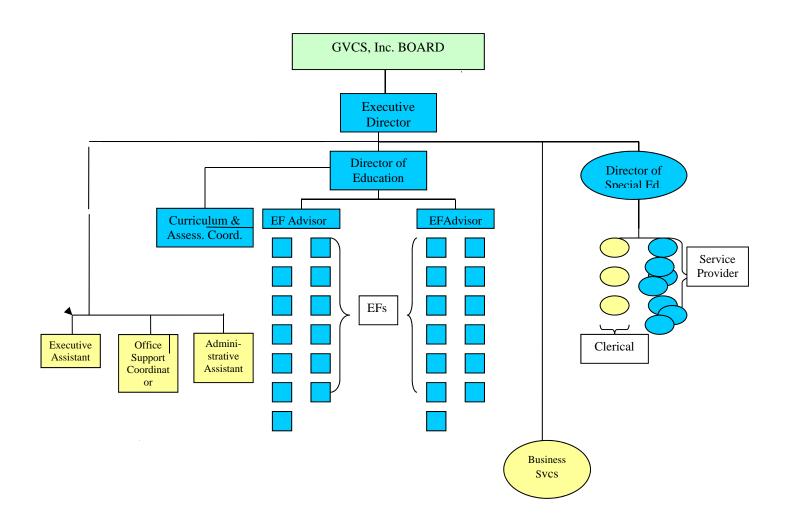
What are some of the things our families like best about our school?

- 1. The ability to choose curriculum
- 2. Receiving one-on-one guidance from the EF
- 3. Consistent long-term relationship with the EF
- 4. The funding that allows children to take classes
- 5. Ability to personalize student educational needs
- 6. Flexibility and autonomy for each family
- 7. The ability to support and challenge my child in his/her individuality
- 8. Access to the library
- 9. Online resources
- 10. The new Learning Plan
- 11. Friendly, organized and supportive staff

What are some of the changes/additions our families wish to see?

- 1. **More vendors in particular area/More choices:** GVCS has a vendor approval process in place that allows families to add vendors that interest them, in any area that the school serves. Our Education Department will determine if the vendor is educationally appropriate, and if it is, paperwork will then be sent to the vendor. Each family can send in the paperwork to add any vendor they would like, within our service area, at any time.
- 2. **Standardized testing not mandatory until a later grade.** As an independent study school, GVCS is required by state law to start testing at the grade set by the state. There is no flexibility in this.
- 3. **Bigger budget allowances**. GVCS Increased Funding this year by \$400.00 per student!
- 4. **More opportunities for students to socially interact with each other**. GVCS offers field trips each year that give students the opportunity to interact with other students. These field trips are spread out over the 4 counties we serve so that everyone has the opportunity to participate. We also have a Fall Fun coming up this month. The Fall Fun was moved to a more central location this year at the urging of our families, so that a larger population can attend. We have in the past had other events, but many have been poorly attended. We will continue to offer as many events as possible each year!

E. STAFF DATA



Key: Certificated Employee: Blue Square Certificated Contract Svc: Blue Circle Classified Employee: Yellow Square Classified Contract Svc: Yellow Circle

Staff Credential Information:

- **1. Adams, Terri:** Professional Clear Multiple Subject Teaching Credential, General Subjects, Expires 10-1-16, Clear Administrative Services Credential, Expires 10-1-16.
- **2. Albright, Christine:** Professional Clear Multiple Subject Teaching Credential, General Subjects; Cross-cultural Language and Academic Development Emphasis, Expires 8-1-16; M.A. in Teaching and Specialization in Reading.
- **3. Alday, Anne**: Clear Multiple Subject Teaching Credential General Subjects, Expires 5-1-14; Clear Specialist Instruction Credential in Special Education Severely Handicapped, Expires 5-1-14; M.A. in Special Education.
- **4. Barnett, Melissa**: Professional Clear Multiple Subject Teaching Credential K-12, Expires 5-1-18.
- **5.** Carlino, Renee: Professional Clear Multiple Subject Teaching Credential K-8, Expires 5-1-15.
- **6. Garwood, Nina**: Clear Multiple Subject Teaching Credential General Subjects, Expires 10/1/18; Clear Specialist Instruction Credential in Special Education Learning Handicapped, Expires 10-1-18; Clear Cross-cultural, Language and Academic Development Certificate; M.A. in Special Education.
- **7. Gomez, Elizabeth:** Clear Multiple Subject Teaching Credential-General Subjects; Bilingual, Crosscultural Language and Academic Development, Emphasis: Spanish, Expires 5-1-14.
- **8. Gomez, Tabeth:** Professional Clear Multiple Subject Teaching Credential-General Subjects, Expires 9/1/15; Professional Clear Single Subject Art, Expires 8-1-15; Professional Clear Single Subject Home Economics, Expires 8-1-15; M.A. in Education.
- **9. Guy**, **Laura:** Clear Multiple Subject Teaching Credential General Subjects, Expires 4-1-15; CLAD certification with Math and Science supplements.
- **10. Halpin, Jacqueline:** Clear Multiple Subject Teaching Credential General Subjects, Expires 10-1-18; Clear Single Subject Teaching Credential Social Science, Expires 10-1-18.
- 11. Hamilton, Hayley: Professional Clear Multiple Subject Teaching Credential K-8, Expires 9-1-14.
- **12. Hammerschmitt, Staci**: Professional Clear Multiple Subject Teaching Credential K-8, Expires 7-1-18.
- 13. Hand-Hogan, Wendy: Professional Clear Multiple Subject Teaching Credential K-12, Expires 5-1-16.
- **14. Hernandez-Warners, Amy:** Clear Multiple Subject Teaching Credential General Subjects, Expires 10-1-17.
- **15. Klein, Sylvia:** Professional Clear Multiple Subject Teaching Credential General Subjects, Expires 7-1-15.
- **16. Marston, Cynthia**: Professional Clear Single Subject Teaching Credential Biological Sciences, Expires 6-1-15.

- 17. McBride, Norma: Professional Clear Multiple Subject Teaching Credential K-12, Expires 2-1-15.
- **18. McManus, Lori**: Clear Multiple Subject Teaching Credential General Subjects, Expires 6/1/14; Cross-Cultural Language and Academic Development Certificate.
- **19. Peterson, Cynthia**: Clear Single Subject Teaching Credential Social Sciences, Expires 11-1-18; M.S. in Educational Administration.
- **20. Purcell, Tricia**: Clear Multiple Subject Teaching Credential General Subjects, Expires 7-1-17; Clear Single Subject Teaching Credential Mathematics, Expires 2/1/14; M.A. in Teaching and Learning.
- **21. Rydman, Margaret**: Clear Multiple Subject Teaching Credential General Subjects, Expires 5-1-17; Preliminary Administrative Services Credential, Expires 8-1-14; M.A. in Education.
- **22. Salsberry**, **Joyce** Professional Clear Multiple Subject Teaching Credential with CLAD emphasis, Expires 9-1-15.
- **23. Scudder, Cheryl:** Professional Clear Multiple Subject Teaching Credential General Subjects, Expires 6-1-16.
- **24. Sophos**, **Lisa:** Professional Clear Multiple Subject Teaching Credential General Subjects, Expires 7-1-15; M.A. in Special Education.
- **25. Stark, Tiffany:** Clear Multiple Subject Teaching Credential General Subjects, math supplement, Expires 7-1-18.
- **26. Stewart, Tamie:** Professional Clear Multiple Subject Teaching Credential General Subjects; Crosscultural Language and Academic Development, Emphasis, Expires 1-11-14.
- **27. Stirling**, **MaryJo**: Life Diploma, 7-12th. Grade, M.S. in Education.
- **28. Tappin, Beth:** Professional Clear Multiple Subject Teaching Credential General Subjects, Expires 5-1-15.
- **29. Theobald, Wendy:** Professional Clear Single Subject Teaching Credential Mathematics, Expires 6-1-17; Clear Cross-cultural, Language and Academic Development Certificate.
- **30. Veiga, Lorrie:** Professional Clear Multiple Subject Teaching Credential, Expires 11-1-14.
- **31. Yard, Racheal**: Professional Clear Multiple Subject Teaching Credential General Subjects, Expires 1-1-15; Professional Clear Specialist Instruction Credential in Special Education, Expires 1-1-15; Clear Resource Specialist Certificate of Competence; Clear Cross-cultural, Language and Academic Development Certificate; M.A. in Special Education.

F. HEALTH AND SAFETY POLICY

Golden Valley Charter School shall comply with all of the requirements of Education Code, Section 45122.1 to ensure the safety of employees and students. GVCS will comply with all applicable laws, including the Family Education Rights and Privacy Act, concerning immunization, health and safety, child abuse reporting and related issues for both employees and students. All employees of GVCS will furnish criminal record summaries in accordance with Education Code 45122.1. The Health and Safety Policy below is taken from our employee handbook:

The health and safety of employees and others on GVCS property are of critical concern to GVCS. We strive to attain the highest possible level of safety in all activities and operations. GVCS also intends to comply with all health and safety laws applicable to our business. To this end, GVCS must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions.

Employees should be conscientious about workplace safety, including proper operating methods and known dangerous conditions or hazards. You should report any unsafe conditions or potential hazards to the Director immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on GVCS's premises, or in a product, facility, piece of equipment, process, or business practice for which GVCS is responsible, bring it to the attention of the Director immediately. The Director should arrange for the correction of any unsafe condition or concealed danger immediately.

Periodically, GVCS may issue rules and guidelines governing workplace safety and health. All employees should familiarize themselves with these rules and guidelines as strict compliance will be expected. Contact the Director for copies of current rules and guidelines. Failure to comply strictly with rules and guidelines regarding health and safety or negligent work performance that endangers health and safety will not be tolerated.

Additionally, GVCS has developed a written Injury and Illness Prevention Program as required by law. If you have not received your copy of this Program, or if you wish an additional copy, please contact the Director. It is your responsibility to read, understand, and observe the Injury and Illness Prevention Program provisions applicable to your job.

Any workplace injury, accident, or illness must be reported to the Director as soon as possible, regardless of the severity of the injury or accident. If medical attention is required immediately, the Director will assist employees in obtaining medical care, after which the details of the injury or accident must be reported.

Health and Safety Issues with GVCS staff/facilities:

None

G. RACIAL AND ETHNIC SURVEY COMPARISON OF CHARTER PUPILS AS COMPARED WITH DISTRICT PUPILS

School	Hispanic or Latino			Native Hawaiian or Pacific Islander		Black or African American	White	Native Hawaiian or Pacific Islander	Two or More Races
Golden Valley Charter	20%	0%	4%	0%	1%	5%	69%	0%	0%
Mesa Elementary	55%	0%	3%	1%	2%	4%	32%	1%	3%

Data source: CDE DataQuest website

H. ADMISSIONS OVERVIEW

Students are considered for admission without regard to ethnicity, national origin, gender, or disability. Students are placed on a prospective student list once all required paperwork has been submitted, including, but not limited to, immunization and health report information. Parents of special education students must either provide a copy of their child's most recent IEP, or a copy of all assessment reports if a student does not have an IEP, but was evaluated for special education. Parents may provide the charter school with a signed form authorizing the current school of placement to release a copy of the IEP or assessment reports in lieu of providing the IEP or assessment reports. Prior to admission, all parents and students must read the GVCS Charter and Independent Study Policy, and sign the Master Student Agreement indicating an agreement to abide by the charter's philosophy, program, and other applicable requirements and responsibilities. Parents and students sign the master student agreement for each semester of enrollment, which outlines the distribution of educational responsibilities, student educational goals, objectives, methods of evaluation, and additional rights and responsibilities of the parents and students, including special education services offered by the charter school. All students' continued enrollment shall be dependent upon compliance with the Master Student Agreement.

All students in the MUSD, neighboring districts, and K-12 students residing in counties contiguous with and including Ventura County are eligible to attend Golden Valley Charter School. If more students apply than can be admitted, a lottery system is used to determine those selected to attend. Admission preference is given to siblings of current students and to those students residing within MUSD boundaries and then to students who live in other communities and counties.

GVCS complies with all laws establishing minimum age for public school attendance. For a maximum age limit, the school only allows pupils over 19 years of age to attend if they have been and are continuously enrolled in public school and make satisfactory progress towards a high school diploma.

In keeping with the mission of this school, GVCS seeks to provide this alternative, personalized learning model of education to all those who seek it for their children. However, in order to ensure the survivability of this school and to provide the same level of high quality services GVCS families have had access to thus far, GVCS realizes that it is necessary to develop a plan to ensure that its present level of enrollment does not decrease more than 20%. Further, GVCS believes that steady monitored growth is desirable in that it is reflective of our ability to sustain a rigorous, personalized, standards-based education which is a viable, time-tested alternative to

those seeking enrollment in this type of school. To that end, GVCS seeks to increase enrollment at a rate of at least 5% each year of operation.

In order to achieve this growth, GVCS is committed to the following:

- Continuing attention to stakeholder concerns and desires through our annual survey and open door policy.
- Monitoring of enrollment on a regular basis, and attention to reasons stakeholders may have for leaving our school.
- Systematic process for public awareness of our educational program.
- Continual self-evaluation for the purpose of program improvement.

Ending ADA 2012-13	# students not placed by enrollment deadline of 3- 1-13	Voluntarily Dropped between 9/12 and 6/13	# students placed on Academic Probation during 2012-13	Dismissed in 2012-13 school year
662.55	0	68	11	3

Attendance of 75% or less in any given assignment period (not to exceed twenty (20) school days) will automatically result in probationary status of the student. A second probation in the current academic year will result in immediate dismissal from the charter school.

Dismissal data: Three students were dismissed due to academic probation.

I. INTERNAL AND EXTERNAL DISPUTE MECHANISMS

Our Uniform Complaint Policy, revised and approved by the board in August 2009, ensures a process by which complaints may be received and investigated. No complaints were received in 2012-13.

J. OTHER INFORMATION

Summary of Board Decisions 2012-2013:

The following are the major decisions approved by the Golden Valley Board during the 2012-13 school year:

- Lifted salary freeze effective 2012-13 school year
- Approval of Implementation of AB 1330-Career Technical Education course as optional high school graduation credit
- Approval of Professional Boundaries: Staff/Student Interaction Policy
- Approval of voluntary surrender of Golden Valley Virtual Charter School (GVVCS) effective June 30, 2013
- Approval of contract between Advanced Academics and GVCS to integrate the GVVCS program into GVCS as a virtual academy rather than as a separate school
- Approval of revision to GVCS Charter amended language to define allowable meetings between GVCS EF, parent, and student enrolled in GVCS Virtual Academy
- Approval of revision to GVCS, Inc. Bylaws
- Approval of revision to GVCS, Inc. Family and Medical Care Leave Policy to reflect new requirements set forth by the California Department of Fair Employment and Housing regarding new notices to be provided to employees relating to pregnancy disability leave (PDL)
- Approval of revision to GVCS graduation requirements with the most significant change being the
 addition of the requirement for all students to take at least one semester-length course utilizing an online
 curriculum

	Α .		В	С	F
1	Mesa Union School District				
2	Certificated Substitute Daily Rate Comparison				
3	As of September 2013				:··
4		Sh	ort Term		
5			Daily		
6	District		Rate	Ranking	
7	Santa Clara	\$	120.00	1	
8	Rio	\$	115.00	2	
9	Somis	\$	115.00	2	-
10	Briggs	\$	110.00	4	
11	Мири	\$	110.00	4	
12	Hueneme	\$	110.00	4	
13	Oxnard El	\$	110.00	4	
14	Fillmore	\$	110.00	4	
15	Moorpark	\$	110.00	4	
16	Santa Paula Unified	\$	110.00	4	
17	Conejo Valley	\$	108.00	11	· ·
18	Oak Park	\$	106.00	12	
19	Ocean View	\$	105.00	13	
20	Pleasant Valley	\$	100.00	14	
21	Oxnard Union	\$	100.00	14	
22	Ojai	\$	100.00	14	
23	Simi Valley Unified	, \$	100.00	14	
24	Ventura Unified	\$	100.00	14	
25	Mesa (11 days+ = \$105 per day)	5	95.00	19	-
26					
27				1	
28	Average	\$	107.05		
29	Mesa as % Above/(Below) Average		-11.26%		
30	% to Increase Daily Rate to \$110		15.79%		
31	% to Increase Daily Rate to \$115		21.05%	**************************************	
32					····
33					
34		Ear	rnings	Fringe	Total
35	2012/2013 Actual Substitute Costs	\$	31,828	\$ 5,535	\$ 37,362
36	Additional Cost to increase Daily Rate to \$110	\$	5,025	\$ 874	\$ 5,899
37	Additional Cost to increase Daily Rate to \$115	\$	6,701	\$ 1,165	\$ 7,866

MESA UNION SCHOOL DISTRICT MISCELLANEOUS CERTIFICATED SALARY SCHEDULE 2013 - 2014

SUBSTITUTE TEACHER	SCHEDULE	RATE		
1 TO 10 DAYS	09/1	\$95.00		
11 OR MORE DAYS	09/2	\$105.00		
ART GRANT SUBSTITUTE	09/2	\$105.00		
LONG TERM	09/3	\$115.00		

CERTIFICATED MISCELLANEOUS HOURLY	SCHEDULE	RATE
LEADERSHIP COORDINATOR		
MISCELLANEOUS/ EXTRA DUTY	08/2	\$35.00
SUMMER SCHOOL TEACHER		
SPECIALIST		
	08/2	\$35.00
COORDINATOR	08/2	\$35.00
SUMMER SCHOOL TEACHER IN CHARGE	08/3	\$40.00

EFFECTIVE December 1, 2009 BOARD ADOPTED: REVISED December 22, 2009

MESA UNION SCHOOL DISTRICT MISCELLANEOUS CERTIFICATED SALARY SCHEDULE 2013 – 2014

JBSTITUTE TEACHER	SCHEDULE	RATE	
1 TO 10 DAYS	09/1	\$ 95<u>115</u>.00	
110R MORE DAYS	09/2	\$ 105 125.00	
<u>LONG TERM</u>		\$ 115.00	
ART GRANT SUBSTITUTE	09/2	\$ 105.00	
PSYCHOLOGISTS	SCHEDULE	RATE	
DAILY	10/1	\$314.75	
DAILY	10/2	\$336.92	
DAILY	10/3	\$359.09	
DAILY	10/4	\$381.26	
DAILY	10/5	\$403.43	
DAILY	10/6	\$425.60	
CERTIFICATED MISCELLANEOUS HOURLY	SCHEDULE	RATE	
LEADERSHIP COORDINATOR			
MISCELLANEOUS/ EXTRA DUTY SUMMER SCHOOL TEACHER	08/2	\$35.00	
SPECIALIST	08/2	\$35.00	
COORDINATOR	08/2	\$35.00	
SUMMER SCHOOL TEACHER IN CHARGE	08/3	\$40.00	

EFFECTIVE: 11/20/2013 BOARD ADOPTED: 11/19/2013

REVISED: 11/19/2013

MESA UNION SCHOOL DISTRICT CLASSIFIED MONTHLY SALARY SCHEDULE 2013-2014

POSITION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
	R2-001	1,824.00	1,916.00	2,013.00	2,114.00	2,219.00
Student Supervisor	R2-002	10.52 1,871,00	11.05	2,063.00	12.20 2.167,00	12.80 2.274.00
Graderia Gaper Progr	1/2-002	10.79	11.34	2,003.00	12,50	2,274.00
	R2-003	1,917,00	2,014.00	2,115.00	2,221,00	2,332.00
	12 333	11.06	11.62	12.20	12.81	13.45
Food Service Worker	R2-004	1,966,00	2,064.00	2,168.00	2,278,00	2,391.00
		11.34	11.91	12.51	13.14	13.79
	R2-005	2,016.00	2,116.00	2,222.00	2,334.00	2,450.00
		11.63	12.21	12.82	13.47	14.13
Instructional Assistant - (Regular)	R2-006	2,065.00	2,169.00	2,279.00	2,392.00	2,512.00
	ļ	11.91	12.51	13.15	13.80	14.49
	R2-007	2,117.00	2,224.00	2,335.00	2,451.00	2,574.00
		12.21	12.83	13.47	14.14	14.85
	R2-008	2,170.00	2,280.00	2,393.00	2,513.00	2,638.00
		12.52	13.15	13.81	14.50	15.22
	R2-009	2,225.00	2,336.00	2,453.00	2,575.00	2,703.00
	50.040	12.84	13.48	14.15	14.86	15.59
·	R2-010	2,280.00	2,393.00	2,513,00	2,638.00	2,770.00
Instructional Assistant -	R2-011	13.15 2,337.00	13.81 2,454.00	2,576,00	15.22	15,98
(Bilingual, PE, or Spec Ed)	RZ-UII	13.48	2,454.00	2,576,00	2,704.00 15.60	2,841.00
(billingual, FE, or Spec Ed)	R2-012	2,395.00	2,515.00	2,641,00	2,772.00	16.39
	R2-012	13.82	14.51	15.24	15.99	2,911.00 16.79
Office Assistant	R2-013	2,455.00	2,577.00	2,705.00	2,842.00	2,983,00
Silico / Solstein	10-010	14.16	14.87	15,61	16.40	17.21
Sr Food Service Worker/Cook	R2-014	2,517.00	2,643,00	2,774.00	2,914,00	3,058.00
Facilities Worker	1 120	14.52	15.25	16,00	16.81	17.64
Computer Resource Ctr Tech	R2-015	2,579.00	2,707.00	2,844.00	2,985.00	3,136,00
Líbrary/Media Technician		14.88	15.62	16,41	17.22	18,09
Bus Driver	R2-016	2,644.00	2,775.00	2,915,00	3,060.00	3,213.00
		15.25	16.01	16.82	17.65	18.54
	R2-017	2,709.00	2,846.00	2,988.00	3,138.00	3,294.00
		15.63	16.42	17.24	18.10	19.00
Department Secretary	R2-018	2,777.00	2,917.00	3,062,00	3,216.00	3,377.00
		16.02	16.83	17.67	18.55	19.48
	R2-019	2,849.00	2,990.00	3,140.00	3,296.00	3,461.00
Sr Facilities Worker		16.44	17.25	18,12	19.02	19.97
	R2-020	2,919.00	3,065.00	3,218.00	3,379.00	3,547.00
		16.84	17.68	18,57	19.49	20.46
School Administrative Assistant	R2-021	2,992.00	3,142.00	3,300,00	3,464.00	3,637.00
	R2-022	17.26 3,067.00	18.13	19.04	19.98	20,98
	R2-022	17.69	3,220.00 18.58	3,381.00	3,550.00	3,727.00
	R2-023	3,144.00	3,302.00	19.51 3,466.00	20.48 3,639.00	21,50 3,822,00
	102-025	18.14	19.05	20.00	20,99	3,822,00
	R2-024	3,222.00	3,384.00	3,554.00	3,732.00	3,919,00
	102.02.7	18.59	19.52	20.50	21.53	22,61
	R2-025	3,304.00	3,468.00	3,642.00	3,824.00	4,015,00
		19.06	20.01	21.01	22.06	23,16
	R2-026	3,385.00	3,556.00	3,733.00	3,920.00	4,116.00
		19.53	20.52	21.54	22.62	23,75
	R2-027	3,472.00	3,644.00	3,826.00	4,018.00	4,219.00
		20.03	21.02	22.07	23.18	24.34
	R2-028	3,558.00	3,735.00	3,922.00	4,118.00	4,324.00
		20,53	21.55	22.63	23.76	24.95
Executive Assistant	R2-029	3,831.00	4,023.00	4,224.00	4,435.00	4,657.00
	1	22.10	23.21	24.37	25.59	26.87

BLENDED POSITIONS	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Bus Driver/Maintenance Worker	B2-001	2,732.08		3,009.76	3,160,56	3,321,76
		15.76	16.54	17.36	18,23	19.16
Lead Bus Driver/Maintenance Worker	B2-002	2,832,96		3,120.00		3,488.16
		16,34	17,15	18.00	18.92	20.12

Monthly salary schedule calculated at 2.5% between ranges and 5% between steps. Monthly salaries are based on 173,33 hours.

Substitutes will be paid on the first step excluding bus driver subs who will be paid on the fifth step.

Anniversary increments will be added to the monthly salary as follows: For employees hired before December 6, 2000:

A1 On the first day of the month in which an employee completes 8 years = A2 On the first day of the month in which an employee completes 13 years = M1 On the first day of the month in which an employee completes 14years = M2 On the first day of the month in which an employee completes 19 years = M3 On the first day of the month in which an employee completes 24 years = \$250.00 per month

\$60.00 per month \$83.33 per month \$167.67 per month

\$40.00 per month

For employees hired after December 6, 2000:

M1 On the first day of the month in which an employee completes 14years = M2 On the first day of the month in which an employee completes 19 years = M3 On the first day of the month in which an employee completes 24 years =

HEALTH & WELFARE ANNUAL CAP: \$10,151.76

\$83.33 per month \$167.67 per month \$250,00 per month

**** Confidential Stipend of 2% will be added to the monthly salary.

EFFECTIVE: 07/01/2013 BOARD ADOPTED: REVISED: 11/14/2013

1

CSBA Sample

Administrative Regulation

Charter School Authorization

AR 0420.4

Philosophy, Goals, Objectives and Comprehensive Plans

Note: The following administrative regulation is optional.

Petition Signatures

A petition for the establishment of a start-up charter school must be signed by one of the following: (Education Code 47605)

- 1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the school for its first year of operation
- 2. A number of teachers equivalent to at least one-half of the number of teachers that the charter school estimates will be employed at the school during its first year of operation

If the charter petition calls for an existing public school to be converted to a charter school, the petition must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

(cf. 4116 - Permanent/Probationary Status)

In circulating a petition, the petitioners shall include a prominent statement explaining that a parent/guardian's signature means that the parent/guardian is meaningfully interested in having his/her child attend the charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the charter school. The proposed charter shall be attached to the petition. (Education Code 47605)

Components of Charter Petition

Note: CSBA's publication Charter Schools: A Manual for Governance Teams recommends specific content that might be included in the descriptions of each component listed in items #1-16 below.

A petition shall include affirmations of the conditions described in Education Code 47605(d) as well as reasonably comprehensive descriptions of: (Education Code 47605, 47611.5)

1. The educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of

enabling students to become self-motivated, competent, and lifelong learners.

If the proposed school will serve high school students, the petition shall describe the manner in which the charter school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "a-g" admissions criteria may be considered to meet college entrance requirements.

Note: Education Code 47605, as amended by SB 1290 (Ch. 576, Statutes of 2012), requires that the petition identify student outcomes that the charter school intends to use, including those that address increases in student achievement both schoolwide and for all groups of students served by the charter school, as defined in Education Code 47607. Education Code 47607, as amended by SB 1290, defines "all groups of students served by the charter school" to mean all "numerically significant" subgroups of students served by the charter school, as defined in Education Code 52052.

- 2. The measurable student outcomes identified for use by the charter school. Student outcomes means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each "numerically significant" subgroup of students served by the charter school, as defined in Education Code 52052.
- 3. The method by which student progress in meeting the identified student outcomes is to be measured.
- 4. The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.
- 5. The qualifications to be met by individuals to be employed by the school.
- 6. The procedures that the school will follow to ensure the health and safety of students and staff, including the requirement that each school employee furnish the school with a criminal record summary as described in Education Code 44237.
- 7. The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the district's territorial jurisdiction.
- 8. Admission requirements, if applicable.
- 9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the Governing Board's satisfaction.

- 10. The procedures by which students can be suspended or expelled.
- 11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.
- 12. The public school attendance alternatives for students residing within the district who choose to not attend the charter school.
- 13. A description of the rights of any district employee upon leaving district employment to work in the charter school and of any rights of return to the district after employment at the charter school.
- 14. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.
- ***Note: Education Code 47605 requires charter petitions to contain the declaration specified in item #15 below regarding responsibilities for collective bargaining. If the charter school is not deemed the public school employer for purposes of collective bargaining under Government Code 3540-3549.3, the district where the charter school is located shall be deemed the public school employer for these purposes, pursuant to Education Code 47611.5. Education Code 47611.5 further provides that, if the charter does not specify that the charter school shall comply with laws and regulations governing tenure or a merit or civil service system, the scope of representation for that charter school shall also include discipline and dismissal of charter school employees.***
- 15. A declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.
- ***Note: Education Code 47605 and 5 CCR 1/1962 require the charter petition to include procedures to be used in the event that the charter school closes for any reason, as provided in item #16 below. Duties of the district pertaining to charter school closures include notification requirements pursuant to Education Code 47604.32 and 5 CCR 11962.1; see BP 0420.41 Charter School Oversight.***
- 16. The procedures to be used if the charter school closes, including, but not limited to: (5 CCR 11962)
- a. Designation of a responsible entity to conduct closure-related activities
- b. Notification to parents/guardians, the Board, the county office of education, the special education local plan area in which the school participates, the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:

- (1) The effective date of the closure
- (2) The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure
- (3) The students' districts of residence
- (4) The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements
- c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with item #16a above
- d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #16a above, except for records and/or assessment results that the charter may require to be transferred to a different entity
- e. Transfer and maintenance of personnel records in accordance with applicable law
- f. Completion of an independent final audit within six months after the closure of the school that includes an accounting of all financial assets and liabilities pursuant to 5 CCR 11962 and an assessment of the disposition of any restricted funds received by or due to the school
- g. Disposal of any net assets remaining after all liabilities of the school have been paid or otherwise addressed pursuant to 5 CCR 11962
- h. Completion and filing of any annual reports required pursuant to Education Code 47604.33
- i. Identification of funding for the activities identified in item #16a-h above
- ***Note: Education Code 47605 requires that petitioners provide to the Governing Board the information listed in items #1-4 below. The Board may require additional information. For example, U.S. Department of Education nonregulatory guidance, The Impact of New Title I Requirements on Charter Schools, suggests that districts may, at their discretion, choose to incorporate in the charter the state's definition of "adequate yearly progress" to assist charter schools in understanding their accountability requirements; see the accompanying Board policy and BP/AR 0520.2 Title I Program Improvement Schools.***

***Note: As outlined in CSBA's publication Charter Schools: A Manual for Governance Teams, some districts request a school calendar, information regarding transportation arrangements, staff development plans, assurances that the school will provide appropriate services for English language learners and students with disabilities, or any other information

that will assist the Board in understanding the proposal. Districts that wish to require additional information in the charter may list those items below.***

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

Note: Education Code 47605 requires that information on school facilities, listed in item #1 below, must specify where the school intends to locate. Unless otherwise exempted, the school must be located within the geographic boundaries of the chartering district; see section "Location of Charter School" below.

- 1. The facilities to be used by the school, including where the school intends to locate (cf. 7160 Charter School Facilities)
- 2. The manner in which administrative services of the school are to be provided
- 3. Potential civil liability effects, if any, upon the school and district
- 4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation

Location of Charter School

Note: Education Code 47605 and 47605.1 establish geographic and site requirements for charter schools. Pursuant to Education Code 47605, a charter school granted by either the County Board of Education or the State Board of Education following initial denial by the district also must locate within the geographic boundaries of the district that denied the petition.

Note: The Attorney General has opined, in 89 Ops.Cal.Atty.Gen. 166 (2006), that online charter schools are subject to the restrictions and conditions placed upon independent study programs, including the requirement that students reside in the charter school's home county or an adjacent county.

Unless otherwise exempted by law, the charter petition shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school that is unable to locate within the district's jurisdictional boundaries may establish one site outside district boundaries but within the county, provided that: (Education Code 47605, 47605.1)

1. The district is notified prior to approval of the petition.

- 2. The County Superintendent of Schools and Superintendent of Public Instruction are notified before the charter school begins operations.
- 3. The charter school has attempted to locate a single site or facility to house the entire program but such a facility or site is unavailable in the area in which the school chooses to locate, or the site is needed for temporary use during a construction or expansion project.

A charter school may establish and locate a resource center, meeting space, or other satellite facility in an adjacent county if both of the following conditions are met: (Education Code 47605.1)

- 1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.
- 2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

Petition Review Committee

Note: The following section is optional. CSBA's publication Charter Schools: A Manual for Governance Teams suggests that establishment of a petition review team is one method that can be used to obtain input on proposed charters. Such a committee might include representatives of the district's human resources, fiscal services, risk management, student services, curriculum, special education, facilities, and other appropriate departments.

At his/her discretion, the Superintendent or designee may establish a staff advisory committee to review submitted petitions and supporting documentation. Such a committee may be used to evaluate the completeness of proposals, the merits of the proposed educational programs, and any concerns that should be addressed by the petitioners, taking into consideration the criteria specified in law and Board policy for approval or denial of petitions. The Superintendent or designee shall also consult with legal counsel, as appropriate, regarding compliance of the charter proposals with legal requirements.

(cf. 1220 - Citizen Advisory Committees)

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CSBA Sample

Board Policy

Waivers

BP 1431 Community Relations

Note: The following optional policy covers waiver requests which the State Board of Education (SBE) generally has legal authority to grant (general waivers). In order to provide districts with flexibility without undermining the basic intent of the law, Education Code 33050-33053 permit districts to request that the SBE waive sections of the Education Code, Title 5 of the California Code of Regulations, or any applicable federal law, including portions of the No Child Left Behind Act. Education Code 33050 exempts certain sections of the Education Code from the authority of the SBE to grant waivers.

Note: However, this policy does not address waivers expressly authorized by law for specific programs and situations (specific waivers) such as the waiver of Education Code 56101 for students with disabilities and waivers that may be granted by the Commission on Teacher Credentialing or the Superintendent of Public Instruction, such as waivers for alternative schools. See BP 6181 - Alternative Schools/Programs of Choice. For any such waiver, the process for obtaining the waiver would be as specified in the provision of law governing the program. In addition, this policy does not cover waiver requests that a district's governing board is authorized to grant, such as (1) parent/guardian requests for waivers regarding the sheltered English language immersion program for English learners offered pursuant to Education Code 305, or (2) the requirement for a student with disabilities to successfully pass the high school exit examination. See BP/AR/6174 - Education for English Language Learners and AR 6162.52 - High School Exit Examination for the procedures for these waiver requests.

The Governing Board recognizes that strict compliance with the law may sometimes hinder the district's ability to provide its students with an effective, well-rounded educational program. When it is in the interest of district students, the Board may request that the State Board of Education (SBE) waive any provision of state or federal law or regulation which it has authority to waive pursuant to Education Code 33050.

Note: The California Department of Education (CDE) has instituted an online waiver request system which it encourages districts to use. In addition, CDE has updated guidance and Frequently Asked Questions on its web site to help expedite the waiver submission process. Prior to submitting a waiver request, the district should confirm that it has gathered all the data required and complied with all the legal requirements for the request. The district should also review Education Code 33051 which specifies the reasons for which the SBE may deny the request. For example, a request to waive a provision of law regarding a program that requires the existence of a site council must be approved by that site council; otherwise the request will be denied by the SBE.

Any waiver request to be submitted to the SBE shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all information necessary for the Board to analyze the need for the waiver and make an informed decision.

Prior to presenting the proposed request for Board approval, the Superintendent or designee shall consult with and obtain the approval of any advisory committee or site council when required by law.

(cf. 0420 - School Plans/Site Councils) (cf. 0420.1 - School-Based Program Coordination) (cf. 1220 - Citizen Advisory Committees)

Note: The following optional paragraph is for districts with an employee organization certified to represent the district's employees in negotiations with the district.

In addition, the Superintendent or designee shall involve the exclusive representative of district employees in the development of the waiver request, and shall include in the request the exclusive representative's position regarding the waiver. (Education Code 33050)

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

To receive public testimony on each waiver request proposal, the Board shall hold a properly noticed public hearing during a Board meeting. (Education Code 33050)

Note: Education Code 33050 does not specify the length of the advanced notice required for the public hearing described above. However, CSBA believes that the notice must allow sufficient time to enable members of the public adequate opportunity to participate in the waiver request process. The following optional paragraph may be revised to specify the length of the notice, in accordance with district practice.

The notice, which shall state the time, date, location, and subject of the public hearing, may be printed in a newspaper of general circulation or posted at each school and three public places in the district.

(cf. 9320 - Meetings and Notices)

Note: The following optional paragraph addresses renewal of general waivers which have been granted by the SBE. According to CDE's State Board of Education - CalEd Facts issued in January 2013, pursuant to Education Code 33051, any general waiver which has been granted for two consecutive years, or which is initially granted for two years, may be regarded as "permanent" for as long as the information on the waiver request remains current. However, the SBE may require updated information for a general waiver whenever it determines that information to be necessary. The SBE may also rescind a waiver if additional information supporting a recession is made available to the SBE. Additionally, a district is required to apply annually for the renewal of any waiver regarding teacher credentialing.

When the district has requested and received the same general waiver from the SBE for two consecutive years, the Board is not required to reapply annually if the information contained on the request remains current. However, the district shall apply annually for the renewal of any waiver regarding teacher credentialing. (Education Code 33051)

Legal Reference: **EDUCATION CODE** 305-311 Structured English immersion program; parental exception waivers 5000-5033 Governing board elections 8750-8754 Grants for conservation education 10400-10407 Cooperative improvement programs 17047.5 Facilities used by special education students 17291 Portable school buildings 33050-33053 General waiver authority 37202 Equity length of time 41000-41360 School finance 41381 Minimum school day 41600-41854 Computation of allowances 41920-42842 Budget requirements; local taxation by school districts 44520-44534 New Careers Program 44666-44669 School-Based Management and Advanced Career Opportunities 44681-44689 Administrator Training and Evaluation 45108.7 Maximum number of senior management positions 48660-48666 Community day schools 48800 Attendance at community college 49550-49560 Meals for needy students 51224.5 Algebra instruction 51745.6 Charter school independent study ratio 51870-51874 Educational technology 52080-52090 Class size reduction grade 9 52122.6-52122.8 Class size reduction, impacted school sites 52160-52178 Bilingual-Bicultural Education Act of 1976 52180-52186 Bilingual teacher waiver 52200-52212 Gifted and Talented Pupils Program 52340-52346 Career Guidance Centers 52522 Plans for adult education 52850-52863 School-Based Program Coordination 54000-54028 Disadvantaged Youth Program 54100-54145 Miller-Unruh Basic Reading Program 54407 Waiver for compensatory education programs 56000-56867 Special education programs 58407 Waiver related to individualized instruction program

58900-58928 Restructuring demonstration programs

60119 Public hearing on sufficiency of instructional materials

60851 High school exit examination, waiver for student with disabilities

CODE OF REGULATIONS, TITLE 5

1032 Academic Performance Index

3100 Resource specialist caseload waivers

3945 Cooperative programs

9531 Instructional materials funding

11960 Charter school attendance

11963.4 Charter school percentage funding

13017 Waivers, compensatory education New Careers in Education Program

13044 Waivers, compensatory education Professional Development and Program Improvement Programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

7115 Safe and Drug Free Schools, authorized activities

Management Resources:

WEB SITES

California Department of Education, Waiver Office: http://www.cde.ca.gov/re/lr/wr

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

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CSBA Sample

Board Policy

Bids

BP 3311

Business and Noninstructional Operations

Note: The following optional policy and accompanying mandated administrative regulation are for districts that have not adopted the Uniform Public Construction Cost Accounting Act (Public Contract Code 22030-22045). California law requires competitive bidding for most public contracts. Pursuant to Public Contract Code 20111 and 22002, public contracts for the lease or purchase of equipment, materials, supplies, or services or for "public projects," as defined, are required to be competitively bid when they involve expenditure of specified amounts.

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. In leasing or purchasing equipment, materials, supplies, or services for the district and when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such leases and purchases shall be made using competitive bidding.

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

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

Note: Requirements for competitive bidding, including notice and advertising, are specified in Public Contract Code 201/1-20118.4. See the accompanying administrative regulation.

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4. (Public Contract Code 20116)

Note: Districts should be careful in crafting bid specifications as a misleading specification that results in a lower bid than might have been made may make the district liable for the extra work done or expenses incurred by the contractor. In Los Angeles Unified School District v. Great American Insurance Co., the California Supreme Court held in favor of a contractor who was misled by the district's nondisclosure of material information that would have affected the contractor's bid.

When calling for bids, the Superintendent or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required and includes all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Note: Pursuant to Public Contract Code 20111.5, the district is permitted, but not required, to establish prequalification procedures for any contract for which bids are legally required; see the accompanying administrative regulation. However, pursuant to Public Contract Code 20111.6, as added by AB 1565 (Ch. 808, Statutes of 2012), a district with average daily attendance of 2,500 or greater is required to prequalify all general contractors and electrical, mechanical, and plumbing subcontractors for public projects of \$1 million or more awarded on or after January 1, 2014, if School Facilities Program funds (Education Code 17070.10-17079.30) or other future state school bonds are used. In addition, the Governing Board is required to adopt a uniform system of rating bidders based on completed questionnaires and financial statements which must address, at a minimum, the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations for such purpose.

The Superintendent or designee shall develop the procedures to be used for rating bidders for award of contracts which, by law or Board policy, require prequalification. The procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.

(cf. 9270 - Conflict of Interest)

Note: Pursuant to Public Contract Code 20111, a contract required to be put out to bid must be awarded to the lowest responsible bidder. A "responsible bidder" is one who possesses the quality, fitness, and capacity to satisfactorily perform the proposed work. (City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court)

Note: However, a bid may be awarded to other than the "lowest responsible bidder" when conditions specified in law exist. For example, a district is permitted to give preference to minorities, women, veterans, and small businesses in accordance with Public Contract Code 2000-2002. Also see "Award of Contract" section in the accompanying administrative regulation.

Except as authorized by law and specified in the administrative regulation, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

Note: Pursuant to Public Contract Code 20118, districts may be exempt from the bidding requirements and may "piggyback" onto the bid of any public corporation or agency for specific items when the Board determines it is in the best interest of the district. See the accompanying administrative regulation for a list of those items that may be leased or purchased using this procedure.

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

Legal Reference:

EDUCATION CODE

17070.10-17079.30 Leroy F. Greene School Facilities Act

17406 Lease-leaseback contract

17595 Purchase of supplies through Department of General Services

17602 Purchase of surplus property from federal agencies

38083 Purchase of perishable foodstuffs and seasonable commodities

38110-38120 Apparatus and supplies

39802 Transportation services

GOVERNMENT CODE

4217.10-4217.18 Energy conservation contracts

4330-4334 Preference for California-made materials

6252 Definition of public record

53060 Special services and advice

54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

1102 Emergencies

2000-2002 Responsive bidders

3000-3010 Roofing projects

3400 Bids, specifications by brand or trade name not permitted

3410 United States produce and processed foods

6610 Bid visits

12200 Definitions, recycled goods, materials and supplies

20101-20103.7 Public construction projects, requirements for bidding

20103.8 Award of contracts

20107 Bidder's security

20111-20118.4 Contracting by school districts

20189 Bidder's security, earthquake relief

22002 Definition of public project

22030-22045 Alternative procedures for public projects (UPCCAA)

22050 Alternative emergency procedures

22152 Recycled product procurement

COURT DECISIONS

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739 Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425

Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241

Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d

City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7

Cal.3d 861 ATTORNEY GENERAL OPINIONS 89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

WEB SITES

CSBA: http://www.csba.org California Association of School Business Officials: http://www.casbo.org

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CSBA Sample

Administrative Regulation **Bids**

AR 3311

Business and Noninstructional Operations

Note: Pursuant to Government Code 54202, districts are mandated to adopt bidding procedures governing the purchase of equipment and supplies.

Note: The following administrative regulation is for use by districts that have not adopted the provisions of the Uniform Public Construction Cost Accounting Act (UPCCAA). Procedures and bid limits under the UPCCAA are specified in Public Contract Code 22030-22045.

Advertised/Competitive Bids

The district shall advertise for competitive bids to let any public project contract involving an expenditure of \$15,000 or more. Public project means construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, and repair work involving a district owned, leased, or operated facility. (Public Contract Code 20111, 22002)

Note: For items #1-3 below, Public Contract Code 20111 requires the Superintendent of Public Instruction (SPI) to annually establish a bid limit that reflects U.S. Department of Commerce data. The following optional paragraph allows the amount to escalate automatically once the SPI has made the annual determination. For 2013, the bid limit is \$83,400.

The district shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111)

- 1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
- 2. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
- 3. Repairs that are not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery

and other permanently attached equipment, but does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. (Public Contract Code 20115)

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation circulated in the county. The Superintendent or designee also may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and web site where bids will be opened. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20112)

(cf. 1113 - District and School Web Sites)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting. The notice shall also detail when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice. (Public Contract Code 6610)

Note: For a bid to be successful, it must conform to specifications (i.e., it must be "responsive") and the bidder must be determined to be able to perform the work (i.e., he/she must be "responsible"). A district must be careful in making a determination on the responsiveness of a bid based on investigation or information outside of the submitted bid. When relying on such outside investigation or information to disqualify a bidder, the district must follow the hearing procedures applicable for a finding of "nonresponsibility." (Great West Contractors Inc. v. Irvine Unified School District) To avoid any confusion, the district should provide clear and comprehensive specifications to bidders.

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)

(cf. 3510 - Green School Operations)

- 2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)
- a. Cash
- b. A cashier's check made payable to the district

- c. A certified check made payable to the district
- d. A bidder's bond executed by an admitted surety insurer and made payable to the district

The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)

- 3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)
- 4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)
- 5. When two or more identical lowest or highest bids are received, the Governing Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
- ***Note: Public Contract Code 20103.8 specifies that, in those cases when the bid includes items that may be added to or deducted from the scope of the work in the contract, the bid solicitation must specify the method to be used to determine the lowest bid, as detailed below. Districts should consult with legal counsel, as appropriate, as to the applicability of this law to school districts and other unclear provisions of this law.***
- 6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a below shall be used. (Public Contract Code 20103.8)
- a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
- b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
- c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

- 7. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.
- 8. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)

9. When a bid is disqualified as nonresponsive based on district investigation or other information not obtained from the submitted bid, the Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the information.

Prequalification Procedure

Note: The following section is optional. Pursuant to Public Contract Code 20111.5, a district is permitted, but not required, to establish prequalification procedures for any contract for which bids are legally required. However, pursuant to Public Contract Code 20111.6, as added by AB 1565 (Ch. 808, Statutes of 2012), a district with average daily attendance (ADA) of 2,500 or greater is required to prequalify all general contractors and electrical, mechanical, and plumbing subcontractors for any public project of \$1 million or more awarded on or after January 1, 2014, if School Facilities Program funds (Education Code 17070.10-17079.30) or other future state school bonds are used.

When required by law or the Board, each prospective bidder shall complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall provide a standardized proposal form which requires a complete statement of the bidder's financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5, 20111.6)

Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. (Public Contract Code 20111.5)

The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

The district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. (Public Contract Code 20111.5)

Award of Contract

Note: Pursuant to Public Contract Code 20111, the district is required to award a contract to the lowest responsible bidder except in the circumstances specified in the following optional section.

The district shall award each contract to the lowest responsible bidder except in the following circumstances:

- 1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
- 2. For any transportation service contract involving an expenditure of more than \$10,000, which the Board contemplates may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)
- ***Note: Pursuant to Public Contract Code 2000-2002, a district is permitted to establish bidding requirements that facilitate the participation of minority, women, disabled veteran business enterprises and small businesses in contracts.***
- 3. When the contract is one for which the Board has established goals and requirements relating to participation of minority, women, disabled veteran, or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)

Protests by Bidders

Note: The law does not specify a procedure for handling protests by bidders. The following optional section provides one such procedure and should be modified to reflect district practice.

A bidder may protest a bid award if he/she believes that the award is not in compliance with law, Board policy, or the bid specification. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the date and time for Board consideration of the protest. The Board's decision shall be final.

Alternative Bid Procedures for Technological Supplies and Equipment

Rather than seek competitive bids, the Board may use competitive negotiation when it makes a finding that a district procurement is for computers, software, telecommunications equipment, microwave equipment, or other related electronic equipment and apparatus. Competitive negotiation shall not be used to contract for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

The competitive negotiation process shall include, but not be limited to, the following requirements: (Public Contract Code 20118.2)

- 1. The Superintendent or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
- 2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
- 3. The Superintendent or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
- 4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
- 5. The Superintendent or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.
- 6. The Board shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.
- 7. If the Board does not award the contract to the bidder whose proposal contains the lowest price, then the Board shall make a finding setting forth the basis for the award.
- 8. The Board, at its discretion, may reject all proposals and request new RFPs.
- 9. Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP shall not be subject to negotiation with the successful proposer.

Sole Sourcing

***Note: "Sole sourcing" is the practice by which one brand name product is specified, although comparable, competitive products are available. Public Contract Code 3400 allows sole

sourcing in limited circumstances and requires that the specification of the designated product be followed by the words "or equal," so that bidders for such a contract are able to base their bids on the use of other products of equal functionality that may result in cost savings for the district. The following section is optional.***

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall not draft the bid specification in a manner that: (Public Contract Code 3400)

- 1. Directly or indirectly limits bidding to any one specific concern
- 2. Calls for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

In any such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

Note: The following optional paragraph is for districts with ADA of more than 2,500. For the repair or replacement of the roof of a public facility, a material must meet the requirements specified below to be considered requal pursuant to Public Contract Code 3000-3010.

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)

However, the Superintendent or designee may designate a specific material, product, thing, or service by brand or trade name (sole sourcing), if the Board has made a finding, described in the invitation for bids or RFP, that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

- 1. To conduct a field test or experiment to determine its suitability for future use
- 2. To match others in use on a particular public improvement that has been completed or is in the course of completion
- 3. To obtain a necessary item that is only available from one source
- 4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

(cf. 9323.2 - Actions by the Board)

Bids Not Required

Note: The following paragraph lists those items that may be purchased through a "piggybacked" bid; see the accompanying Board policy. Many districts have used the piggyback procedure to purchase portable and relocatable buildings. The Attorney General has opined (89 Ops.Cal.Atty.Gen. / 2006) that a district may not rely on the piggyback exception to contract for the acquisition and installation of factory-built modular building components (i.e., roofs and walls) for installation on a permanent foundation. However, this opinion does not apply to typical portable or relocatable single-classroom buildings, because they lack a permanent foundation and building mobility. Districts considering using the piggyback process for relocatables, portables, modulars, and the like should consult district legal counsel. While Attorney General opinions are not binding, they are often given deference by the court and may also be considered by the State Allocation Board when making funding decisions.

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize another public corporation or agency, by contract, lease, requisition, or purchase order, to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

(cf. 3300 - Expenditures and Purchases)

Note: The following optional paragraph is commonly described as the "lease-leaseback" contract. This method should only be used in coordination with competent technical consultants and legal counsel to ensure all legal requirements are met.

In addition, upon a determination that it is in the best interest of the district and without advertising for bids, the Board may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). (Education Code 17406)

(cf. 3280 - Sale or Lease of District-Owned Real Property)

Note: The following optional paragraph reflects the authority granted to public agencies pursuant to Government Code 4217.10-4217.18 to enter into energy service contracts without competitive bidding when the agency's governing body determines that the contract is in the best interest of the agency based on the "costs-benefits" analysis specified in Government Code 4217.12.

Without advertising for bids, the Board may enter into an energy service contract and any related

facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

(cf. 3510 - Green School Operations)

(cf. 3511 - Energy and Water Management)

(cf. 9320 - Meetings and Notices)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

Note: Pursuant to Public Contract Code 20113, a district may award contracts without competitive bidding in emergency situations, as specified below. In Marshall v. Pasadena Unified School District, a court held that the definition of "emergency" in Public Contract Code 1102 is applicable. Public Contract Code 1102 defines "emergency" as a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of/life, health, property, or essential public services."

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 20113)

(cf. 3517 - Facilities Inspection)

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids. (Education Code 17602)

CSBA Sample

Board Policy

Travel Expenses

BP 3350

Business and Noninstructional Operations

Note: The following optional policy may be revised to reflect district practice. Pursuant to Education Code 44032-44033, the Governing Board is authorized to pay for employees' actual and necessary expenses, including travel expenses and automobile use, incurred in the course of performing services for the district.

Note: For language addressing the reimbursement of expenses for Board members, see BB 9250 - Remuneration, Reimbursement and Other Benefits.

The Governing Board recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Note: The following optional paragraph may be revised to reflect district practice. Pursuant to Education Code 44033, the Board may provide for reimbursement of the use of an employee's private automobite on the basis of a monthly allowance and/or a mileage rate. These allowances are used in lieu of the payment of actual expenses (e.g., gas, oil, and wear and tear on the vehicle) and thus an employee receiving such an allowance should not receive additional reimbursement for any other automobile expenses.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033)

Note: The following optional paragraph provides that the mileage allowance provided by the district will be equal to the rate established by the Internal Revenue Service (IRS). Any reimbursement above the IRS rate may be considered taxable income for the employee. The IRS rate is periodically updated based on the overall cost of automobile transportation and is posted on the IRS web site.

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

***Note: The district may choose whether to reimburse meal expenses on the basis of actual receipts (Option 1 below) or a per diem rate (Option 2). See IRS Publication 1542 Per Diem Rates (For Travel Within the Continental United States) for per diem rate tables established by the U.S. General Services Administration for federal employees; these federal rates may serve as a guideline for district rates. According to the IRS, specified "high-cost localities" may be

reimbursed at a higher rate.***

OPTION 1: Meal costs shall be reimbursed based on documented actual expenses within the maximum amounts established by the Superintendent or designee and based on the time of day that travel for district business begins and ends.

OPTION 2: The Superintendent or designee shall establish a per diem allowance for meal costs incurred while traveling on district business based on the location and hours of travel. The per diem allowance shall not exceed the standard meal allowance for business-related travel prescribed for federal income tax purposes.

Note: The remainder of this policy is for use by all districts.

Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

Note: The following optional paragraph should be deleted if the district does not issue credit cards to any employees.

When approved by the Superintendent or designee, an employee may be issued a district credit card for use while on authorized district business. Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a district credit card, even if the employee intends to subsequently reimburse the district for the personal charges.

When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on district business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation. He/she shall refund to the district any amount of cash advance exceeding the actual approved reimbursable expenses.

Legal Reference:
EDUCATION CODE
42634 Itemization of expenses
44016 Travel expense to employment interview

44032 Travel expenses

44033 Automobile allowance

44802 Student teacher's travel expense

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

Per Diem Rates (For Travel Within the Continental United States), Publication 1542 WEB SITES

Internal Revenue Service: http://www.irs.gov

U.S. General Services Administration, Per Diem Rates: http://www.gsa.gov/perdiem

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CSBA Sample

Administrative Regulation

Petty Cash Funds

AR 3451

Business and Noninstructional Operations

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

In order to facilitate minor purchases, the Superintendent or designee may establish a petty cash fund at each school. The petty cash fund shall be used for unforeseen, small school expenses, such as postage or individual purchases of supplies.

The amount of the petty cash fund shall not exceed \$200. The principal or designee shall be responsible for all expenditures from the fund and shall create a system for tracking fund expenditures. Each expenditure shall be supported by appropriate documentation.

Expenditures shall be reconciled and accounted for whenever the principal requests that the fund be replenished, at the end of the fiscal year, or at the request of the Superintendent or designee.

(cf. 3400 - Management of District Assets/Accounts)

The principal or designee shall ensure that the petty cash fund is kept in a safe and secure location.

Legal Reference:
EDUCATION CODE
35160 Authority of governing boards
35250 Duty to keep certain records
41020 Requirement for annual audit
42800-42810 Revolving funds

Management Resources:

WEB SITES

California Association of School Business Officials: http://www.casbo.org

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CSBA Sample

Administrative Regulation

Environmental Safety

AR 3514

Business and Noninstructional Operations

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

Note: The following paragraph that be revised to reflect the job position(s) designated to coordinate the district's environmental safety programs.

The Superintendent may designate and train one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but are not limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

(cf. 3510 - Green School Operations)

(cf. 3511 - Energy and Water Management)

(cf. 3517 - Facilities Inspection)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5030 - Student Wellness)

(cf. 5142 - Safety)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7150 - Site Selection and Development)

Indoor Air Quality

Note: The following optional section addresses strategies for maintaining healthy indoor air quality and may be revised to reflect district practice. For further information, see the U.S. Environmental Protection Agency's (EPA) Indoor Air Quality Tools for Schools and CSBA's policy briefs on Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments and Asthma Management in the Schools.

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the Superintendent or designee shall ensure that the following strategies are implemented:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable

time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

(cf. 3580 - District Records)

Staff shall ensure that airflow is not obstructed by the blocking of ventilators with posters, furniture, books, or other obstacles.

- 2. School facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.
- 3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.
- 4. Least toxic pest management practices shall be used to control and manage pests at school sites.

(cf. 3514.2 - Integrated Pest Management)

- 5. In any new school construction, and in all existing schools when feasible, the Superintendent or designee shall install a carbon monoxide detector in each school building that contains a fossil fuel burning furnace. The device shall be placed in close proximity to the furnace in order to accurately detect any leakage of carbon monoxide.
- 6. Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

(cf. 5141.23 - Asthma Management)

- 7. Painting of school facilities and maintenance or repair duties that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.
- 8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

(cf. 3514.1 - Hazardous Substances) (cf. 6161.3 - Toxic Art Supplies)

- 9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well ventilated and not frequented by students and staff.
- 10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

(cf. 3513.3 - Tobacco-Free Schools)

11. Staff and students shall be asked to refrain from bringing common irritants such as furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms or other enclosed areas or buildings.

(cf. 6163.2 - Animals at School)

Outdoor Air Quality

Note: The following optional section may be revised to reflect district practice. Forecasts of ozone levels and particle pollution are available through the federal AirNow web site and may be printed in local newspapers. The district may monitor ultraviolet radiation levels through the EPA's UV Index web site; see BP 5141.7 - Sun Safety and CSBA's policy brief on Sun Safety in Schools.

The Superintendent or designee may monitor local health advisories and outdoor air quality alerts, including forecasts of ozone levels, particle pollution, and/or ultraviolet radiation levels.

Whenever these measures indicate a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly susceptible to the health risk involved.

(cf. 5141.7 - Sun Safety)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Vehicle Emissions

Note: 13 CCR 2480 prohibits idling of school buses, student activity buses, and other commercial motor vehicles within 100 feet of a school except under specified conditions; see AR 3542 - School Bus Drivers for additional language reflecting these requirements.

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in

accordance with 13 CCR 2480.

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

Note: Pursuant to 13 CCR 2025, any district that owns, operates, leases, or rents a diesel-fueled school bus with a gross vehicle weight rating over 14,000 pounds that was manufactured on or after April 1, 1977 is required to install a particulate filter in the bus that reduces diesel particulate matter emissions by 85 percent. The district must ensure that 100 percent of its fleet complies with this requirement by January 1, 2014. An exception exists for any school bus that operates fewer than 1,000 miles per year. In the event that the filter cannot be installed (i.e., if doing so would void the engine warranty, if no appropriate filter is commercially available, or if the manufacturer or installer does not deem the filter to be technologically feasible for the school bus), the district may receive an extension until January 1, 2018 by providing specified information to the Air Resources Board each year. Any school bus manufactured before April 1, 1977 must be retired.

Any diesel-fueled school bus with a gross vehicle weight rating over 14,000 pounds manufactured on or after April 1, 1977 shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

Drinking Water

Note: The following optional section addresses the quality of tap water available in schools. See AR 3550 - Food Service/Child Nutrition Program for information about requirements to make fresh drinking water available during mealtimes.

The quality and safety of the district's drinking water sources shall be regularly assessed.

Note: State and federal law require public water systems, including any schools and child care facilities that are nontransient noncommunity water systems as defined in 40 CFR 141.2, to regularly test water samples for lead. Pursuant to the standards established in 40 CFR 141.80 and 22 CCR 64678, the district may need to take action whenever notified by the public water system, or by its own testing, that lead concentrations exceed .015 milligrams per liter.

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards in 40 CFR 141.80 and 22 CCR 64678, water outlets shall be flushed thoroughly each day before use or made inoperable until a plan for remediation can be implemented.

Whenever levels of arsenic, bacteria, or other contaminants in the drinking water are determined to be a concern, the Superintendent or designee may recommend basic filtration or pipe flushing when feasible.

Until drinking water is assured to be safe, the Superintendent or designee may explore

alternatives, such as bottled water, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day. As needed, he/she also may encourage appropriate governmental agencies to conduct regular testing of the water quality in district schools and to implement strategies to improve water quality in the community.

(cf. 3550 - Food Service/Child Nutrition Program)

Drinking fountains in district schools shall be regularly cleaned and maintained to avoid the presence of dirt, mold, or other impurities or health concerns.

Lead Exposure

Note: The following optional section reflects recommendations of the EPA. For further information, the district may contact its city or county lead poisoning prevention program.

In addition to keeping school facilities as dust-free and clean as possible, the following steps shall be taken to minimize potential exposure to lead in school facilities:

- 1. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
- 2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.

Note: 17 CCR 35001-36100 contain state standards for lead abatement services. In addition, 40 CFR 745.61-745.339 extend federal standards for renovations involving lead-based paint to child-occupied facilities, which include preschools and elementary schools.

- 3. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.
- 4. Soil with high lead content may be covered with grass, other plantings, concrete, or asphalt.
- 5. Drinking water shall be regularly tested for lead and remediated as provided in the section "Drinking Water" above.

Any action to abate existing lead hazards, excluding containment or cleaning, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

Mercury Exposure

Note: The following optional section may be revised to reflect district practice. Mercury may exist in schools in thermometers, barometers, switches, thermostats, flowmeters, lamps, and other sources. Although devices containing mercury are considered safe as long as the mercury is sealed, if a device is broken and mercury spills, the health of students and staff may be endangered.

The Superintendent or designee shall identify any products containing mercury that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Note: The EPA's web site contains detailed procedures for cleaning up a small mercury spill, actions that should never be taken in the event of a spill, and items that should be assembled in a mercury spill kit.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

Asbestos Management

Note: The following section is optional. Education Code 49410-49410.7 and the federal Asbestos Hazard Emergency Response Act (AHERA) (15 USC 2641-2656; 40 CFR 763.80-763.99) contain requirements for asbestos inspection and abatement which are applicable to school districts. For further information, consult the local air quality management district or air pollution control district.

Note: 40 CFR 763.84 requires the district to designate a person who will be responsible for ensuring that federal and state requirements are properly implemented. According to the EPA, this designated person is not required to be a licensed asbestos consultant, but the district must verify that he/she has received proper training. The specific knowledge that the designated person must have is described in the EPA's publication How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide. The following section may be revised to reflect the position designated to fulfill this responsibility, who may be the same person designated above to coordinate all of the district's environmental safety programs.

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; and relevant federal and state regulations. (40 CFR 763.84)

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(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
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The designated employee shall ensure that the district complies with the following requirements:

- 1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:
- a. Any school building that is leased or acquired by the district shall be inspected for asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
- b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
- c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)
- 2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)
- 3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. (40 CFR 763.84)

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(cf. 4112.9/4212.9/4312.9 - Employee Notifications) (cf. 5145.6 - Parental Notifications)
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4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic

re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)

5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (Education Code 49410.5; 40 CFR 763.84)

Asbestos inspection and abatement work and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

- 7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)
- 8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

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CSBA Sample

Administrative Regulation

Transportation Routes And Services

AR 3541

Business and Noninstructional Operations

Routes and Bus Stops

The Superintendent or designee shall design transportation routes and stops to promote the safety of students and maximum efficiency in the use of buses.

***Note: 5 CCR 15241 establishes minimum transportation distances for determining district reimbursement for transportation expenses. These distances are measured from the point the student boards the bus at the regular stop to the school by the shortest traveled road. ***

***Note: The numbers listed below reflect reimbursement minimums pursuant to 5 CCR 15241. Districts should revise the following section to reflect appropriate grades and applicable distances. ***

Students shall be eligible for transportation service to and from school if the distance between their school-established bus stop and the school is beyond the minimum listed below:

1. For elementary school students:

Grades K-3: three-fourths mile

Grades 4-8: one mile

2. For students attending a three-year junior high school:

Grades 7-9: one mile

3. For students attending a four-year high school:

Grades 9-12: two miles

The Superintendent or designee may authorize transportation within the walking distance when safety problems or hazards exist.

Students who attend a school outside their attendance area may be eligible for transportation services in accordance with Board policy.

(cf. 5116.1- Intradistrict Open Enrollment) (cf. 5117 - Interdistrict Agreements) ***Note:The following optional paragraph should be modified to reflect district practice. ***

The Superintendent or designee shall communicate in writing to parents/guardians regarding bus routes, schedules and stops and/or shall arrange for local media to publish such information.

(cf. 1112 - Media Relations)

Transportation Services

***Note: Items #1-10 below should be revised to reflect services provided or contracted for by the district. ***

With the Governing Board's authorization, transportation services may be provided or arranged by the district for:

- 1. Students traveling to and from school during the regular school day (Education Code 39800)
- 2. Field trips and excursions (Education Code 35330)

(cf. 3541.1 - Transportation for School-Related Trips)

- 3. School activities, expositions or fairs, or other activities determined to be for the benefit of students (Education Code 39860)
- 4. District employees and parents/guardians traveling to and from educational activities authorized by the district (Education Code 39837.5)
- 5. Preschool or nursery school students (Education Code 39800)
- 6. Students traveling to full-time occupational classes provided by a Regional Occupational Program or Center (Education Code 39807.5, 41850)
- 7. Students traveling to and from their places of employment during the summer in connection with a summer employment program for youth (Education Code 39837)
- Matriculated or enrolled adults traveling to and from school, or adults for educational purposes other than to and from school (Education Code 39801.5)
- 9. Private school students, in the same manner and on the same routes provided for district students (Education Code 39808)
 - 10. 1. Nonschool purposes as allowed by law, such as:
- a. Community recreation (Education Code 39835)

- b. Public transportation (Education Code 39841)
- ***Note: Item #c is for use only by districts that normally transport to and from school, students residing on property belonging to a federal, state or local agency. ***
- c. Transportation of government employees to and from their places of employment (Education Code 39840)

The district shall provide home-to-school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education programs. (Education Code 41850; 20 USC 1400-1482; 34 CFR 104.4)

(cf. 3541.2 - Transportation for Students with Disabilities)

***Note: The McKinney-Vento Homeless Assistance Act, reauthorized as part of the No Child Left Behind Act, creates requirements for districts with respect to transportation for homeless students. 42 USC 11432 mandates that the district adopt policies and practices to ensure that transportation is provided to homeless children who have moved, but have decided to continue to attend their school of origin. See BP/AR 6173 - Education for Homeless Children for language implementing this mandate. ***

The Superintendent or designee shall provide transportation to homeless children in accordance with law, Board policy and administrative regulation.

(cf. 6173 - Education for Homeless Children)

Legal Reference:

EDUCATION CODE

10900.5 Use of school buses for community recreation

35330 Excursions and field trips

35350 Authority to transport pupils

39800-39809.5 Transportation, general provisions, especially:

39800 Powers of governing board to provide transportation to and from school

39801.5 Transportation for adults

39808 Transportation for private school students

39830-39842 School buses, especially:

39835 Use of school buses for community recreation

39837 Transportation to summer employment program

39837.5 Transportation of employees and parents/guardians to school activities

39860 Transportation to school activities

41850-41856 Allowances for transportation

41860-41863 Supplementary allowances for transportation

CODE OF REGULATIONS, TITLE 5

15240-15244 Allowances for student transportation
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 42
11432 McKinney-Vento Homeless Assistance Act
CODE OF FEDERAL REGULATIONS, TITLE 34
104.4 Equal opportunity under the Rehabilitation Act of 1973, Section 504

Management Resources:
WEB SITES
California Department of Education, Office of School Transportation:
http://www.cde.ca.gov/bus/index.html
Pupil Transportation Safety Institute: http://www.ptsi.org

(6/97 10/97) 3/04

CSBA Sample Exhibit Transportation For School-Related Trips E 3541.1 **Business and Noninstructional Operations** Exhibit 1 SCHOOL DRIVER REGISTRATION FORM DRIVER INFORMATION Driver (circle one): Employee Parent/Guardian/ Volunteer Name: Date of Birth: Address: Telephone: () Cell Phone! (Driver's License No.: ____ Expiration Date: ___ VEHICLE INFORMATION Name of Owner: Address: Make: Year: License Plate No.: Registration Expiration: Seating Capacity: INSURANCE INFORMATION

INSURANCE INFORMATION

Insurance Company: _____ Telephone: (_____)
Policy No.: _____ Expiration Date: ______
Liability Limits of Policy: /

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I have received and will abide by the driver instructions provided by the district.

Name:_	Date:	
(3/02)	11/07	
Exhibit	t 2	

DRIVER INSTRUCTIONS

When using your vehicle to transport students on field trips or other school activity trips:

- 1. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.
- 2. Check the safety of your vehicle: tires, brakes, lights, horn, suspension, etc.
- 3. Carry only the number of passengers for which your vehicle was designed. If you have a pickup truck, carry only as many as can safely sit in the passenger compartment.
- 4. Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt in accordance with law.
- ***Note: SB 7 (Ch. 425, Statutes of 2007) added Health and Safety Code 118947-118949 to make it unlawful for a person to smoke in a motor vehicle in which there is a minor; see accompanying administrative regulation.***
- 5. Do not smoke a pipe, cigar, or cigarette while there are minors in the vehicle, as required by law.
- 6. Obey all traffic laws.
- 7. Take the most direct route to the destination or event without unnecessary stops.

In case of emergency, keep all students together and call 911 and the district office.

(3/02) 11/07

CSBA Sample

Administrative Regulation

School Bus Drivers

AR 3542

Business and Noninstructional Operations

Note: The following administrative regulation is mandated pursuant to 5 CCR 14103 (see the sections "Training" and "Authority" below) and is for use by districts that employ their own school bus drivers or student activity bus drivers. Districts that contract out for all transportation services may revise this regulation as appropriate to ensure that the contracting firm meets all legal requirements regarding qualifications and responsibilities.

Qualifications

Note: Pursuant to Vehicle Code 12517, school bus drivers are required to possess a commercial driver's license issued by the California Department of Motor Vehicles (DMV), with a special endorsement authorizing school bus operation (indicated by the letter S on the driver's license). District employees who operate 15-passenger vans must possess a commercial driver's license with a passenger transport vehicle (PV) endorsement.

Note: In addition, any driver employed to operate a school bus or student activity bus must possess a special certificate from the California Highway Patrol (CHP) permitting such service. Issuance of the certificate is based on successful completion of prescribed examinations conducted by the CHP and compliance with all applicable provisions of the Vehicle Code.

All drivers employed to operate school buses or student activity buses shall possess, and shall retain in their immediate possession while operating the bus, the following documents: (Vehicle Code 12517, 12517.4)

- 1. A valid driver's license issued by the California Department of Motor Vehicles (DMV) for the appropriate class of vehicle to be driven and endorsed for school bus and/or passenger transportation
- 2. A certificate issued by the California Highway Patrol (CHP) which permits the operation of school buses or student activity buses, as applicable

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 4200 - Classified Personnel)

(cf. 4111/4211/4311 - Recruitment and Selection)

***Note: Pursuant to Vehicle Code 12517.3, applicants for the certificate to drive a school bus or student activity bus must be fingerprinted by the CHP for submission to the Department of

Justice (DOJ), or the fingerprinting may be conducted by the district, county office of education, or a public law enforcement agency using an electronic fingerprinting system (LiveScan) with terminals managed by the DOJ. The following optional paragraph is for use by districts that choose to use this method to conduct the fingerprinting themselves.***

The Superintendent or designee may use an electronic fingerprinting system, managed by the California Department of Justice, to fingerprint an applicant for an initial certificate to drive a school bus or student activity bus. (Vehicle Code 12517.3)

(cf. 4212.5 - Criminal Record Check)

Note: Pursuant to Vehicle Code 12517.2, a driver who is initially applying for or seeking renewal of a commercial driver's license or a certificate authorizing him/her to drive a school bus or student activity bus must provide evidence of having obtained a medical examination by a qualified health professional. The report must be on a form approved by the DMV, which is available on its web site.

When initially applying for or renewing a license or certificate to drive a school bus or student activity bus, and annually upon reaching age 65 years, the driver shall submit to the DMV and to the Superintendent or designee a report of a medical examination conducted in accordance with the timelines and procedures specified in Vehicle Code 12517.2. (Vehicle Code 12517.2; 13 CCR 1234)

The Superintendent or designee shall notify each driver of the expiration date of his/her driver's license, certificate, and medical certificate and shall ensure each document is renewed prior to expiration. (13 CCR 1234)

(4112.9/4212.9/4312.9 - Employee Notifications)

School bus and student activity bus drivers shall be subject to drug and alcohol testing in accordance with Board policy and the requirements of federal law.

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

The Superintendent or designee shall notify the DMV within five days whenever any driver refuses, fails to comply, or receives a positive test result on a drug or alcohol test; is dismissed for a cause related to student transportation safety; or is reinstated after being dismissed for a cause related to student transportation safety. (Vehicle Code 1808.8, 13376)

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

Training

***Note: Education Code 40082, 40083, and 40085 specify training and experience required for initial and renewed certification as a driver of a school bus or student activity bus. The following section lists additional required and optional training and may be revised to reflect

district practice.***

In addition to any other training required to obtain or renew the certificate authorizing operation of a school bus or student activity bus, drivers shall receive training which includes, but is not limited to:

Note: Pursuant to Vehicle Code 12522, as part of the application process for a bus driver certificate, each driver must pass a DMV examination on first aid practices deemed necessary for school bus operators. Toward this end, the district is required to provide instruction for bus drivers on necessary first aid practices.

- 1. First aid practices deemed necessary for school bus drivers, through a course of instruction that prepares drivers to pass the related DMV examination (Vehicle Code 12522)
- ***Note: Education Code 56195.8 mandates that each entity providing special education adopt policy ensuring that school bus drivers have received the training described in item #2 below.***
- 2. The proper installation of mobile seating devices in the bus securement systems (Education Code 56195.8)

(cf. 3541.2 - Transportation for Students with Disabilities)

3. The proper actions to be taken in the event that a school bus is hijacked (Education Code 39831)

Note: To determine additional topics for professional development, the district might review district data as provided in the optional paragraph below. Training courses and guides are also available through governmental agencies and professional associations. For instance, the National Highway Traffic Safety Administration provides an inservice training program for experienced school bus drivers, available on its web site, which addresses driver attitude, student management, highway-rail grade crossing safety, vehicle training, routes, loading and unloading students, driving under adverse weather conditions, emergency evacuation, and transporting students with special needs.

To determine any other needs for professional development, the Superintendent or designee shall periodically review accident reports involving district drivers and may seek input from drivers, district and school administrators, students, and/or other stakeholders on desired topics for professional development.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Authority

Note: 5 CCR 14103 mandates that the Governing Board adopt rules related to bus driver authority, including, but not limited to, specific administrative regulations related to suspension of riding privileges, and to make them available to parents/guardians, students, teachers, and other interested parties. For language related to suspension of riding privileges, see BP/AR 5131.1 - Bus Conduct.

Students transported in a school bus or student activity bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway, or road. (5 CCR 14103)

(cf. 5131.1 - Bus Conduct)

The driver shall have the authority to discontinue the operation of a school bus or student activity bus whenever he/she determines that it is unsafe to continue.

(cf. 3516.5 - Emergency Schedules) (cf. 3543 - Transportation Safety and Emergencies)

This regulation and AR 5131.1 - Bus Conduct shall be made available to parents/guardians, students, teachers, and other interested parties. (5 CCR 14103)

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Responsibilities

The driver's primary responsibility is to safely transport students to and from school and school activities. He/she shall follow procedures contained in district plans and regulations pertaining to transportation safety.

The driver shall stop to load or unload students only at school bus stops designated by the Superintendent or designee, or authorized by the Superintendent or designee for school activity trips. (Vehicle Code 22112)

(cf. 3541 - Transportation Routes and Services)

The driver shall activate the amber warning light system, flashing red signal lights, and stop arm signal and shall escort students in accordance with Vehicle Code 22112.

The driver shall not require any student to leave the bus en route between home and school or other destinations. (5 CCR 14103)

***Note: Vehicle Code 23125 prohibits a school bus driver from using a wireless telephone while driving the bus, except for work-related or emergency purposes. In addition, Vehicle Code 23123.5 prohibits the driver of any motor vehicle from using a wireless communications device for text-based communication, except when the device is specifically designed and configured to allow voice and hands-free operation. Requirements for "motor vehicles" are applicable to school buses and stadent activity buses pursuant to the definitions in Vehicle Code

415 and 545. At its discretion, the district may establish conditions that are more restrictive than law. See AR 3543 - Transportation Safety and Emergencies for language detailing these requirements.***

The driver shall not drive a school bus or student activity bus while using a wireless telephone or using a wireless communications device for text-based communication, except when otherwise authorized by law and AR 3543 - Transportation Safety and Emergencies.

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The driver shall report the following to the Superintendent or designee:

Note: Pursuant to 13 CCR 1215, school bus drivers must prepare and sign a written report at the completion of each day's work regarding the condition of the equipment listed in 13 CCR 1215, as provided in item #1 below. For further information about this report, see AR 3543 - Transportation Safety and Emergencies.

- 1. The condition of the bus at the completion of each work day (13 CCR 1215)
- 2. His/her duty status for each 24-hour period, including, but not limited to, the number of hours on and off duty (13 CCR 1213)
- 3. Any traffic accident involving the bus (13 CCR 1219)

In addition to notifying the Superintendent or designee, the driver shall immediately notify the CHP of any traffic accident and, if the bus is operated under contract, his/her employer. (13 CCR 1219)

Note: Items #4-8 below are optional and may be revised to reflect district practice.

- 4. Traffic violations
- 5. Consistently late school dismissals which cause transportation delays
- 6. Overload runs
- 7. Recurring and serious student misbehavior / *
- 8. Parent/guardian and student complaints

Vehicle Idling

Note: 13 CCR 2480 prohibits idling of school buses, student activity buses, and other commercial motor vehicles within 100 feet of a school except under specified conditions. Failure to comply with the requirements specified in items #1-2 below may result in specified civil and/or criminal penalties to the driver of the Superintendent or designee who directs school bus operations.

The driver of a school bus or student activity bus shall: (13 CCR 2480)

- 1. Turn off the bus engine upon stopping at a school or within 100 feet of a school and not restart the engine more than 30 seconds before beginning to depart
- 1. Not cause or allow the bus to idle at any location greater than 100 feet from a school for more than five consecutive minutes or for an aggregated period of more than five minutes in any one hour

(cf. 3514 - Environmental Safety)

However, vehicle idling may be allowed under limited conditions, including, but not limited to, occasions when idling is necessary to: (13 CCR 2480)

- 1. Stop for an official traffic control signal or device, for traffic conditions under which the driver has no control, or at the direction of law enforcement
- 2. Ascertain that the bus is in safe operating condition and properly equipped
- 3. Operate equipment designed to safely load, unload, or transport students with disabilities
- 4. Operate a heater, air conditioner, defroster, or other equipment as necessary to ensure the safety or health of passengers
- 5. Cool down a turbo-charged diesel engine before turning off the engine
- 6. Recharge a battery or other energy storage unit of a hybrid electric bus or vehicle

The Superintendent or designee shall notify all drivers, upon employment and at least once per year thereafter, of the requirements specified above and the potential legal and employment consequences of failure to comply. All complaints of noncompliance shall be reviewed and remedial action taken as necessary. The Superintendent or designee shall retain records of the training and of any complaints and enforcement actions for at least three years. (13 CCR 2480)

Reports

The Superintendent or designee shall retain records of: (13 CCR 1234)

- 1. Each driver's duty status and supporting documents provided pursuant to 13 CCR 1201 and 1213. Such records shall be retained for six months and made available to the CHP upon request.
- 2. The different types of vehicles and vehicle combinations each driver has demonstrated capability to operate.
- 3. Records of each driver's license, certificate, medical certificate, first aid certificate, and

training as specified in 13 CCR 1234.

4. Daily vehicle inspection reports prepared by drivers pursuant to 13 CCR 1215.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

39800.5 Qualifications of driver of 15-passenger van

39830-39842 School buses

40080-40090.5 Training required to obtain or renew bus driver certificate

45125.1 Criminal background checks for contractors

56195.8 Training in installation of mobile seating devices

HEALTH AND SAFETY CODE

39640-39642 Vehicle idling, penalties

PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

415 Definition of motor vehicle

545 Definition of school bus

546 Definition of student activity bus

1808.8 Dismissal for safety-related cause

2570-2574 Contracts with private school bus contractors

12516-12517.4 Certification requirements

12522 First aid training for school bus drivers

13370-13371 Suspension or revocation of bus driver certificate

13376 Driver certificates; revocation or suspension; sex offense prosecution

22112 School bus signals; roadway crossings

23123-23125 Prohibitions against use of wireless telephone and text communications while driving; exceptions

25257-25257.7 School bus equipment

34501.6 School buses; reduced visibility

CODE OF REGULATIONS, TITLE 5

14103 Authority of the driver

14104 School bus driver instructor

CODE OF REGULATIONS, TITLE 13

1200-1202.2 Motor carrier safety

1212-1228 School bus driver requirements

1234 Reports regarding school buses and bus drivers

2480 Vehicle idling

CODE OF FEDERAL REGULATIONS, TITLE 49

40.1-40.413 Transportation drug and alcohol testing programs

382.101-382.605 Controlled substance and alcohol use and testing

571.222 Federal motor vehicle safety standard #222

Management Resources:

DEPARTMENT OF MOTOR VEHICLES PUBLICATIONS

California Commercial Driver Handbook

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION PUBLICATIONS

School Bus Driver In-Service Safety Series, October 2011

WEB SITES

California Air Resources Board: http://www.arb.ca.gov

California Department of Education, Office of School Transportation:

http://www.cde.ca.gov/ls/tn

California Highway Patrol: http://www.chp.ca.gov

California Department of Motor Vehicles: http://www.dmv.ca.gov

California Department of Justice: http://oag.ca.gov

National Transportation Safety Board: http://www.ntsb.gov

U.S. Department of Transportation, National Highway Traffic Safety Administration:

http://www.nhtsa.dot.gov

(11/99 11/02) 8/13

CSBA Sample

Administrative Regulation

Transportation Safety And Emergencies

AR 3543

Business and Noninstructional Operations

Cautionary Notice: AB 1610 (Ch. 724, Statutes of 2010) amended Government Code 17581.5 to relieve districts from the obligation to implement specified statutes whenever they are identified in the Budget Act as being ones for which state mandate reimbursement is not provided for that fiscal year. As a result, certain provisions of the following administrative regulation that reflect those requirements may be suspended. It is recommended that districts consult legal counsel prior to suspending any provisions.

Note: The following regulation is for use by districts that provide school bus transportation services and employ their own school bus drivers. Districts that contract out for all transportation services may revise this regulation as appropriate to ensure that the contracting firm meets all legal requirements regarding transportation safety.

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment listed in 13 CCR 1215, including any defect or deficiency discovered by or reported to him/her which would affect safe operation or result in mechanical breakdown of the bus, or indicating that no defect or deficiency was discovered or reported. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

In the event of a school bus accident, the driver shall immediately notify the California Highway Patrol, the Superintendent or designee, and, if the bus is operated under contract, the driver's employer. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

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

Passenger Restraint Systems

Note: Pursuant to Vehicle Code 27316 and 27316.5, any school bus or student activity bus purchased or leased for use in California must be equipped with a passenger restraint system if the bus was manufactured on or after the dates specified in law, as described below. Although it is the manufacturer's responsibility to ensure installation of appropriate passenger restraint systems, the district should be aware that buses manufactured or purchased from outside California may need to be modified to comply with the state's requirements. In addition, according to the California Department of Education's (CDE) Passenger Restraints Frequently Asked Questions, districts may, but are not required to, retrofit older school buses with passenger restraint systems with the original equipment manufacturer's approval. In determining whether to retrofit buses, the CDE recommends that districts consider the age of the bus, the total cost of the retrofit, and the required re-inspection of the bus by the California Highway Patrol.

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

- 1. Is a Type 1 school bus manufactured on or after July 1, 2005 which is designed for carrying more than 16 passengers and the driver
- 2. Is a Type 2 school bus or student activity bus manufactured on or after July 1, 2004 which meets one of the following criteria:
- a. Is designed for carrying 16 or fewer passengers and the driver
- b. Has a manufacturer's vehicle weight rating of 10,000 pounds or less and is designed for carrying not more than 20 passengers and the driver

Note: The following optional paragraph reflects legislative intent of Vehicle Code 27316.

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary tudents receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Note: Pursuant to Vehicle Code 27316, no person, district, or organization may be held criminally liable if a passenger improperly uses or fails to use the passenger restraint system. However, the CDE's Passenger Restraints Frequently Asked Questions encourages districts to develop procedures to enforce disciplinary actions for nonuse or improper use of the passenger restraint system.

***Note: The following optional paragraph may be expanded to specify the steps that should be taken by the driver to reasonably ensure that all passengers are properly restrained (e.g., verbal instructions to students, visual inspection), which may vary depending on the age/grade levels of

the students. Such steps also may be incorporated in district regulations adopted pursuant to 5 CCR 14103 related to student conduct on buses, bus driver authority, and the suspension of riding privileges; see BP/AR 5131.1 - Bus Conduct.***

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

(cf. 5131.1 - Bus Conduct) (cf. 5144 - Discipline)

Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

Electronic Communications Devices

Note: Vehicle Code 23123 prohibits any person from driving a motor vehicle while using a wireless telephone, except under the conditions described below. Pursuant to the definitions in Vehicle Code 415 and 545, a "motor vehicle" would include a school bus or student activity bus. In addition, Vehicle Code 23125 prohibits a person from driving a school bus while using a wireless telephone except for work-related or emergency purposes. At its discretion, the district may establish conditions that are more restrictive than law and should revise the following list accordingly.

A bus driver shall not drive a school bus or student activity bus while using a wireless telephone, except under the following conditions: (Vehicle Code 23123, 23125)

- 1. When he/she uses a wireless telephone that is specifically designed and configured to allow hands-free listening and talking, provided it is used in that manner while driving
- 2. For emergency purposes, including, but not limited to, a call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity
- 3. For work-related purposes

(cf. 3513.1 - Cellular Phone Reimbursement)

***Note: Vehicle Code 23123.5 generally prohibits any person from driving a motor vehicle while using an electronic wireless communications device for text-based communication. AB 1536 (Ch. 92, Statutes of 2012) amended Vehicle Code 23123.5 to add an exception for the use

of voice-operated and hands-free operation of an electronic wireless communications device. At its discretion, the district may establish conditions that are more restrictive than law and should revise the following paragraph accordingly.***

A bus driver shall not drive while using an electronic wireless communications device to write, send, or read a text-based communication, including, but not limited to, text messages, instant messages, and email, unless the device is specifically designed and configured to allow voice-operated and hands-free operation and is used in that manner. This prohibition does not include reading, selecting, or entering a telephone number or name in an electronic wireless communications device for the purpose of making or receiving a telephone call. (Vehicle Code 23123.5)

Safe Bus Operations

Note: Pursuant to Education Code 39834, any Governing Board member, employee, or other person who knowingly operates or permits operation of a school bus in excess of its seating capacity is guilty of a misdemeanor. However, the Board is authorized to adopt policy that allows seating capacities to be exceeded in cases of emergency; see BP/AR 3516 - Emergencies and Disaster Preparedness Plan.

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Note: Vehicle Code 34501.6 mandates any district that provides student transportation to adopt procedures that limit bus operation when atmospheric conditions reduce visibility, as described below, and that give drivers for school activity trips discretionary authority to discontinue operation when it is unsafe.

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

(cf. 3515.2 - Disruptions)

Transportation Safety Plan for Boarding and Exiting Buses

Note: The district should modify items #1-2 below to reflect grade levels offered by the district. A district that does not maintain any of grades prekindergarten through 8 should delete items #1-2.

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall include all of the following: (Education Code 39831.3)

- 1. Procedures for determining if students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
- 2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
- 3. Procedures for boarding and exiting a school bus at a school or other trip destination

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

Parental Notifications

Note: The following section is for use by districts that offer any of grades prekindergarten through 6 and should be revised to reflect the grade levels offered by the district.

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

- 1. A list of school bus stops near each student's home
- 2. General rules of conduct at school bus loading zones
- 3. Red light crossing instructions
- 4. A description of the school bus danger zone
- 5. Instructions for safety while walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Student Instruction

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

- 1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.
- ***Note: Item #2 below is for use by districts that offer any of grades prekindergarten through 8 and should be revised to reflect the grade levels offered by the district.***
- 2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
- a. Proper loading and unloading procedures, including escorting by the driver
- b. How to safely cross the street, highway, or private road
- c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
- d. Proper passenger conduct
- e. Bus evacuation procedures
- f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction

- h. Amount of time taken for instruction
- i. Bus driver's name
- i. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the California Highway Patrol.

Note: Item #3 below applies to all students in grades prekindergarten through 12 and may be revised to reflect grade levels offered by the district.

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

Legal Reference:

EDUCATION CODE

39830-39842 Transportation, school buses

51202 Instruction in personal and public health and safety

PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

415 Definition of motor vehicle

545-546 Definition of school bus and student activity bus

22112 Loading and unloading passengers

23123 Use of wireless telephone prohibited while driving motor vehicle

23123.5 Text communications prohibited while driving motor vehicle

23125 Use of wireless telephone prohibited while driving school bus

27316-27316.5 Passenger restraint systems

34500 California Highway Patrol responsibility to regulate safe operation of school buses

34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses

34501.6 School buses; reduced visibility

34508 California Highway Patrol responsibility to adopt rules re: equipment and operations of school buses

CODE OF REGULATIONS, TITLE 5

14100-14105 School buses and student activity buses

CODE OF REGULATIONS, TITLE 13

1200-1293 Motor carrier safety

2480 Airborne toxic control measure; limitation on bus idling CODE OF REGULATIONS, TITLE 19
574-575.3 Inspection and maintenance of fire extinguishers CODE OF FEDERAL REGULATIONS, TITLE 49
571.1-571.500 Motor vehicle standards, including school buses

Management Resources:

WEB SITES

California Association of School Business Officials: http://www.casbo.org California Association of School Transportation Officials: http://www.castoways.org California Department of Education, Office of School Transportation: http://www.cde.ca.gov/ls/tn

California Highway Patrol: http://www.chp.ca.gov National Coalition for School Bus Safety: http://www.ncsbs.org National Transportation Safety Board: http://www.ntsb.gov

U.S. Department of Transportation, National Highway Traffic Safety Administration: http://www.nhtsa.dot.gov

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CSBA Sample

Board Policy

Nondiscrimination In Employment

BP 4030

Personnel

Note: The following policy reflects the provisions of the California Fair Employment and Housing Act (FEHA) (Government Code 12900-12996), which prohibits employers from discriminating against employees and job applicants on the basis of actual or perceived race, color, ancestry, national origin, age, sex, sexual orientation, gender, gender identity, gender expression, religious creed, physical or mental disability, medical condition, marital status, or genetic information. All of these protections also are provided under various provisions of federal law, including Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7), Title VI of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17), Title IX of the Education Amendments of 1972 (20 USC 1681-1688), the Americans with Disabilities Act (42 USC 12101-12213), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Genetic Information Nondiscrimination Act (42 USC 2000ff-2000ff-11).

Note: For policy addressing sexual harassment of and by employees, see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment.

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

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

(cf. 4032 - Reasonable Accommodation)

(cf. 4033 - Lactation Accommodation)

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

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

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

(cf. 5145.7 - Sexual Harassment)

Prohibited discrimination consists of the taking of any adverse employment action against a person, including termination or denial of promotion, job assignment, or training, or in discriminating against the person in compensation, terms, conditions, or other privileges of employment based on any of the prohibited categories of discrimination listed above.

***Note: Government Code 12940, as amended by AB 1964 (Ch. 287, Statutes of 2012),

provides that a district may not discriminate against an employee or job applicant based on the person's religious beliefs, observances, or dress or grooming practices unless it can demonstrate that it has explored available reasonable alternative means of accommodating the person but is unable to reasonably accommodate him/her. In addition, Government Code 12926, as amended by AB 2386 (Ch. 701, Statutes of 2012), clarifies the definitions of "religious creed" and "sex," as stated below.***

The prohibition against discrimination based on the religious creed of an employee or job applicant includes any discrimination based on the person's religious dress or grooming practices or any conflict between the person's religious belief, observance, or practice and an employment requirement. The prohibition against discrimination based on the sex of an employee or job applicant shall include any discrimination based on the person's pregnancy, childbirth, breastfeeding, or any related medical conditions. (Government Code 12926, 12940)

Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Note: In Thompson v. North American Stainless LP, the U.S. Supreme Court held that a third party may file an antiretaliation suit.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies, assists, or in any way participates in the district's complaint procedures instituted pursuant to this policy.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

Note: Many nondiscrimination laws and regulations require identification of an employee who will be responsible for compliance with the nondiscrimination laws, as provided in the following paragraph. For example, pursuant to 34 CFR 104.7 and 106.8, the district is required to designate the person(s) responsible for the overall implementation of the requirements of Title IX and Section 504, which prohibit discrimination on the basis of sex and disability.

The following position is designated as Coordinator for Nondiscrimination in Employment:

(position title) Superaludent
3901 North Musa School Load, Somis
(905) 465-1411

(address)

(telephøne number)

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of district policy should, as appropriate, immediately contact his/her supervisor, the Coordinator, or the Superintendent who shall advise the employee or applicant about the district's procedures for filing, investigating, and resolving any such complaint.

Note: For a sample procedure to be used by district employees or job applicants to complain about perceived discrimination in employment, see AR 4031 - Complaints Concerning Discrimination in Employment.

Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with AR 4031 - Complaints Concerning Discrimination in Employment.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Note: Pursuant to 2 CCR 7287.6, in certain instances, an employee's (especially a supervisor's) knowledge or notice of harassment may subject the district to liability. Therefore, it is recommended that the district require its employees with knowledge of harassment or discrimination to report the incident to the appropriate district authorities. In addition, Government Code 12940 provides that an employer may be responsible for the sexual harassment of employees by nonemployees where the employer knows or should have known of the conduct and failed to take immediate and corrective action. See BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Coordinator or Superintendent as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

Training and Notifications

Note: Government Code 12950.1 requires any district with 50 or more employees to provide two hours of sexual harassment training and education to supervisory employees once every two years.

Note: In addition, Government Code 12940 requires districts to take all reasonable steps to prevent prohibited discrimination and harassment. Such steps include adopting an effective policy that contains provisions for training employees and providing them with required notifications. See AR 4119.11/4219.11/4319.11 - Sexual Harassment for information regarding sexual harassment training.

Note: Although not required by law, fisk managers and legal counsel often recommend that all employees receive training regarding harassment in order to help mitigate damages in the event of litigation.

The Superintendent or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination.

(cf. 4131- Staff Development) (cf. 4231- Staff Development)

(cf. 4331- Staff Development)

Note: Pursuant to 34 CFR 100.6(d) and 106.9 and 28 CFR 35.106, the district is required to continually notify job applicants that it does not discriminate on the basis of race, color, national origin, sex, disability, or age.

The Superintendent or designee shall regularly publicize, within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)

The district's policy shall be posted in all district schools and offices including staff lounges and student government meeting rooms. (5 CCR 4960)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

7287.6 Terms, conditions and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

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

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures

106.9 Dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

COURT DECISIONS

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, August 2010

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Questions and Answers: Religious Discrimination in the Workplace, 2008

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans

with Disabilities Act, October 2002

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors,

June 1999

WEB SITES

California Department of Fair Employment and Housing: http://www.dfeh.ca.gov

U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

U.S. Equal Employment Opportunity Commission: http://www.eeoc.gov

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CSBA Sample

Administrative Regulation

Reasonable Accommodation

AR 4032 Personnel

***Note: Pursuant to the federal Americans with Disabilities Act (ADA) (42 USC 12101-12213) and the state's Fair Employment and Housing Act (FEHA) (Government Code 12900-12996), the district has a duty to reasonably accommodate qualified employees and job applicants with known disabilities, except when such accommodation would cause an undue hardship to the district. This accommodation is not required for individuals who are not otherwise qualified for the job. ***

***Note: Pursuant to 28 CFR 35.150 and 35.160, the district must also afford individuals with disabilities (including community members, students, and employees) an equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Therefore, the district may need to provide auxiliary aids and services to ensure that existing services and facilities are readily accessible to and usable by individuals with disabilities. See BP 0410 - Nondiscrimination in District Programs and Activities, BB 9320 - Meetings and Notices, and BB 9322 - Agenda/Meeting Materials. ***

***Note: The following optional administrative regulation is consistent with the recommendations contained in the Equal Employment Opportunity Commission's (EEOC) Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act and clarifies a district's responsibility under the ADA. ***

Except when undue hardship would result to the district, the Superintendent or designee shall provide reasonable accommodation:

- 1. In the job application process, to any qualified job applicant with a disability
- 2. To enable any qualified employee with a disability to perform the essential functions of the position he/she holds or desires to hold or to enjoy equal benefits or other terms, conditions, and privileges of employment as other similarly situated employees without disabilities

***Note: Pursuant to 28 CFR 35.107, each district having 50 or more (full- or part-time) employees must designate at least one employee to coordinate its efforts to comply with the ADA, including complaint investigation. This coordinator may be the same individual designated by the district pursuant to 34 CFR 106.8 to coordinate efforts to comply with and investigate complaints regarding Title IX (discrimination on the basis of gender). Districts that have not so designated an individual in BP 4030 - Nondiscrimination in Employment should modify the following paragraph to include the title of the individual designated by the district. See also AR 4031 - Complaints Concerning Discrimination in Employment. ***

The district designates the position specified in BP 4030 - Nondiscrimination in Employment as the coordinator of its efforts to comply with the Americans with Disabilities Act (ADA) and to investigate any and all related complaints.

(cf. 4030 - Nondiscrimination in Employment)(cf. 4031 - Complaints Concerning Discrimination in Employment)

Definitions

***Note: The following section contains some basic definitions of terminology used in the ADA. P.L. 110-325 amended 42 USC 12101 to expand the definition of "disability" and requires EEOC to revise its regulations and guidance to reflect the amendment. However, because FEHA has long provided additional protections under California law, the amendments will not likely have much impact in California. ***

***Note: Government Code 12926 and 12926.1 provide definitions of "physical disability" and "mental disability" that require a "limitation of a major life activity," but do not require a "substantial limitation." Government Code 12926 and 12926.1, and the amended federal law, provide that a condition limiting a major life activity shall be determined without respect to any mitigating measures (e.g., medications, assistive devices), unless the mitigating measure itself limits an individual's ability to participate in a major life activity. ***

***Note: The terminology used in the law is complex and is often the subject of litigation. The district should consult legal counsel if a question arises as to whether an individual has a qualifying disability and/or if an accommodation cannot be provided due to "undue hardship."

Disability, with respect to an individual, is defined as any of the following: (Government Code 12926; 20 CFR 1630.2)

- 1. A physical or mental impairment that limits one or more of the major life activities
- 2. A record of such an impairment
- 3. Being regarded as having such an impairment

Limits shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics or reasonable accommodations, unless the mitigating measure itself limits a major life activity. (Government Code 12926)

***Note: Pursuant to 29 CFR 1630.2 and the EEOC's Enforcement Guidance, evidence as to whether a job function is "essential" includes the district's judgment, written job descriptions, the consequences of not requiring the incumbent to perform the function, the terms of a collective bargaining agreement, and work experience of past and current employees in the job. These considerations underscore the importance of developing and maintaining detailed, up-to-date job

descriptions, preferably signed by individuals holding the position. ***

Essential functions are the fundamental job duties of the position the individual with a disability holds or desires. The term does not include the marginal functions of the position. (Government Code 12926; 29 CFR 1630.2)

Reasonable accommodation means: (Government Code 12926; 29 CFR 1630.2)

- 1. For a qualified job applicant with a disability, modifications or adjustments to the job application process that enable him/her to be considered for the position he/she desires
- 2. For a qualified employee with a disability, modifications or adjustments to the work environment, or to the manner or circumstances under which the position the employee holds or desires is customarily performed, that enable him/her to perform the essential functions of that position or to enjoy equal benefits and privileges of employment as are enjoyed by the district's other similarly situated employees without disabilities

***Note: Pursuant to 29 CFR 1630.15; the district may require that, in order to be qualified for a job, a person must not pose a "direct threat" to the health and safety of himself/herself or others in the workplace. In 2002, the V.S. Supreme Court in Chevron USA v. Echazabal upheld the regulation as it relates to the health and safety of the employee requesting the accommodation.

***Note: Pursuant to 29 CFR 1630.2, a "direct threat" is a significant risk that cannot be eliminated or reduced by reasonable accommodation. Before finding that a person is not qualified by reason of posing such a threat, the district must consider whether reasonable accommodation could reduce the risk of harm to an acceptable level. If no such accommodation exists, the district may refuse to hire the applicant or may discharge the employee. ***

Qualified individual with a disability means a job applicant or employee with a disability who: (29 CFR 1630.15, 1630.2)

- 1. Satisfies the requisite skill, experience, education, and other job-related requirements of the employment position he/she holds or desires
- 2. Can perform the essential functions of the position with or without reasonable accommodation
- 3. Would not pose a significant risk of substantial harm, which cannot be eliminated or reduced by reasonable accommodation, to himself/herself or others in the job he/she holds or desires

***Note: In US Airways, Inc. v. Barnett, the U.S. Supreme Court laid out the burdens of proof for an individual with a disability and an employer in an ADA lawsuit alleging failure to provide reasonable accommodation. Once the employee shows that a requested accommodation is reasonable on its face, the burden shifts to the employer to provide case-specific evidence

proving that reasonable accommodation would cause an undue hardship in the particular circumstances. ***

***Note: 29 CFR 1630.2 lists factors relevant to the determination of undue hardship; see section below entitled "Granting Reasonable Accommodation." ***

Undue hardship is a determination based on an individualized assessment of current circumstances that shows that the provision of a specific accommodation would cause significant difficulty or expense to the district. (29 CFR 1630.2)

Request for Reasonable Accommodation

***Note: The EEOC's Enforcement Guidance clarifies that, in requesting reasonable accommodation, the employee or job applicant is not required to mention the ADA, use the term "reasonable accommodation," or put the request in writing. Government Code 12940 requires that the district and employee or job applicant engage in an informal, interactive process to clarify the individual's needs and identify the appropriate reasonable accommodation. ***

***Note: Generally, according to the EEOC's Enforcement Guidance, a district is not obligated to ask an employee whether a reasonable accommodation is needed when the employee has not informed the district that an accommodation is necessary. However, the district should initiate the reasonable accommodation interactive process without being asked if the district (1) knows that the employee has a disability; (2) knows, or has reason to know, that the employee is experiencing workplace problems because of the disability; and (3) knows, or has reason to know, that the disability prevents the employee from requesting a reasonable accommodation.

***Note: With regard to job applicants, the EEOC's Enforcement Guidance states that the district may tell applicants what the hiring process involves and may ask applicants whether they will need reasonable accommodation for the process. Generally, the district may not ask an applicant whether he/she needs a reasonable accommodation for the job. ***

When requesting reasonable accommodation, an employee or his/her representative shall inform the employee's supervisor that he/she needs a change at work for a reason related to a medical condition. The supervisor shall inform the coordinator of the employee's request as soon as practicable.

When requesting reasonable accommodation for the hiring process, a job applicant shall inform the coordinator that he/she will need a reasonable accommodation during the process.

***Note: According to the EEOC's Enforcement Guidance, the district may ask the individual for reasonable documentation about his/her disability when the need for accommodation is not obvious. The following paragraph is consistent with the EEOC's Enforcement Guidance. ***

When the disability or the need for accommodation is not obvious, the coordinator may ask the employee to supply reasonable documentation about his/her disability. In requesting this

documentation, the coordinator shall specify the types of information that are being sought about the employee's condition, the employee's functional limitations, and the need for reasonable accommodation. The employee may be asked to sign a limited release allowing the coordinator to submit a list of specific questions to his/her health care or vocational professional.

***Note: The EEOC's Enforcement Guidance states that if the employee provides insufficient documentation, the district may require the employee to undergo a medical examination, as specified below. However, before requiring the employee to submit to such an examination, the district should specify why the documentation is insufficient and give him/her an opportunity to provide the missing information in a timely manner. ***

If the documentation submitted by the employee does not indicate the existence of a qualifying disability or explain the need for reasonable accommodation, the coordinator shall request additional documentation that specifies the missing information. If the employee does not submit such additional documentation in a timely manner, the coordinator may require him/her to submit to an examination by a health care professional selected and paid for by the district.

The district may make a medical or psychological inquiry of a job applicant or require him/her to submit to a medical or psychological examination after he/she has been given a conditional offer of employment but before the commencement of his/her job duties, provided the inquiry or examination is job-related, consistent with business necessity, and required for all incoming employees in the same job classification. (Government Code 12940)

***Note: Pursuant to 42 USC 2000ff-1-2000ff-11, the Genetic Information Nondiscrimination Act (P.L. 110-233), it is unlawful for a district to request, require, or purchase an employee's or his/her family member's individual genetic information except in complying with the medical certification requirements for family care and medical leave purposes or with the employee's prior, knowing, voluntary, and written authorization. See AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave. Any such information received by the district must be kept confidential. ***

The coordinator shall not request any job applicant's or employee's genetic information except as authorized by law. (42 USC 2000ff-1, 2000ff-5)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

***Note: Pursuant to 42 USC 12112, any information regarding the medical history or condition of a qualified individual with a disability must be treated as a confidential medical record. However, the district should inform supervisors of reasonable accommodation granted to qualified individuals with disabilities. In addition, when such an individual's disability may require emergency medical treatment, first aid and safety personnel should be informed. In A.M. v. Albertsons, LLC, a California appeals court held an employer liable when the employer failed to inform a supervisor about the accommodation allowed one of her subordinates and the subordinate suffered some injury when she was denied the accommodation on one occasion. ***

In accordance with law, the coordinator shall take steps to ensure the confidentiality of

information related to medical conditions or history. As applicable, he/she shall notify the supervisor or manager of the qualified individual of any reasonable accommodation granted the individual and may notify first aid and safety personnel when the disability of the qualified individual may require emergency treatment. (42 USC 12112)

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

Granting Reasonable Accommodation

***Note: The following process is consistent with 29 CFR 1630.2 and the EEOC's Enforcement Guidance. ***

Upon receiving a request for reasonable accommodation from a qualified individual with a disability, the coordinator shall:

- 1. Determine the essential functions of the job involved
- 2. Engage in an informal, interactive process with the individual to review the request for accommodation, identify the precise limitations resulting from the disability, identify potential accommodations, and assess their effectiveness
- ***Note: According to the EEOC's Enforcement Guidance, the district is not required to provide the reasonable accommodation preferred by the individual. Rather, the district must provide an accommodation that is "effective." An "effective accommodation" is one which enables the employee to perform the essential functions of the job or to gain equal access to a benefit or privilege of employment. ***
- ***Note: Pursuant to 42 USC 12112, the district must provide reasonable accommodation to qualified individuals unless the district can prove that to do so would cause undue hardship as defined in the section entitled "Definitions" above. The burden of proving undue hardship rests with the district and what may be an undue hardship for one district may not be an undue hardship for another, depending on factors such as cost and district size. The EEOC's Enforcement Guidance clarifies that even if the cost of an accommodation would cause undue hardship to a district, the qualified individual should have the option to pay for the portion of the cost that constitutes undue hardship, or to personally provide the accommodation. ***
- 3. Develop a plan for reasonable accommodation which will enable the individual to perform the essential functions of the job or gain equal access to a benefit or privilege of employment without imposing undue hardship on the district

A determination of undue hardship should be based on several factors, including: (29 CFR 1630.2)

a. The nature and net cost of the accommodation needed, taking into consideration the availability of tax credits and deductions and/or outside funding

- b. The overall financial resources of the facility making the accommodation, the number of persons employed at this facility, and the effect on expenses and resources of the facility
- c. The overall financial resources, number of employees, and the number, type, and location of facilities of the district
- d. The type of operation of the district, including the composition, structure, and functions of the workforce and the geographic separateness and administrative or fiscal relationship of the facility making the accommodation to other district facilities
- e. The impact of the accommodation on the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business

The coordinator may confer with the site administrator, any medical advisor chosen by the district, and/or other district staff before making a final decision as to the accommodation.

Reasonable Accommodation Committee

***Note: At the suggestion of the Office for Civil Rights, some districts have established a reasonable accommodation committee to help in planning for the reasonable accommodation requested by an applicant or employee. The following optional section should be modified to reflect district practice. ***

The coordinator may appoint a committee to review or assist in the development of appropriate plans to reasonably accommodate qualified individuals who request modifications or adjustments in their work duties or environment because of known physical or mental disabilities.

Committee members shall be selected on the basis of their knowledge of the specific functions and duties required in the position, the physical work environment, available accommodations, and other relevant issues. The committee may include a district administrator, site administrator, medical advisor or rehabilitation specialist, and as necessary, a certificated and/or classified employee. Membership may change on a case-by-case basis.

At the coordinator's discretion, the employee or applicant requesting accommodation may participate in the committee's meetings. If the employee or applicant is excluded from the committee's meetings, the coordinator shall communicate with him/her so that he/she has the opportunity to interact and contribute to planning the reasonable accommodation.

Appeal Process

Any qualified individual with a disability who is not satisfied with the decision of the coordinator may appeal in writing to the Superintendent or designee. This appeal shall be made within 10 working days of receiving the decision and shall include:

1. A clear, concise statement of the reasons for the appeal

2. A statement of the specific remedy sought

The Superintendent or designee shall consult with the coordinator and review the appeal, together with any available supporting documents. The Superintendent or designee shall give the individual his/her decision within 15 working days of receiving the appeal.

Any further appeal for reasonable accommodation shall be considered a complaint concerning discrimination in employment and may be taken to the Governing Board in accordance with the district's procedure for such complaints.

***Note: The employee or applicant also may appeal directly to the Office for Civil Rights at any point. ***

Legal Reference:

CIVIL CODE

51 Unruh Civil Rights Act

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

UNITED STATES CODE, TITLE 29

701-794e Vocational Rehabilitation Act

UNITED STATES CODE, TITLE 42

2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act, especially:

35.107 Designation of employee

36.101-36.608 Nondiscrimination on the basis of disability by public facilities

CODE OF FEDERAL REGULATIONS, TITLE 29

1630.2 Definitions

COURT DECISIONS

A.M. v. Albertsons, LLC, (2009) Cal.App.4th 455

Colmenares v. Braemar Country Club, Inc., (2003) 29 Cal.4th 1019

Chevron USA v. Echazabal, (2002) 536 U.S. 73, 122 S.Ct. 2045

US Airways, Inc. v. Barnett, (2002) 535 U.S. 391, 122 S.Ct. 1516

Management Resources:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

WEB SITES

Department of Fair Employment and Housing: http://www.dfeh.ca.gov Equal Employment Opportunity Commission: http://www.eeoc.gov

U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

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CSBA Sample

Board Policy

Recruitment And Selection

BP 4111 4211,4311

Personnel

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 these 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-Adminstrative Discretion Regarding Board Policy.

Note: The following optional policy may be modified to reflect district practice. The Governing Board should ensure that district hiring procedures are designed to eliminate, or at least minimize, the possibility of hiring unsuitable or undesirable individuals to avoid liability for negligent hiring. In C.A. v. William 8. Hart Union High School District, the California Supreme Court held that defendant district could be vicariously liable for negligence of its administrators and supervisors in the hiring, retention, and supervision of a counselor who sexually harassed and/or abused a student.

The Governing Board is committed to employing suitable, qualified individuals to carry out the district's mission to provide high-quality education to its students and to ensure the efficient running of district operations.

(cf. 0100 - Goals for the School District)

(cf. 4000 - Concepts and Roles)

(cf. 4100 - Certificated Personnel)

(cf. 4200 - Classified Personnel)

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 9000 - Role of the Board)

The Superintendent shall develop fair, open, and transparent recruitment and selection processes and procedures which ensure that employees are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

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

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(cf. 4030 - Nondiscrimination in Employment)
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(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

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

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she also shall disseminate job announcements to ensure a wide range of candidates.

The district's selection procedures shall include screening processes, interviews, observations, and recommendations from previous employers as necessary to identify the best possible candidate for a position. The Superintendent or designee may establish an interview committee, as appropriate, to rank candidates and recommend finalists. All discussions and recommendations shall be confidential in accordance with law.

During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. No inquiry shall be made with regard to any category of discrimination prohibited by state or federal law.

Note: The following paragraph should be modified to reflect district practice.

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

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(cf. 4112 - Appointment and Conditions of Employment)
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(cf. 4112.2 - Certification)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4212 - Appointment and Conditions of Employment)

(cf. 4312.1 - Contracts)

Recruitment Incentives for Teachers

Note: The following optional paragraph reflects the purposes of the Teaching as a Priority (TAP) block grant program established by Education Code 44735. The goal of the program is to recruit credentialed teachers for high-priority schools, defined as schools ranking in the bottom half of the Academic Performance Index. The following paragraph may be revised to reflect incentives approved by the Board.

Contingent upon available funding, the Superintendent or designee may provide incentives to recruit credentialed teachers to teach in any district school ranked in the bottom half of the state Academic Performance Index. Such incentives may include, but are not limited to, signing bonuses, improved work conditions, teacher compensation, or housing subsidies. (Education Code 44735)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

44066 Limitations on certification requirement

44259 Teaching credential; exception; designated subjects; minimum requirements

44735 Incentive grants for recruiting teachers for low-performing schools

44740-44741 Personnel management assistance teams

44750 Teacher recruitment resource center

44830-44831 Employment of certificated persons

44858 Age or marital status in certificated positions

44859 Prohibition against certain rules and regulations re residency

45103-45139 Employment (classified employees)

49406 Examination for tuberculosis

52051 Academic Performance Index

GOVERNMENT CODE

815.2 Liability of public entities and public employees

12900-12996 Fair Employment and Housing Act, including:

12940-12956 Discrimination prohibited; unlawful practices

UNITED STATES CODE, TITLE 8

1324a Unlawful employment of aliens

1324b Unfair immigration related practices

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

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

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

COURT DECISIONS

C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1

Management Resources:

WEB SITES

California Department of Fair Employment and Housing: http://www.dfeh.ca.gov

Education Job Opportunities Information Network: http://www.edjoin.org

Teach USA: http://www.calteach.org

U.S. Equal Employment Opportunity Commission: http://www.eeoc.gov

(7/03) 7/12

Certification

Verification of Credentials

Note: The following optional section may be revised to reflect district practice. Education Code 44857 requires each person employed by the district in a position requiring certification qualifications to register a valid credential with the county office of education or with the district (if the district has an average daily attendance over 10,000), not later than 60 days after beginning employment in the district or not later than 60 days after renewing a credential.

Note: The Commission on Teacher Credentialing (CTC) no longer provides credentials in a paper format. 5 CCR 80001 provides that the official record of a credential is information obtained from the CTC web site. If an applicant has indicated a county of employment on his/her application, the county office of education will receive a download of credential information for that applicant. For all other certificated staff, the district must obtain verification of their employees' certification through the CTC's online service and may print the displayed information.

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid credential or permit issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

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(cf. 4112.21 - Interns)
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The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

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(cf. 3580 District Récords)
(cf. 4112.6/4212.6/4312.6 - Personnel Records)
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Basic Skills Proficiency

Note: Education Code 44830 provides that a district cannot employ an individual in a position requiring certification unless that person has met the basic skalls proficiency requirement or is exempted from the requirement by law. Pursuant to Education Code 44252, persons who have been granted a credential by the CTC generally have met the requirement as a condition of obtaining the credential. According to CTC leaflet CL-667, Basic Skills Requirement, the basic skills profigiency requirement also may be met by passage of the California Basic Educational Skills Test, California Subject Examinations for Teachers: Multiple Subjects Plus Writing Skills Examination, California State University Early Assessment Program, California State Iniversity Placement Examinations, or a basic skills examination from another state.

⁽cf. 4112.22 - Staff Teaching English Language Learners)

f. 4112.23 - Special Education Staff)

⁽cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

⁽cf. 4121 - Temporary/Substitute Personnel)

⁽cf. 5148 - Child Care and Development)

⁽cf. 6178 - Career Technical Education)

⁽cf. 6178.2 - Regional Occupational Center/Program)

⁽cf. 6200 - Adult Education)

Note: Education Code 44252 and 44830 describe circumstances under which certificated employees may be cempted from the basic skills proficiency requirement.

The district shall not initially hire, on a permanent, temporary, or substitute basis, a certificated person seeking employment in the capacity designated in his/her credential unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

The district may hire a certificated teacher who has not taken a test of basic skills proficiency if he/she has not yet been afforded the opportunity to take the test. The employee shall take the test at the earliest opportunity and may remain employed by the district pending the receipt of his/her test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law. An out-of-state prepared teacher applying to the CTC for a one-year nonrenewable credential pending completion of the basic skills requirement shall pass the district's basic skills proficiency test which is at least equivalent to the district test required for high school graduation. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency)

(cf. 6162.5 - High School Exit Examination)

Note: Pursuant to Education Code 44252 and 44830, persons holding or applying for a designated subjects special subjects credential must be assessed with a district basic skills proficiency test, unless their credential requires possession of a bachelor's degree in which case they are required to meet the basic skills requirement. When such persons are employed by a consortium of districts or a joint powers agreement, the test may instead be established by the boards of those entities.

Any person holding or applying for a designated subjects special subjects credential which does not require possession of a bachelor's degree shall pass the district proficiency test in lieu of meeting the state basic skills requirement. (Education Code 44252, 44830)

Note: The following optional paragraph is for use by districts that choose to charge a fee for the locally developed test as allowed by Education Code 44252 and 44830.

The district shall charge a fee to cover the costs of developing, administering, and grading the district proficiency test.

Short-Term Staff Permit

Note: 5 CCR 80021 establishes the short-term staff permit (STSP) to immediately fill teacher vacancies based on unforeseen circumstances. Pursuant to 5 CCR 80021, the CTC will issue the STSP to an individual only once and for no more than one year, expiring at the end of the district's school year.

The district may request that the CTC issue a short-term staff permit (STSP) to an applicant who meets the ₄ualifications specified in 5 CCR 80021 whenever there is a need to immediately fill a classroom based on

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unforeseen circumstances, including, but not limited to: (5 CCR 80021)

- 1. Enrollment adjustments requiring the addition of another teacher
- 2. Inability of the teacher of record to finish the school year due to approved leave or illness
- 3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved internship program
- 4. Inability of the applicant to enroll in an approved internship program due to timelines or lack of space in the program
- 5. Unavailability of a third-year extension of an internship program or the applicant's withdrawal from an internship program

When requesting issuance of an STSP, the district shall submit to the CTC: (5 CCR 80021)

- 1. Verification that it has conducted a local recruitment for the permit being requested
- 2. Verification that it has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit

(cf. 4131 - Staff Development)

3. Written justification for the permit signed by the Superintendent or designee

***Note: 5 CCR 80021 provides that a holder of the STSP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (multiple subject, single subject, education specialist). As amended by Register 2010, No. 43, 5 CCR 80021 provides that all STSPs will also include an English learner authorization allowing the holder to provide services in English language development (ELD) or specially designed instruction in English (SDAIE); see AR 4112.22 - Staff Teaching English Language Learners. Upon request by the district and verification of the applicant's target-language proficiency, the STSP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language.**

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

Note: 5 CCR 80021.1 establishes the provisional internship permit (PIP) to staff classrooms when appropriately credentialed teachers cannot be found after a diligent search. 5 CCR 80021.1 provides that the PIP will be issued in one-year increments for no more than two years and may not be renewed for a second year unless the permit holder has taken all of the subject-matter examinations listed on the permit.

The district may request that the CTC issue a provisional internship permit (PIP) to an applicant who meets the qualifications specified in 5 CCR 80021.1 whenever a suitable credentialed teacher cannot be found after a

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diligent search. The district shall verify all of the following: (5 CCR 80021.1, 80026.5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.

The search shall include, but not be limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media.

(cf. 4111/4211/4311 - Recruitment and Selection)

2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The Superintendent or designee shall assign an experienced educator to guide and assist the permit holder.

- 3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
- 4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
- 5. A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at a public Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that he/she will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

6. The candidate has been apprised of steps to earn a credential and enroll in an internship program.

Note: 5 CCR 80021.1 provides that a holder of the PIP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (multiple subject, single subject, education specialist). As amended by Register 2010, No. 43, 5 CCR 80021.1 provides that all PIPs will also include an English learner authorization allowing the holder to provide services in ELD or SDAIE; see AR 4112.22 - Staff Teaching English Language Learners. Upon request by the district and verification of the applicant's target-language proficiency, the PIP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

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Visiting Faculty Permits

Note: The following section is optional. Pursuant to Education Code 44300.1, the CTC may issue visiting faculty permits authorizing instruction in K-12 departmentalized classes to individuals who possess specified qualifications; verification of basic skills proficiency is not a requirement for this permit. Issuance of such a permit requires the employing district to provide the CTC with justification for the permit as provided below.

The district may request that the CTC issue a visiting faculty permit authorizing an individual to teach in departmentalized classes if he/she has at least three years full-time teaching experience at an accredited postsecondary institution, possesses a master's degree in a subject area closely related to the subject he/she proposes to teach, and meets other qualifications specified in law. In such cases, the district shall provide the CTC with both of the following: (Education Code 44300.1)

1. Annual documentation that the district has implemented a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, and participating in job fairs in California, but has been unable to recruit a sufficient number of certificated teachers to teach the subject matter that the visiting faculty member proposes to teach

Note: Pursuant to Education Code 44300.1, the district must submit a declaration of need as provided in item #2 below. According to CTC Coded Correspondence 07-23, the district should use the CTC form for Declaration of Need for Fully Qualified Educators. The Board's approval of the declaration must not be on the consent agenda and the motion must be entered in the minutes of the meeting; see the accompanying Board policy.

2. The Board-adopted Declaration of Need for Fully Qualified Educators based on the documentation set forth in item #1

Credential Waiver/Long-Term Emergency Permits

Note: Pursuant to Education Code 44225.7, the district may apply to the CTC for an emergency permit pursuant to Education Code 44300 or a credential waiver pursuant to Education Code 44225(m) when a "fully prepared teacher," defined as a teacher who has completed a teacher preparation program, is unavailable to the district. Emergency permits for multiple subject, single subject, and education specialist candidates were replaced with the STSP and PIP. However, CTC continues to offer the Emergency Resource Specialist Permit (5 CCR 80024.3.1), Emergency Teacher Librarian Services Permit (5 CCR 80024.6), Emergency Crosscultural, Language and Academic Development (CLAD) Permit (5 CCR 80024.8), and Emergency Bilingual Authorization Permit (formerly the Emergency Bilingual, Crosscultural, Language and Academic Development (BCLAD) Permit) (5 CCR 80024.7, as amended by Register 2010, No. 43).

Note: In order to qualify for this waiver or permit, the district must first demonstrate that it has made reasonable efforts to recruit candidates who are enrolled in an internship program or are scheduled to complete preliminary credential requirements within six months.

If a teacher who has completed a teacher preparation program is unavailable for an assignment, the district shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who is qualified to participate in and enrolls in an approved internship program in the

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region of the district

2. A candidate who is scheduled to complete preliminary credential requirements within six months and who is provided orientation, guidance, and assistance by the district

If an individual who meets the criteria specified in item #1 or 2 above is not available to the district, the district may, as a last resort, request from the CTC a credential waiver or an emergency permit for the assignment of an individual who does not meet those criteria. (Education Code 44225.7; 5 CCR 80023-80023.2, 80026)

The district may request an emergency permit authorizing resource specialist, Crosscultural, Language and Academic Development (CLAD), bilingual, or teacher librarian services.

Note: As a condition of receiving a credential waiver or emergency permit, Education Code 44225,7 and 5 CCR 80023.2 and 80026 require the Board to annually certify that it has made reasonable efforts to recruit a fully prepared teacher. Pursuant to 5 CCR 80026, in the case of emergency permits, the Declaration of Need for Fully Qualified Educators must be approved by the Board at a regularly scheduled public Board meeting and cannot be on the consent agenda; see the accompanying Board policy.

In order to request an emergency permit, the district shall annually submit a Board-approved Declaration of Need for Fully Qualified Educators on a form provided by the CTC. The declaration shall include certification that the district has made reasonable efforts to recruit a fully prepared teacher for the assignment. (Education Code 44225.7; 5 CCR 80023.2, 80026)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation to teaching which, to the extent reasonably feasible, shall occur before he/she begins a teaching assignment. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

Emergency Substitute Teaching Permits

Note: The CTC issues emergency substitute permits that authorize service as a day-to-day substitute, including the (1) emergency 30-day substitute permit, (2) emergency career substitute teaching permit, (3) emergency substitute permit for prospective teachers, and (4) emergency substitute permit for career technical education. 5 CCR 80025-80025.5 specify restrictions pertaining to the number of days that each type of permit holder may substitute for any one teacher during the school year, as noted in items #1-4 below.

The district may employ for day-to-day substitute teaching, at any grade level, a person with an emergency substitute permit issued by the CTC with the following restrictions:

1. A person holding an emergency 30-day substitute permit, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the CBEST, shall not serve as a substitute for more than 30 days for any one teacher during the school year. He/she shall not serve as a substitute in a special education classroom for more than 20 days for any one teacher during the

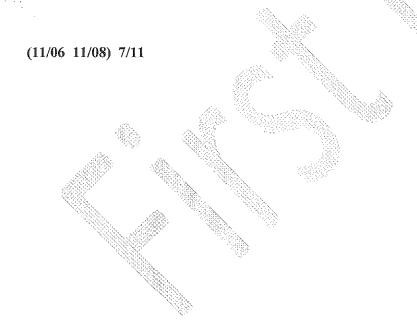
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school year. (5 CCR 80025, 80025.3, 80025.4)

- 2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)
- 3. A person with an emergency substitute permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)
- 4. A person with an emergency substitute permit for career technical education shall teach only in a program of technical, trade, or vocational education and not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Note: 5 CCR 80025 and 80025.5 require the district to have a Statement of Need on file before employing a person with an emergency substitute permit pursuant to item #1 or 4 above. The CTC form for the Statement of Need may be found online at the Commission's Information Guide, which may be accessed only by employers.

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)



Interns

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

Note: Internship programs allow individuals to be fully paid teachers of record while completing a professional preparation program. "University internship programs" are administered by colleges and universities in partnership with school districts pursuant to Education Code 44450-44468, and "district internship programs" are administered by school districts in consultation with colleges or universities pursuant to Education Code 44325-44329.5 and 44830.3. In addition, Education Code 44380-44387 establishes an alternative certification program, designed to attract individuals into the teaching profession and address teacher shortages, which must be operated as either a university or district intern program. Any of these programs may receive additional funding by satisfying specified requirements of an enhanced internship program pursuant to Education Code 44387. See the accompanying administrative regulation for requirements related to all of these programs.

The Governing Board may employ interns to fulfill the district's need for additional instructional resources and to assist future teachers in meeting state credentialing requirements by linking teaching theory with practice.

The Superintendent or designee may enter into an agreement with an accredited college or university to provide supervised teaching experiences within the district as part of a teacher preparation program. He/she shall ensure that the district collaborates with the college or university in the selection, placement, support, and performance assessment of interns.

(cf. 4111/4211/4311 - Recruitment and Selection)

Note: To be employed as an intern, an individual must possess a proper internship credential issued by the Commission on Teacher Credentialing (CTC) authorizing the same service as a regular multiple subject, single subject, or education specialist credential.

Note: Before recommending a candidate for the internship credential, the internship program must certify that the candidate possesses the required qualifications and has completed a mandatory preservice training. The CTC took action in December 2007 to align the university internship program with the district internship program by requiring all intern candidates to complete at least 120 clock hours, or the semester or quarter unit equivalent, of preservice training which includes foundational preparation in general pedagogy, including classroom management and planning, reading/language arts, subject-specific pedagogy, human development, and teaching English learners, see CTC Coded Correspondence 08-03.

Note: In addition, the CTC's Standards of Quality and Effectiveness for Teacher Preparation Programs for Preliminary and Single Subject Teaching Credentials (including internship programs) states that, because an intern is expected to perform the duties of a fully credentialed teacher before he/she has completed the teacher preparation program, it is important that the district review the candidate's prior experiences and personal qualifications to determine if he/she is adequately prepared for the position.

The Superintendent or designee shall ensure that interns employed by the district possess an appropriate internship credential from the Commission on Teacher Credentialing (CTC) and that their prior experiences and personal qualifications adequately prepare them for the responsibilities of the position.

(cf. 4112.2 - Certification) (cf. 4112.22 - Staff Teaching Students of Limited English Proficiency) (cf. 4112.23 - Special Education Staff) An intern may be assigned to provide the same service as a holder of a regular credential in accordance with the authorizations specified on the internship credential. (Education Code 44454, 44325, 44326, 44830.3)

(cf. 4113 - Assignment)

Note: Districts must employ only "highly qualified" teachers to teach core academic subjects in accordance with the No Child Left Behind Act (NCLB) (20 USC 6319, 7801). Pursuant to 5 CCR 6100-6112, persons who are currently enrolled in an approved internship program for less than three years will be considered to have met NCLB requirements if they also hold at least a bachelor's degree and have met other requirements for demonstrating subject matter competence. See BP/AR/E 4112.24 - Teacher Qualifications Under the No Child Left Behind Act.

To be assigned to teach core academic subjects, as defined in law, an intern must meet the definition of a "highly qualified" teacher adopted by the State Board of Education. (20 USC 6319, 7801; 5 CCR 6100-6112)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

Note: The CTC's Standards of Quality and Effectiveness for Teacher Preparation Programs for Preliminary and Single Subject Teaching Credentials require participating districts and postsecondary institutions to certify, as a condition of initial and continuing program accreditation, that interns will not displace certificated employees.

The employment classification of interns is complex. Districts should consult with legal counsel as to the appropriate terms of employment for interns.

Terms of employment for interns shall be consistent with law and the district's collective bargaining agreement, as applicable. Interns shall not displace certificated district employees.

(cf. 4116 - Probationary/Permanent Status) (cf. 4141/4241 - Collective Bargaining Agreement)

Note: Interns participating in any district or university internship program must be provided support and guidance by qualified district or university personnel; see the accompanying administrative regulation. In addition, pursuant to Education Code 44560-44562, interns in "staff priority schools," defined as schools with an aggregate Academic Performance Index at or below the 30th percentile in any of the five previous years, may be assigned a mentor teacher under the Certificated Staff Mentoring Program; see BP/AR 4138 - Mentor Teachers.

Note: AB 2057 (Ch. 223, Statutes of 2008) amended Education Code 44279.1 to clarify that interns are not eligible to participate in the Beginning Teacher Support and Assessment induction program; see BP 4131.1 - Beginning Teacher Support/Induction.

Interns shall receive systematic supervision and guidance by qualified personnel in order to enhance their instructional skills and knowledge. The Superintendent or designee shall ensure that district staff serving as supervisors, mentor teachers, or other support providers receive appropriate training to fulfill their responsibilities and maintain frequent communication with the interns they are assigned to assist.

(cf. 4131 - Staff Development)

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(cf. 4138 - Mentor Teachers)

Interns shall be provided with ongoing feedback regarding their performance and shall be formally evaluated at least once every year in accordance with Board policy and the district's collective bargaining agreement.

(cf. 4115 - Evaluation/Supervision)

Note: Pursuant to Education Code 44328 and 44830.3, after an intern has completed service sufficient to meet program standards and performance assessments, the Governing Board may recommend to the CTC that the district intern be awarded a preliminary teaching credential or, if he/she meets the appricable requirements, a professional clear credential. Education Code 44468 contains similar provisions for interns who fulful the early completion option for either the university or district internship program; see the accompanying administrative regulation. As clarified in CTC Coded Correspondence 03-0028, the internship program is not required to be a prescribed length, but must be of sufficient length to provide adequate opportunity for the intern to meet CTC standards and demonstrate performance of required teaching skills and knowledge.

When an intern has successfully completed the program, the Board may recommend to the CTC that the intern be awarded a preliminary or professional clear credential commensurate with his/her qualifications. (Education Code 44328, 44468, 44830.3)

The Board shall regularly evaluate the effectiveness of the program to determine whether changes are needed in the support and/or assignment of interns. The Board's evaluation shall be based on a report by the Superintendent or designee, including, but not limited to, data on student performance in classes taught by interns, feedback from interns and supervisors, and the number of interns who successfully complete the program and obtain teaching or education specialist credentials.

(cf. 0500 - Accountability)

Legal Reference: EDUCATION CODE 300-340 English language education for immigrant children 44253.3-44253.4 Certificate to provide services to limited-English-proficient students 44253.10 Qualifications to provide specially designed academic instruction in English 44259 Minimum requirements for teaching credential 44314 Diversified or liberal arts program 44321 CTC approval of internship programs 44325-44329.5 District interns 44339-44341 Teacher fitness 44380-44387 Alternative certification program; increased funding for internship programs 44450-44468 Teacher Education Internship Act of 1967 (university interns) 44560-44562 Certificated Staff Mentoring Program 44830.3 Employing district interns 44885.5 District interns classified as probationary employees 52055.605 Identification of high priority schools, High Priority Schools Grant Program CODE OF REGULATIONS, TITLE 5 6100-6126 No Child Left Behind teacher requirements 13000-13017 New Careers Program 80021.1 Provisional internship permit

80055 Internship credential UNITED STATES CODE, TITLE 20 6319 Highly qualified teachers 7801 Definitions, highly qualified teacher

Management Resources:

COMMISSION ON TEACHER CREDENTIALING CORRESPONDENCE

08-03 Preparation of Intern Credential Holders Prior to Service as Teacher of Record as an Intern, March 3, 2008 03-0028 Changes in District Intern Programs as a Result of Senate Bill 187, December 22, 2003

Implementation of SB 57, Early Completion Internship Option, March 10, 2003

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Administrator's Assignment Manual, 2008

CTC Credential Handbook, revised 1997

California Standards for the Teaching Profession, 1997

Standards of Quality and Effectiveness for Teacher Preparation Programs for Preliminary Multiple and Single

Subject Teaching Credentials (including internship programs), rev. April 2008

Standards of Quality and Effectiveness for Education Specialist Credential Programs (Including University

Internship Options) and Clinical Rehabilitative Services Credential Programs, December 1996

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Improving Teacher Quality State Grants, rev. January 16, 2004

WEB SITES

CSBA; http://www.csba.org

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

(11/06 7/07) 11/08

Interns

Note: The following administrative regulation is optional. Districts should select the section(s) below which reflect the program(s) available within the district. In addition to meeting legal requirements, internship programs must be approved by the Commission on Teacher Credentialing (CTC) and satisfy the applicable Standards of Quality and Effectiveness.

University Internship Program

Note: The following optional section is for use by districts that participate in university internship programs pursuant to Education Code 44450-44468. University internship programs are administered by colleges or universities in partnership with districts. Districts participating in such a program should also use the section entitled "Early Completion Option" below.

The Superintendent or designee shall cooperate with a college or university in the development, implementation, and coordination of the university internship program. (Education Code 44452, 44465, 44467)

(cf. 4112.2 - Certification)

The Superintendent or designee may enter into an agreement with a college or university for the employment of competent and qualified college or university staff members to supervise and guide interns as they pursue their district responsibilities. (Education Code 44461)

Note: The following optional paragraph is for use by districts that pay for the supervision of interns out of district funds pursuant to Education Code 44462.

Salary payments for the supervision of interns may be made out of district funds and may be met by proportionately reducing the salaries of paid interns. In such cases, no more than eight interns may be supervised by one staff member and the district salary normally paid to interns may be reduced by no more than one-eighth to pay the supervisor's salary. The intern shall not be paid less than the minimum salary required by the state for a regularly certificated teacher. (Education Code 44462)

(cf. 4151/4251 - Employee Compensation)

Before an intern enrolls in any college or university program to renew his/her internship credential, the Superintendent or designee shall counsel the intern and plan a program for the first and subsequent renewals. (Education Code 44457)

(cf. 4115 - Evaluation/Supervision) (cf. 4131 - Staff Development)

District Internship Program

Note: The following optional section is for use by districts that offer district internship programs pursuant to Education Code 44325-44329 and 44830.3. District internship programs are administered by school districts in consultation with a college or university. Districts offering such a program should also use the section entitled "Early Completion Option" below.

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The Superintendent or designee shall, in consultation with a college or university, develop and implement a professional development plan for district interns. This plan shall include, but not necessarily be limited to, the components described in Education Code 44830.3, including provisions for mandatory preservice training tailored to the grade level or class to be taught, additional instruction during the first year of service when required, and an annual evaluation of the district intern. (Education Code 44830.3)

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(cf. 4115 - Evaluation/Supervision)
(cf. 4131 - Staff Development)
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Each district intern shall be assisted and guided by either of the following: (Education Code 44326, 44830.3)

1. A certificated employee who possesses valid certification at the same level or the same type of credential as the district intern he/she serves, and who is selected through a competitive process adopted by the Governing Board after consultation with the exclusive teacher representative unit

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(cf. 4112.2 - Certification)
(cf. 4138 - Mentor Teachers)
(cf. 4140/4240 - Bargaining Units)
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Personnel employed by a college or university to supervise student teachers 2.

The Superintendent or designee shall ensure that appropriate records are maintained, showing the credit earned by each district intern. (Education Code 44327)

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(cf. 4112.6/4212.6/4312.6 - Personnel Files)
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Note: Pursuant to Education Code 44325, a district intern's credential is valid for two years, except that the credential may be valid for three years if the intern is participating in a program that leads to the attainment of a specialist credential to teach students with mild and moderate disabilities, of for four years if the intern is participating in a program that leads to the attainment of both a specialist credential and either a multiple subject or single subject teaching credential. In all cases, the district may recommend a one-year extension.

When a district intern's credential expires, the Superintendent or designee may recommend to the Commission on Teacher Credentialing (CTC) that the intern's credential be extended for one year. (Education Code 44325)

Early Completion Option

Note: The following section is for use by districts that offer a university internship program and/or a district internship program. The early completion option required by Education Code 44468 provides interns who are preparing for either a multiple or single subject teaching credential an opportunity to challenge the coursework of an internship program and to demonstrate teaching skills through performance assessments.

***Note: In accordance with CTC correspondence issued March 10, 2003, any internship program approved by the CTC must have a plan which includes descriptions of (1) any coursework and field experiences that will be required of all early completion

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interns; (2) how the program requirements will be met, how program milestones will be sequenced and met, and how early completion interns will receive advisement; (3) how interns will engage in and successfully complete the Teaching Performance Assessment (TPA); (4) the TPA plan for those who pass the Teaching Foundations Exam; (5) how interns who do not successfully complete the initial TPA tasks will be provided an individualized plan and matriculate through the regular internship program; and (6) how early completion interns will be linked/articulated with induction programs. ***

An intern may choose an early completion option leading to a five-year preliminary credential by completing the following requirements: (Education Code 44468)

- 1. Passing the CTC-approved assessment of knowledge of teaching foundations
- 2. Passing the CTC-approved Teaching Performance Assessment (TPA)
 - a. The intern shall first pass the assessment of teaching foundations described in item #1 before qualifying to take the TPA.
 - b. The intern may take the TPA only one time as part of the early completion option. An intern who is not successful on the TPA may complete his/her internship program and his/her scores shall be used to provide an individualized professional development plan that emphasizes preparation in areas where additional growth is warranted and waiving preparation in areas where the intern has demonstrated competence. The intern shall be required to retake and pass the TPA at the end of the internship in order to be considered for recommendation to the CTC.
- 3. For interns pursuing a preliminary multiple subjects credential, passing the reading instruction competence assessment described in Education Code 44283
- 4. Meeting the requirements for teacher fitness as set forth in Education Code 44339, 44340, and 44341

Alternative Certification Program for Addressing Teacher Shortages

Note: The following optional section is for use by districts that provide an alternative certification program pursuant to Education Code 44380-44387 to address teacher shortages in geographic and subject matter areas. An alternative certification program that has been approved by the CTC must be operated as a university and/or district internship program.

Note: Education Code 44380, as amended by 8B 1186 (Ch. 518, Statutes of 2008), includes a legislative finding that serious shortages exist of mathematics and science teachers, teachers of limited-English-proficient students, minority teachers, and special education teachers. SB 1186 also amended Education Code 44385 to revise the criteria for selecting grant recipients to include consideration of the number of redentialed teachers at the school site and the district's capacity to provide mentoring support and assistance to interns.

To assist with recruitment of teachers in geographic and subject matter shortage areas, the district shall implement an alternative certification program that encourages persons with work experience and others who already have a bachelor's degree in the field in which they plan to teach to obtain a permanent credential. (Education Code 44382)

Note: The district may modify the following paragraph to reflect program(s) available in the district.

The district's alternative certification program shall be operated as a university internship program and/or district internship program under the requirements specified above for the applicable program. (Education Code 44384)

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Enhanced Internship Program

Note: The following section is optional and may be used by districts that offer a university internship program, a district internship program, or an alternative certification program. Education Code 44387 provides additional funding for internship programs to districts that agree to provide more preservice training on the teaching of English language learners, adhere to classroom supervision/observation requirements, maintain a small ratio of experienced teachers to interns, and address the distribution of interns, as provided below.

When granted additional state funding as an enhanced internship program, the district's program shall: (Education Code 44387)

- 1. Provide interns, before they provide instructional services, with the greater of the following:
 - a. 120 hours of intensive preservice training focused on the teaching of English language learners
 - b. 40 hours of preservice training in addition to all other required training, including, but not limited to, training related to services for English language learners pursuant to Education Code 44253.3, 44253.4, and 44253.10

Note: Education Code 44387 does not require that an experienced teacher who assists an intern be one who teaches at the same school as the intern, except to the extent possible. However, the experienced teacher must be employed by the school district and assigned to assist the intern at the school site.

2. Provide all teacher interns with 40 hours of classroom observation, supervision, assistance, and assessment by one or more experienced teachers who possess valid certification to teach the same grade level and the same subject matter and who are employed by the district, assigned to assist the interns at the interns' respective school sites, and, to the extent possible, teach at the same school sites as the interns

(cf. 4138 - Mentor Teachers)

Note: Education Code 44387 clarifies that each experienced teacher should not be assigned to assist more than five interns at the same school site.

3. Maintain a ratio of one experienced teacher to no more than five interns at the same school site

Note: Pursuant to Education Code 44387, in order to receive increased funding for the second year and beyond, districts must demonstrate to the CTC equity in Astribution of interns, as provided below.

Beginning in the second year of receipt of state funding for this program, the district shall annually demonstrate that no "high priority school," defined as one that is ranked in deciles 1-5 on the Academic Performance Index, will have a higher percentage of interns than the district-0 wide average of interns per school in that year. (Education Code 44387, 52055,605)

(cf. 0520.1 - High Priority Schools Grant Program)

(11/06 11/07) 11/08

CSBA Sample

Board Policy

Drug And Alcohol Testing For School Bus Drivers

BP 4112.42 4212.42,4312.42

Personnel

Note: State and federal law (Vehicle Code 34520; 49 CFR 382.101-382.605) require that any district employing school bus drivers establish a drug and alcohol testing program, with specified components, applicable to bus drivers and any other drivers of a commercial motor vehicle weighing over 26,000 pounds or designed to transport 16 or more passengers including the driver. All testing must be conducted in accordance with 49 CFR 40.1-40.413. For further information, see the web sites of the U.S. Department of Transportation (DOT) and the California Highway Patrol (CLP).

Note: In addition, Vehicle Code 34520.3 requires drivers of school transportation vehicles (i.e., vehicles that are not school buses, student activity buses, or youth buses and are used by the district for the primary purpose of transporting children), such as a van, to participate in the testing program to the same extent as required by law for school bus drivers. The Legislative Counsel has issued an opinion that Vehicle Code 34520.3 applies only to employees whose primary job is transportation. The district should consult legal counsel as necessary to determine applicability of this law to district employees.

Note: The district's drug and alcohol testing program is subject to compliance inspections conducted by the CHP. It is recommended that the district review the CHP's Controlled Substances and Alcohol Testing Compliance Checklist to assess whether its program fulfills legal requirements.

The Governing Board desires to ensure that district-provided transportation is safe for students, staff, and the public. To that end, the Superintendent or designee shall establish a drug and alcohol testing program designed to prevent the operation of buses or the performance of other safety-sensitive functions by a driver who is under the influence of drugs or alcohol, including a driver of a school bus, student activity bus, or other school transportation vehicle or any other employee who holds a commercial driver's license which is necessary to perform duties related to district employment.

(cf. 3540 - Transportation)

(cf. 3542 - School Bus Drivers)

(cf. 3543 - Transportation Safety and Emergencies)

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

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

A driver shall not report for duty or remain on duty when he/she has used any drug listed in 21 CFR 1308.11. A driver is also prohibited from reporting for duty or remaining on duty when

he/she has used any drug listed in 21 CFR 1308.12-1308.15, unless he/she is using the drug under the direction of a physician who has advised him/her that the substance will not adversely affect the driver's ability to safely operate a bus. In addition, a driver shall not consume alcohol while on duty or for four hours prior to on-duty time. (49 CFR 382.201-382.209, 382.213)

Note: 49 USC 31306 and 49 CFR 382.301-382.311 require that certain types of tests be part of the district's drug and alcohol testing program. See the accompanying administrative regulation for requirements applicable to each test.

Note: Pursuant to 49 CFR 382.301, the district may, but is not required to, conduct pre-employment alcohol testing. The following paragraph should be revised by districts that choose to conduct such testing.

The district's testing program for drivers shall include pre-employment drug testing and reasonable suspicion, random, post-accident, return-to-duty, and follow-up drug and alcohol testing of drivers. (49 USC 31306; 49 CFR 382.301-382.311)

Note: Pursuant to 49 CFR 40.11, districts are responsible for implementing the drug and alcohol testing program. They may do this using their own employees, contracting for services, or joining together in a consortium with other employers. The following optional paragraph provides that the district will contract for such services and may be revised by districts that use alternative methods.

The Board shall contract for testing services upon verifying that the personnel are appropriately qualified and/or certified and that testing procedures conform to federal regulations.

Except as otherwise provided by law, the Superintendent or designee shall not release individual test results or medical information about a driver to a third party without the driver's specific written consent. (49 CFR 40.321)

Consequences Based on Test Results

Any driver who refuses to take a required drug or alcohol test, tests positive for drugs, or is found to have a blood alcohol concentration level that exceeds the levels specified in law shall be removed from performing safety-sensitive functions in accordance with 49 CFR 40.23 and 382.211.

Note: Pursuant to 49 CFR 40.21 and 382.119, before temporarily removing a driver from safety-sensitive functions, the district must receive verification of the test results from a licensed physician certified as a medical review officer, unless a waiver of this requirement has been obtained from the Federal Motor Carrier Safety Administration.

No driver shall be temporarily removed from the performance of safety-sensitive functions based only on a laboratory report of a confirmed positive test before the certified medical review officer has completed verification of the test results, unless the district has obtained a waiver. (49 CFR 40.21, 382.107, 382.119)

Not later than five days after receiving notification of the test result or refusal to comply, the Superintendent or designee shall report any refusal, failure to comply, or positive test result to the California Department of Motor Vehicles (DMV) using a form approved by the DMV. (Vehicle Code 13376)

Note: Pursuant to Vehicle Code 13376, upon receiving a report of a driver's refusal, failure to comply, or positive test result, the California Department of Motor Vehicles will revoke the driver certificate or refuse to approve an initial application for a certificate. An exception exists for a driver who complies with a rehabilitation or return-to-duty program that meets the requirements of federal regulations. For purposes of retaining his/her certificate, the driver may participate in such a program only once within a three-year period.

Note: The following paragraph is optional. Pursuant to 49 CFR 40.289, the district is not required to provide education and treatment services to any driver. However, if the district offers the driver an opportunity to return to work following a violation, then it must ensure that the driver receives an evaluation by a qualified substance abuse professional and successfully complies with the evaluation recommendations. Responsibility for payment for evaluation and services is to be determined by the district and driver and may be governed by a collective bargaining agreement and health care benefits.

Any driver who refuses, fails to comply, or has a positive test result may be referred to an education and treatment program that meets the requirements of 49 CFR 40.281-40.313. If the substance abuse professional recommends that ongoing services are needed to assist the driver to maintain sobriety or abstinence from drug use, the Superintendent or designee shall require the driver to participate in the recommended services as part of a return-to-duty agreement and shall monitor his/her compliance. Any drop from a rehabilitation or return-to-duty program or a subsequent positive test result shall be reported to the DMV. (Vehicle Code 13376; 49 CFR 40.285, 40.287, 40.303, 382.605)

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(cf. 4159/4259/4359 - Employee Assistance Programs)
(cf. 4161/4261 - Leaves)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)
(cf. 4261.1 - Personal Illness/Injury Leave)
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A driver who has violated federal drug and alcohol regulations may be subject to disciplinary action up to and including dismissal in accordance with law, administrative regulations, and the district's collective bargaining agreement.

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(cf. 4117.4 - Dismissal)(cf. 4118 - Suspension/Disciplinary Action)(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
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Voluntary Self-Identification

Note: The following section is for use by districts that choose to establish a voluntary self-identification policy or program, pursuant to 49 CFR 382.121, which relieves drivers who admit alcohol or drug misuse from the federal requirements for referral, evaluation, and treatment contained in 49 CFR 40.281-40.313. If the district chooses to establish such a program, it is mandated to adopt a written policy containing the provisions specified in items #1-3 below. Pursuant to 49 CFR 382.121, the district's program may also include employee monitoring and non-DOT follow-up testing. If the district chooses to incorporate these elements, it should add them to this list.

Whenever a driver admits to alcohol or drug misuse under the district's voluntary self-identification program, the Superintendent or designee shall ensure all of the following: (49 CFR 382.121)

- 1. No adverse action shall be taken against the driver by the district.
- 2. The driver shall be allowed sufficient opportunity to seek evaluation, education, or treatment to establish control over his/her drug or alcohol problem.
- 3. The driver shall be permitted to participate in safety-sensitive functions only after:
- a. Successfully completing an education or treatment program, as determined by a drug and alcohol abuse evaluation expert, such as an employee assistance professional, substance abuse professional, or qualified drug and alcohol counselor
- b. Undergoing a return-to-duty test with a result indicating an alcohol concentration of less than 0.02 and/or a verified negative result for drug use

A driver who admits to alcohol or drug misuse shall not be subject to federal requirements related to referral, evaluation, and treatment, provided that he/she does not self-identify in order to avoid drug or alcohol testing, makes the admission prior to performing a safety-sensitive function, and does not perform a safety-sensitive function until he/she has been evaluated and has successfully completed education or treatment requirements in accordance with program guidelines. (49 CFR 382.121)

Legal Reference:
EDUCATION CODE
35160 Authority of governing boards
GOVERNMENT CODE
8355 Drug-free workplace; employee notification
VEHICLE CODE
13376 Driver certificates; revocation or suspension
34500-34520.5 Safety regulations
CODE OF REGULATIONS, TITLE 13
1200-1293 Motor carrier safety, especially:

1213.1 Placing drivers out-of-service

UNITED STATES CODE, TITLE 41

8101-8106 Drug-Free Workplace Act

UNITED STATES CODE, TITLE 49

31306 Alcohol and drug testing

CODE OF FEDERAL REGULATIONS, TITLE 21

1308.11-1308.15 Controlled substances

CODE OF FEDERAL REGULATIONS, TITLE 49

40.1-40.413 Procedures for transportation workplace drug and alcohol testing programs

382.101-382.605 Drug and alcohol use and testing; especially:

382.205 On-duty use

382.207 Pre-duty use

382.209 Use following an accident

Management Resources:

CALIFORNIA HIGHWAY PATROL PUBLICATIONS

Controlled Substances and Alcohol Testing Compliance Checklist, 2007

What is CSAT? Controlled Substances and Alcohol Testing, 2005

WEB SITES

California Highway Patrol: http://www.chp.ca.gov

Federal Motor Carrier Safety Administration: http://www.fmcsa.dot.gov

U.S. Department of Transportation, Office of Drug and Alcohol Policy and Compliance:

http://www.dot.gov/ost/dapc

(2/96 3/06) 8/13

CSBA Sample

Administrative Regulation

Drug And Alcohol Testing For School Bus Drivers

AR 4112.42 Personnel

Note: The following administrative regulation reflects state and federal requirements (Vehicle Code 34520; 49 CFR 40.1-40.413, 382.101-382.605) for drug and alcohol testing of school bus drivers, including pre-employment, post-accident, random, reasonable suspicion, return-to-duty, and follow-up testing. Pursuant to 49 CFR 40.27, the district must not require a driver to sign a consent, release, waiver of liability, or indemnification agreement with respect to any part of the drug or alcohol testing process.

Definitions

For purposes of drug testing required by the U.S. Department of Transportation (DOT), drugs included in the tests are marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates. (49 CFR 40.3, 40.85, 382.107)

Alcohol concentration or level means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath. For purposes of the DOT alcohol testing program, an alcohol level between 0.02 and 0.04 requires removal of the bus driver for a 24-hour period following the test. An alcohol level of 0.04 or higher requires immediate removal of the driver from performing safety-sensitive functions until the driver has successfully completed the return-to-duty process. (49 CFR 382.107, 382.201, 382.505)

Safety-sensitive function means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include, but are not limited to, all time driving or otherwise in the bus; waiting at a district facility to be dispatched; inspecting, servicing, or conditioning the bus or bus equipment; loading or unloading the bus; supervising or assisting in the loading or unloading of the bus; and repairing, obtaining assistance, or remaining in attendance upon a disabled bus. (49 CFR 382.107)

(cf. 3540 - Transportation)

(cf. 3542 - School Bus Drivers)

(cf. 3543 - Transportation Safety and Emergencies)

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

Designated Employer Representative

***Note: 49 CFR 40.35 and 40.215-require the district to identify a "designated employer representative" to perform-the duties specified in 49 CFR 40.3. The following paragraph may

be revised to reflect the title of the employee so designated.***

The Superintendent or designee shall identify a designated employer representative and shall provide his/her name and telephone number to the testing contractor to contact about any problems or issues that may arise during the testing process. (49 CFR 40.35, 40.215)

The designated employer representative shall be responsible for receiving test results and other communications, taking immediate action(s) to remove drivers from safety-sensitive functions, and making other required decisions in the testing and evaluation processes. (49 CFR 40.3)

Pre-employment Testing

When hiring a new driver, the Superintendent or designee shall, with the driver's written consent, request the driver's past drug and alcohol testing record, as specified in 49 CFR 40.25, from any employer who has employed the driver at any time during the previous two years. In addition, the Superintendent or designee shall ask the driver if he/she tested positive, or refused to test, on any pre-employment drug or alcohol test that was administered during the past two years in the course of applying for another safety-sensitive transportation position that he/she did not obtain. The driver shall not be permitted to perform safety-sensitive functions if he/she refuses to provide consent to obtain the information from previous employers, the information from previous employers is not received within 30 days of the date on which the driver first performed safety-sensitive functions for the district, or the driver or a previous employer reports a violation of a drug or alcohol regulation without subsequent completion of the return-to-duty process. (49 CFR 40.25, 382.413)

Upon making a contingent offer of employment to a driver and prior to the first time the driver performs safety-sensitive functions for the district, the Superintendent or designee shall require the driver to undergo testing for drugs and to receive a verified negative test result. This testing requirement may be waived if all of the following conditions exist: (49 CFR 382.301)

- 1. The driver has participated in a qualified drug testing program within the previous 30 days.
- 2. While participating in the program, the driver either was tested within the past six months or participated in a random drug testing program for the previous 12 months.
- 3. The Superintendent or designee has contacted the testing program(s) in which the driver has participated and has obtained information about the program and the driver's participation as specified in 49 CFR 382.301.
- 4. No prior employer of the driver of whom the district has knowledge has records of the driver's violation of federal drug testing regulations within the previous six months.
- ***Note: The following optional paragraph is for use by districts that choose to conduct pre-employment alcohol testing; see the accompanying Board policy. Pursuant to 49 CFR 382.301, pre-employment alcohol testing is not required but, if the district chooses to conduct such testing, it must comply with the following requirements.***

In addition, the Superintendent or designee shall require the driver to undergo pre-employment alcohol testing in accordance with the procedures in 49 CFR 40.1-40.605 and to receive a test result indicating an alcohol concentration level of less than 0.04. (49 CFR 382.301)

Post-Accident Testing

As soon as practicable following an accident involving a school bus or student activity bus, the Superintendent or designee shall ensure that the driver involved is tested for alcohol and/or drugs under either of the following conditions: (49 CFR 382.303)

- 1. The accident involved loss of human life.
- 2. The driver receives a citation for alcohol use within eight hours of the accident, or for drug use within 32 hours of the accident, and the accident involved bodily injury to a person who required immediate medical treatment away from the scene of the accident and/or disabling damage to one or more vehicles requiring towing.

The Superintendent or designee shall attempt to administer a required alcohol test up to eight hours following the accident and/or a drug test up to 32 hours following the accident. The results of an alcohol or drug test conducted by federal, state, or local officials having independent authority for the test shall be considered to meet this requirement. If the alcohol test is not administered within two hours following the accident, or the test for drugs is not administered within 32 hours following the accident, the Superintendent or designee shall make a record stating the reasons the test was not promptly administered. (49 CFR 382.303)

Random Testing

Note: The district may revise the following paragraph to specify the method by which it will select drivers for random drug and alcohol testing. Pursuant to 49 CFR 382.305, the district must randomly select drivers for testing using a scientifically valid method such as a random number table or a computer-based random number generator that is matched with drivers' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. Pursuant to 49 CFR 40.347, the district may contract with a third-party administrator or join a consortium of employers to operate the random selection process.

The Superintendent or designee shall ensure that random, unannounced drug and alcohol tests of bus drivers are conducted on testing dates reasonably spread throughout the year. Such tests shall be conducted during, immediately before, or immediately after the performance of safety-sensitive functions. (49 CFR 382.305)

***Note: The district must annually test at least 10 percent of district drivers for alcohol and at least 50 percent for drugs, in accordance with the calculations and procedures described in 49 CFR 382.305. The minimum required percentage is subject to change as determined necessary by the Federal Motor Carrier Safety Administration (FMCSA). Any such change will be published in the Federal Register and on the FMCSA's web site and will be effective starting

January 1 following such publication.***

The Superintendent or designee shall ensure that the percentage of district drivers randomly tested for drugs and alcohol meets or exceeds the minimum annual percentage rates specified in 49 CFR 382.305 or subsequently published in the Federal Register.

Each driver selected for random testing shall have an equal chance of being tested each time selections are made. (49 CFR 382.305)

Each driver who is selected for testing shall proceed to the test site immediately or, if performing a safety-sensitive function other than driving a bus, then as soon as possible after ceasing that function. (49 CFR 382.305)

Reasonable Suspicion Testing

Note: The following section may be revised to reflect the position (e.g., driver's supervisor or other district employee) authorized and trained to make observations for reasonable suspicion drug or alcohol testing.

A driver shall be required to submit to a drug or alcohol test whenever the Superintendent or designee has reasonable suspicion that the driver has violated the prohibitions against the use of drugs or alcohol. Such reasonable suspicion shall be based on specific, contemporaneous, articulable observations, conducted during, immediately before, or immediately after the performance of safety-sensitive functions, concerning the driver's appearance, behavior, speech, and/or body odors. Reasonable suspicion of drug use may also include indications of the chronic and withdrawal effects of drugs. (49 CFR 382.307)

The person who makes the required observations for reasonable suspicion testing for drugs or alcohol shall be trained in accordance with 49 CFR 382.603. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not be the same person who conducts the alcohol test. (49 CFR 382.307)

Within 24 hours of the observed behavior or before the results of the drug or alcohol test are released, whichever is earlier, the Superintendent or designee shall prepare and sign a written record of the observations leading to a reasonable suspicion test. (49 CFR 382.307)

An alcohol test required as a result of reasonable suspicion shall be administered within eight hours following the determination of reasonable suspicion. If the test is not administered within two hours, the Superintendent or designee shall prepare and maintain on file a record stating the reasons the test was not promptly administered. (49 CFR 382.307)

In the absence of a reasonable suspicion alcohol test, the district shall take no action against a driver based solely on the driver's behavior and appearance, except that the driver shall not be allowed to report for or remain on safety-sensitive functions until an alcohol test is administered and the results show a concentration less than 0.02 or 24 hours have elapsed following the determination of reasonable suspicion. (49 CFR 382.307)

Return-to-Duty Testing

Note: Pursuant to 49 CFR 40.305, the district may return a driver to safety-sensitive functions after he/she completes required education and treatment services as described in the accompanying Board policy and a return-to-duty drug or alcohol test. Such personnel decisions may be subject to collective bargaining or other legal requirements.

The Superintendent or designee may permit a driver who has violated federal drug or alcohol regulations to return to safety-sensitive functions after the driver has successfully complied with the education and treatment services prescribed by a substance abuse professional and has a taken a return-to-duty drug or alcohol test. The driver shall not resume performance of safety-sensitive functions unless the drug test shows a negative result and/or the alcohol test shows a concentration of less than 0.02. (49 CFR 40.305, 382.309)

Follow-Up Testing

Note: Pursuant to 49 CFR 40.307, after a driver successfully complies with education and treatment services, the substance abuse professional will prescribe a follow-up testing plan and will present that plan to the designated employer representative. The plan must direct that the driver be subject to at least six unannounced follow-up tests in the first 12 months following the driver's return to safety-sensitive functions.

Upon receiving a written follow-up testing plan from a substance abuse professional, the Superintendent or designee shall determine the actual dates for follow-up testing consistent with those recommendations and shall ensure that such tests are unannounced and follow no discernable pattern as to their timing. No additional tests beyond those included in the plan shall be imposed by the district. (49 CFR 40.307-40.309, 382.111)

Notifications

Note: Pursuant to 49 CFR 382.601, the district is mandated to adopt policy and procedures pertaining to misuse of drugs and alcohol and to provide these materials to each driver. When conducting compliance inspections, the CHP reviews whether district policy or regulations contain all of items #1-11 below.

The Superintendent or designee shall provide each driver with materials explaining the federal regulations and the district's policy and procedure related to drug and alcohol testing and shall notify representatives of employee organizations of the availability of this information. This information shall include a detailed discussion of at least the following: (49 CFR 382.303, 382.113, 382.601)

- 1. The identity of the person designated by the district to answer driver questions about the materials
- 2. The categories of drivers who are subject to drug and alcohol testing

- 3. Sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of the workday the driver is required to be in compliance
- 4. Specific information concerning prohibited driver conduct
- 5. The circumstances under which a driver will be tested for drugs and/or alcohol, including post-accident testing
- 6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver
- 7. The requirement that a driver submit to drug and alcohol tests
- 8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences
- 9. The consequences for drivers found to have violated the prohibitions against drug or alcohol use, including the circumstances under which drivers will be removed immediately from safety-sensitive functions and the requirements for education, treatment, and return-to-duty testing
- 10. The consequences for drivers found to have a blood alcohol concentration between 0.02 and 0.04
- 11. Information concerning the effects of drug and alcohol use on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to any employee assistance program, and/or referral to management

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

Each driver shall sign a statement certifying that he/she has received a copy of the above materials. The Superintendent or designee shall maintain the original of the signed certificate and may provide a copy of the certificate to the driver. (49 CFR 382.601)

In addition, prior to administering each alcohol or drug test, the driver shall be notified that the test is required pursuant to Title 49, Part 382, of the Code of Federal Regulations. (49 CFR 382.113)

The driver shall be notified of the results of drug and alcohol tests in accordance with 49 CFR 382.411.

Records

Note: 49 CFR 40. 333 and 382.401 specify the records that must be retained by the district and how long each record must be retained (i.e., one year, two years, three years, five years, or indefinitely). Upon receiving a request from the FMCSA to inspect any such record, the district must make the record(s) available for inspection at the district office within two business days.

The Superintendent or designee shall maintain records of the district's drug and alcohol testing program in accordance with 49 CFR 40.333 and 382.401. Such records shall be maintained in a secure location with controlled access and shall be disclosed only in accordance with 49 CFR 382.405.

(cf. 3580 - District Records)

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CSBA Sample

Administrative Regulation

Criminal Record Check

AR 4112.5 4312.5 **Personnel**

***Note: Pursuant to Education Code 44346.1, the Commission on Teacher Credentialing (CTC) is required to deny any credential application and to revoke any credential issued to a person who has been convicted of a violent or serious felony. ***

***Note: The state Department of Justice (DOJ) has instituted an electronic system for the submission of fingerprints (Live Scan) that replaces the process of manually recording an individual's fingerprint on cards. However, provisions of the Education Code have not yet been amended to reflect this technology and sections of the law still use the terminology "fingerprint identification cards." Where applicable, we have replaced the term "fingerprint identification card" with "fingerprint identification data" in order to include both the Live Scan and fingerprint card processes. ***

Note: The following regulation also applies to county offices of education and charter schools.

Applicants for Employment

The Superintendent or designee shall ensure that each person to be employed submits fingerprints, either electronically through the Live Scan system or on fingerprint identification cards, for processing by the Department of Justice. If the district is using the Live Scan system, the Superintendent or designee shall also provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

Note: Pursuant to Education Code 44830.1, a plea of nolo contendere to a serious or violent felony constitutes a conviction, but a person may be hired and/or retained if the conviction is reversed and the formerly convicted person is acquitted of the offense in a new trial, or the charges are dismissed.

The Superintendent or designee shall ensure that no person is hired in a position requiring certification qualifications or supervising positions requiring certification qualifications who has been convicted of a violent or serious felony as listed in Penal Code 667.5(c) or 1192.7(c), unless that person has obtained a certificate of rehabilitation and a pardon. (Education Code 44830.1)

(cf. 4112 - Appointment and Conditions of Employment) (cf. 4112.2 - Certification)

However, a certificated employee may be hired by the district, without obtaining a criminal

record summary, if that employee became a permanent employee of another school district as of October 1, 1997. (Education Code 44830.1)

(cf. 4121 - Temporary/Substitute Personnel)

Note: Education Code 44830.2 provides that a district may enter into an agreement with other school districts within the county, or within contiguous counties, to share the criminal record information of applicants or temporary/substitute teachers in those multiple school districts. Either a district or the County Superintendent of Schools may be designated to act on behalf of the participating districts. The designated agency will send the fingerprint identification data to DOJ for processing, receive and review the criminal history from the DOJ, and maintain common lists of persons eligible for employment. See AR 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records.

***Note: AB 2623 (Ch. 623, Statutes of 2000) added Penal Code 11105.75, operative July 1, 2002, which authorizes the DOJ, when the arrest record does not include fingerprints, to notify a district if it is determined that an applicant has a criminal history record. ***

Temporary Certificate of Clearance

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***Note: The following optional section is for use by districts that issue temporary certificates pursuant to Education Code 44332.5 to authorize salary payments while a certificated employee's credential application is being processed. In many cases, the issuance of temporary certificates is handled by county offices of education. ***

Before issuing a temporary certificate of clearance to an applicant whose credential is being processed, the Superintendent or designee shall obtain a criminal record summary from the Department of Justice. The Superintendent or designee shall not issue a temporary certificate of clearance if the applicant has been convicted of a violent or serious felony, unless the applicant has obtained a certificate of rehabilitation and pardon. (Education Code 44332, 44332.5, 44332.6)

The Superintendent or designee may issue a temporary certificate of clearance without obtaining a criminal record summary to an employee currently and continuously employed by a district within the county who is serving under a valid credential and has applied for a renewal of that credential or for an additional credential. (Education Code 44332.6)

The Superintendent or designee may issue a temporary certificate of clearance to a person who has been convicted of a serious felony that is not also a violent felony, if that person can prove to the sentencing court of the offense in question, by clear and convincing evidence, that he/she has been rehabilitated for the purposes of school employment for at least one year. (Education Code 44332.6)

Subsequent Arrest Notification

***Note: Pursuant to Education Code 44830.1, the district is required to sign up for

"subsequent arrest notification" from the DOJ. With this service, the DOJ will notify the district of the subsequent arrest of any person whose fingerprints are maintained on file at the DOJ.***

The Superintendent or designee shall request subsequent arrest notification from the Department of Justice as provided under Penal Code 11105.2. (Education Code 44830.1)

(cf. 4112.6/4212.6/4312.6 - Personnel Files) (cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

Current Employees

The Superintendent or designee shall not retain in employment any current certificated employee who is a temporary employee, substitute employee or probationary employee serving before March 15 of the employee's second probationary year if he/she has been convicted of a violent or serious felony. (Education Code 44830.1)

Upon notification by the Department of Justice of such conviction, the Superintendent or designee shall immediately place that employee on leave without pay. (Education Code 44830.1)

When the district receives written electronic notification of the fact of conviction from the Department of Justice, the Superintendent or designee shall terminate that employee without regard to any other procedure for termination specified in the Education Code or district procedures, unless that employee has received a certificate of rehabilitation and a pardon. (Education Code 44830.1)

If the employee challenges the Department of Justice record and the Department of Justice withdraws in writing its notification, the Superintendent or designee shall immediately reinstate that employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement. (Education Code 44830.1)

Legal Reference:

EDUCATION CODE

44010 Sex offense

44332 Temporary certificate

44332.5 Registering certificates by certain districts

44332.6 Criminal record check, county board of education

44346.1 Applicants for credential, conviction of a violent or serious felony

44830.1 Certificated employees, conviction of a violent or serious felony

44830.2 Certificated employees; interagency agreement

44836 Conviction of a sex offense

45122.1 Classified employees, conviction of a violent or serious felony

45125 Use of personal identification cards to ascertain conviction of crime

45125.01 Classified employees; interagency agreements

45125.5 Automated records check
45126 Duty of Department of Justice to furnish information
PENAL CODE
667.5 Prior prison terms, enhancement of prison terms
1192.7 Plea bargaining limitation
11105.2 Subsequent arrest notification
CODE OF REGULATIONS, TITLE 11
703 Release of criminal offender record information
708 Destruction of criminal offender record information

Management Resources:

WEB SITES

Department of Justice/Attorney General's Office: http://www.caag.state.ca.us/app

CSBA: http://www.csba.org

(10/97 10/98) 7/02

CSBA Sample

Board Policy

Transfers

BP 4114 Personnel

Note: The following optional policy is for use by those districts that do not have transfer provisions included in the collective bargaining agreement with certificated employees. Those districts that have such provisions in the bargaining agreement may use and modify the following paragraph for consistency with the agreement.

Subject to the approval of the Governing Board, the Superintendent or designee may transfer a teacher from one district school to another when he/she determines the transfer is in the best interest of the district. (Education Code 35035)

(cf. 4030 - Nondiscrimination in Employment) (cf. 4113 - Assignment)

Such transfers shall be determined in accordance with the district's collective bargaining agreement with certificated employees.

(cf. 4141/4241- Collective Bargaining Agreement)

Voluntary Transfers

The Superintendent or designee may establish processes and deadlines for the submission of transfer requests to facilitate staff assignments with minimal disruption to the educational program.

Upon receipt of a written transfer request by a teacher, the Superintendent or designee may consider the input of the principals at the current school and the requested school, alignment of the teacher's qualifications with needs of the school(s), and opportunities for the professional growth of the teacher.

(cf. 4112.2 - Certification)

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

Note: SB 1655 (Ch. 518, Statutes of 2006) added Education Code 35036 to allow principals of schools ranked in deciles 1-3 on the Academic Performance Index to refuse a request of a teacher to transfer into the school, as specified below.

Administrative Regulation

Dismissal

AR 4117.4 Personnel

Note: Because Education Code provisions pertaining to dismissal are complex, districts are advised to seek legal counsel well before dismissal proceedings are instituted. As amended by AB 729 (Ch. 392, Statutes of 1995), Education Code 44932-44947 lists "unsatisfactory performance" rather than "incompetence" as a cause for dismissal. Districts are nevertheless advised to also retain in their policy a reference to their long-standing right under Education Code 44948.3 to dismiss probationary employees for unsatisfactory performance determined pursuant to Education Code 44660-44665.

Permanent Employees

Permanent employees shall not be dismissed from their position except when cause for dismissal can be shown. Cause and procedures for dismissal are defined by provisions of Education Code 44932-44947.

(cf. 4116 - Probationary/Permanent Status)

Probationary Employees (Districts of 250 ADA or more)

During the school year, certificated probationary employees may be dismissed for causes specified in Education Code 44932-44947 or for unsatisfactory performance determined pursuant to Education Code 44660-44665. Procedures and time limits for such action shall be those set forth in Education Code 44948.3.

(cf. 4115 - Evaluation/Supervision)

At the end of the school year, the Governing Board may decide not to rehire probationary employees without a statement of reasons, giving notice in accordance with Education Code 44929.21.

(cf. 4117.6 - Decision Not to Rehire)

Probationary Employees (Districts of less than 250 ADA)

Note: Option 1 below is for use by districts of less than 250 ADA that grant permanent status to certificated employees after two consecutive school years of service. Option 2 is for use by districts that do not grant permanent status.

Option 1: During the school year certificated probationary employees may be dismissed for causes specified in Education Code 44932-44947 or for unsatisfactory performance determined pursuant to Education Code 44660-44665. Procedures and time limits for such action shall be those set forth in Education Code 44948.3.

(cf. 4115 - Evaluation/Supervision)

At the end of the school year, the Governing Board may decide not to rehire probationary employees without a statement of reasons, giving notice in accordance with Education Code 44929.21.

(cf. 4117.6 - Decision Not to Rehire)

Option 2: Certificated probationary employees may be dismissed only for causes specified in Education Code 44932-44947. (Education Code 44948)

During the school year, dismissal procedures shall be those set forth in Education Code 44932 et seq.

At the end of the school year, dismissal procedures shall be those set forth in Education Code 44948.5. The employee shall receive written notice on or before March 15 and may request a hearing, as provided by Education Code 44948.5, to determine if there is cause for not reemploying him/her. If the Governing Board does not give written notice on or before March 15, the employee shall be rehired for the following year. (Education Code 44948.5)

Note: When dismissing a certificated probationary employee at the end of the year for cause, Education Code 44948.5 requires that a hearing requested by the employee be conducted by an administrative law judge. However, the judge's decision regarding the sufficiency of the cause is not binding on the Board.

(cf. 4121 - Temporary/Substitute Personnel)

Legal References:

EDUCATION CODE

44660-44665 Evaluation and assessment of performance

44842 Automatic declining of employment

44918 Substitute or temporary employee; reemployment rights

44929.21 Districts with 250 ADA or more; notice of reelection decision.

44929.23 Districts with daily attendance less than 250

44932-44947 Suspension and/or dismissal of permanent employees

44948 Dismissal or suspension of probationary employees during school year

44948.2 Election to use provisions of Education Code 44948.3

44948.3 Dismissal of probationary employees (over 250 ADA)

44948.5 Dismissal of probationary employees (under 250 ADA)

44949 Cause, notice and right to hearing for dismissal of probationary employee

44953 Dismissal of substitute employees

44955 Reduction in number of permanent employees

GOVERNMENT CODE

3543.2 Scope of representation (re duty of district to meet and negotiate regarding causes and procedures for discipline less than dismissal)

(12/91 12/92) 10/96

Administrative Regulation

Termination Agreements

AR 4117.5 4217.5,4317.5 Personnel

Note: The California Supreme Court held in Randi W. v. Muroc Joint Unified School District that, under specified circumstances, school authorities could be held liable for physical harm to a student molested by a former employee when they recommended the employee to another district. In light of this decision, districts should carefully consider any clause in a termination agreement that limits the district's ability to provide such information to prospective employers. In general, districts should not enter into termination agreements without legal advice.

If a termination settlement agreement has been made with an employee, the Superintendent or designee shall inform prospective employers, upon request for an employment reference, that an agreement exists and that he/she may only provide information as provided for in the agreement.

(cf. 1340 - Access to District Records) (cf. 4112.6/4212.6/4312.6 - Personnel Files) (cf. 4112.61/4212.61/4312.61 - Employment References)

Note: Government Code 53260-53264 provides that employee contracts must include a provision limiting the maximum cash settlement the employee may receive upon termination of the contract and that copies of settlement agreements must be available to the public upon request. It is clear that these provisions apply to administrative staff, either certificated or classified, who are employed under a typical contract; see BP 4312.1 - Contracts. It is not clear, however, whether these provisions would apply to teachers or classified staff.

Cash settlements made upon the termination of a contract shall never exceed an amount equal to the employee's monthly salary multiplied by the number of months, up to 18, in the unexpired term of the contract. This amount is a maximum ceiling, not to be construed as a target amount for settlement agreements. (Government Code 53260)

Settlement agreements shall not include noncash items other than health benefits, which the district may offer to continue for the unexpired term up to 18 months or until the employee finds other employment, whichever comes first. (Government Code 53261)

Copies of settlement agreements with a superintendent, deputy superintendent, assistant superintendent, associate superintendent or other similar chief administrative officer or chief executive officer shall be made available to the public upon request. (Government Code 53262)

(cf. 2121 - Superintendent's Contract) (cf. 4312.1 - Contracts) Note: Regardless of any provisions in a termination agreement, 5 CCR 80303 requires that, when a certificated employee leaves the district's employment as a result of allegations which constitute probable cause for the revocation of the employee's credential, the employer is required to notify the CTC. See AR 4117.4 - Employment Status Reports.

Legal Reference:
CIVIL CODE
47 Privileged communication
GOVERNMENT CODE
53260-53264 Employment contracts
LABOR CODE
1198.5 Inspection of personnel files by employees
CODE OF REGULATIONS, TITLE 5
80303 Reports of dismissal resignation and other to

80303 Reports of dismissal, resignation and other terminations for cause

80332 Professional honesty in letters of employment recommendation

COURT DECISIONS

Randi W. v. Muroc Joint Unified School District, (1997) 14 Cal.4th 1066 Board of Trustees of Leland Stanford Junior University v. Superior Court, (1981) 119 Cal. App. 3d 516

(6/93) 10/97

Administrative Regulation

Decision Not To Rehire

AR 4117.6 Personnel

Note: The following optional regulation describes procedures for not rehiring non-permanent certificated employees. Pursuant to Education Code 44929.21 and 44929.23, the following regulation applies to (1) districts with 250 or more ADA and (2) districts with less than 250 ADA that grant permanent status after two consecutive school years to employees in positions requiring certification and that have elected to dismiss employees during the school year for unsatisfactory performance pursuant to Education Code 44948.2. This regulation should be deleted by (1) districts of less than 250 ADA that do not satisfy those conditions and (2) any size district with a collective bargaining agreement that includes procedures for not rehiring.

***Note: The following procedure should not be used when a certificated employee is being laid off; those procedures are addressed in BP/AR 4117.3 - Personnel Reduction, which includes the specific hearing and reemployment rights for such employees, pursuant to Education Code 44949 and 44955. ***

The Superintendent or designee shall provide the Governing Board with his/her recommendations regarding the rehiring of probationary certificated personnel.

***Note: In Hoschler v. Sacramento City Unified School District, a court held that, when providing notice of nonreelection pursuant to Education Code 44929.21, the district must ensure that the employee receives notice on or before March 15 either through personal service or through another method which will endure actual receipt. Because the district provided notice via certified mail, but did not have evidence that the employee received the certified letter on or before March 15, the notice was not timely and the employee was deemed to have been reelected for the subsequent school year. ***

The Board may decide not to rehire a probationary employee for a second school year and give written notice of its decision to the employee at any time during his/her first year of employment. If the Board does not give written notice, the employee shall be deemed reelected for the next succeeding school year.

The Board may decide not to rehire a probationary employee for a third year and give written notice to the employee on or before March 15 of his/her second complete consecutive school year of employment. If the Board does not give written notice on or before March 15, the employee shall be deemed reelected for the next succeeding school year. (Education Code 44929.21, 44929.23)

Note: Because the employment classification of interns is complex, districts should consult with legal counsel regarding the terms of employment for interns. See BP/AR 4112.21 - Interns.

(cf. 4112.21 - Interns)

(cf. 4116 - Probationary/Permanent Status)

(cf. 4117.3 - Personnel Reduction)

Legal Reference:

EDUCATION CODE

44885.5 District interns

44929.21 Districts with 250 ADA or more; notice of reelection decision

44929.23 Districts with daily attendance less than 250

44948.2 Election to use provisions of EC 44948.3

44948.3 Dismissal of probationary employees (over 250 ADA)

44949 Cause, notice and right to hearing required for dismissal of probationary employee

44955 Reduction in number of permanent employees

COURT DECISIONS

Hoschler v. Sacramento City Unified School District, (2007) 149 Cal. App. 4th 258

Fischer v. Los Angeles Unified School District ,(1999) 70 Cal. App. 4th 87

Bellflower Education Assn. v. Bellflower Unified School District, (1991) 228 CalApp.3d 805

Fontana Teachers Assn. v. Fontana Unified School District, (1988) 201 Cal. App. 3d 1517

Grimsley v. Board of Trustees ,(1987) 189 Cal.App.3d 1440

(12/91 12/92) 7/04

Board Policy

Peer Assistance And Review

BP 4139 Personnel

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

Note: Education Code 44500-44508 establishes the Peer Assistance and Review Program for Teachers. In order to implement such a program in the district, the Board and the exclusive representative of certificated employees in the district, if any, must negotiate the development and implementation of the program. If certificated employees are not represented, the district may develop a program consistent with law in order to be eligible to receive funding. Districts also may combine their program with those of other districts.

***Note: Pursuant to Education Code 44504, a district that chooses not to participate in the program must annually report, at a regularly scheduled Board meeting, its rationale for not participating.

Note: Pursuant to Education Code 44504, a district that chooses not to participate in the program shall not be eligible for a variety of other state funding appropriations including, but not limited to, the Instructional Time and Staff Development Reform Program and School Development Plans. These districts will be expected, starting February 1, 2002, to annually report, at a regularly scheduled Board meeting, their rationale for not participating.

In order to assist teachers who may need additional development in subject matter knowledge and/or teaching strategies, the Governing Board shall work with the local teachers' organization to establish and maintain a program of peer assistance and review linking participating teachers with exemplary teachers serving as consulting teachers. Consulting teachers shall provide sustained, intensive support including, but not limited to, multiple classroom observations, recommendations for staff development and regular meetings with participating teachers.

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(cf. 4140/4240 - Bargaining Units)
(cf. 4141/4241 - Collective Bargaining Agreement)
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The Superintendent or designee shall establish in accordance with law a joint teacher-administrator peer review panel to manage the program.

Board decisions regarding the continued employment of an individual participating teacher shall include consideration of the results of the individual's participation in the peer assistance and review program and the recommendations of the consulting teacher and review panel.

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(cf. 4115 - Evaluation/Supervision)
(cf. 4117.4 - Dismissal)
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Note: The following optional paragraph reflects the Legislature's intent that a district operating a Peer Assistance and Review program coordinate the program with other programs for professional staff development, the Beginning Teacher Support and Assessment program, and the evaluations of certificated employees required pursuant to Education Code 44664.

The Board shall coordinate policies and procedures related to the district's peer assistance and review program with other district activities for staff development, teacher support and staff evaluation.

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(cf. 4131 - Staff Development)
(cf. 4315.1 - Staff Evaluating Teachers)
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Legal Reference:
EDUCATION CODE
44279.1-44279.7 Beginning teacher support and assessment
44325-44328 District intern program
44500-44508 Peer assistance and review program
44560-44562 Certificated Staff Mentoring Program
44662 Evaluation of certificated employees
44664 Evaluation

Management Resources:

WEB SITES

CSBA: http://www.csba.org CDE: http://www.cde.ca.gov

California Commission on Teacher Credentialing: http://www.ctc.ca.gov

California Teachers Association: http://www.cta.org California Federation of Teachers: http://www.cft.org

Administrative Regulation

Peer Assistance And Review

AR 4139 Personnel

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 these 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-Adminstrative Discretion Regarding Board Policy.

Joint Teacher-Administrator Peer Review Panel

The joint teacher-administrator peer review panel shall: (Education Code 44502)

- 1. Select teachers to serve as consulting teachers
- 2. Review peer review reports prepared by consulting teachers
- 3. Make recommendations to the Governing Board regarding participants in the peer assistance and review program including forwarding to the Board the names of individuals who, after sustained assistance, have been unable to demonstrate satisfactory improvement
- 4. Annually evaluate the impact of the program in order to improve the program, including but not limited to, interviews or surveys of program participants, and submit any recommendations for improvement to the Board and exclusive representative of certificated employees in the district

(cf. 4140/4240 - Bargaining Units)

The majority of the panel shall be composed of certificated classroom teachers chosen by other certificated classroom teachers. The remainder of the panel shall be composed of school administrators chosen by the Superintendent or designee. (Education Code 44502).

Program Participation

Teachers may volunteer to participate in the program or may be referred as a result of an unsatisfactory rating in their performance evaluation. Teachers also may be referred pursuant to a collective bargaining agreement. (Education Code 44500)

(cf. 4115 - Evaluation/Supervision)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4315.1 - Staff Evaluating Teachers)

OPTION 1 (Districts with ADA of 250 or more):

A teacher participating in the program shall be a permanent employee of the district. (Education Code 44500)

OPTION 2 (Districts with less than 250 ADA):

A teacher participating in the program may be either a permanent or probationary employee of the district. (Education Code 44500)

(cf. 4116 - Probationary/Permanent Status)

Selection of Consulting Teachers

***Note: Pursuant to Education Code 44502, the joint teacher-administrator peer review panel's procedures for selecting consulting teachers must include, at a minimum, the procedures listed in the following paragraph. ***

Consulting teachers shall be selected by the majority vote of the joint teacher-administrator peer review panel. The selection process shall include provisions for the panel to observe the candidate's classroom. (Education Code 44502)

***Note: Education Code 44501 contains minimum qualifications needed by consulting teachers. The district may determine additional local criteria for the qualifications (e.g., National Board certification, etc.) of consulting teachers and expand the following list accordingly. ***

A teacher selected to serve as a consulting teacher shall: (Education Code 44501)

- 1. Have substantial recent experience in classroom instruction
- 2. Have demonstrated exemplary teaching ability as indicated by, at a minimum, effective communication skills, subject matter knowledge, and mastery of a range of teaching strategies necessary to meet the needs of students in different contexts

OPTION 1 (Districts with ADA of 250 or more):

3. Be a credentialed classroom teacher with permanent status in the district

OPTION 2 (Districts with less than 250 ADA):

3. Be a credentialed classroom teacher who has completed at least three consecutive school years as an employee of the district in a position requiring certification

Program Components

The district's peer assistance and review program shall include: (Education Code 44500)

- 1. Written performance goals for an individual teacher that are Clearly stated, aligned with student learning and consistent with the evaluation criteria specified in Education Code 44662
- 2. Assistance and review through multiple observations of a teacher during periods of classroom instruction
- 3. A cooperative relationship between the consulting teacher and the principal with respect to the process of peer assistance and review
- 4. Sufficient staff development activities to assist a teacher to improve his/her teaching skills and knowledge
- 5. A monitoring component with a written record

The final evaluation of a teacher's participation in the program shall be made available for placement in the teacher's personnel file. (Education Code 44500)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Board Policy

Concerted Action/Work Stoppage

BP 4141.6 4241.6 **Personnel**

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

The Governing Board recognizes the importance of maintaining ongoing positive relations with employees and engaging in fair, respectful negotiations with employee organizations. The Board desires to reach agreement on employment contracts in a manner that does not disrupt school operations or impact student achievement.

(cf. 4141/4241 - Collective Bargaining Agreement) (cf. 4143/4243 - Negotiations/Consultation)

***Note: CSBA's publication Before the Strike: Planning Ahead in Difficult Negotiations recommends that districts begin to plan for the possibility of a work stoppage before a work stoppage is actually threatened. ***

The Board recognizes that advance planning is necessary to ensure that students receive the education to which they are entitled in the event of a work slowdown, sickout, strike, or other concerted activity by employees. The Superintendent or designee shall develop a written plan which shall include strategies for the provision of internal and external communications, preservation of student and staff safety, maintenance of district operations, and appropriate student instruction and supervision during a work slowdown or stoppage.

(cf. 0450 - Comprehensive Safety Plan) (cf. 1100 - Communications with the Public) (cf. 1112 - Media Relations)

(cf. 9000 - Role of the Board)

If an employee organization gives notice that it intends to strike, the Superintendent or designee shall notify the Public Employment Relations Board, Employment Development Department, employees in the striking unit, employees in the nonstriking unit, parents/guardians, students, law enforcement, the media, and others as appropriate.

***Note: Because the legality of strikes and strike conduct is dependent on the specific circumstances (see accompanying administrative regulation), the district should consult legal counsel before threatening or instituting discipline against an employee who has engaged in such activities. Also see BP/AR 4119.25/4219.25/4319.25 - Political Activities for information about permissible and prohibited political activities of employees and employee organizations. ***

Employees should be held accountable for their behavior during any labor dispute. The district may take disciplinary action against any employee who engages in an unlawful concerted action or in unlawful behavior in an otherwise protected activity, taking into account the seriousness of the behavior and the district's efforts to rebuild relations following the withholding of services by employees.

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 4218 - Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

35204 Contract with attorney in private practice

35205 Contract for legal services

37200-37202 Instructional days

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act, especially:

3543.5-3543.6 Unfair labor practices

3548-3548.8 Impasse procedures

INSURANCE CODE

10116 Employee continuation of insurance coverage

UNITED STATES CODE, TITLE 29

1161-1169 Continuation coverage and additional standards for group health plan

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Fresno Unified School District, 1982, PERB Dec. No. 208, 6 PERC 13110

Konocti Unified School District, 1982, PERB Dec. No. 217, 6 PERC 13152

Management Resources:

CSBA PUBLICATIONS

Collective Bargaining DVD-ROM

Maximizing School Board Governance: Collective Bargaining Political Activities of School Districts: Legal Issues, rev. 2001 Before the Strike: Planning Ahead in Difficult Negotiations, 1996

WEB SITES

CSBA: http://www.csba.org

Public Employment Relations Board: http://www.perb.ca.gov

State Mediation and Conciliation Service (SMCS): http://www.dir.ca.gov/csmcs/smcs.html

(12/89 6/97) 3/07

Administrative Regulation

Concerted Action/Work Stoppage

AR 4141.6 4241.6 **Personnel**

Note: The following optional regulation may be revised as desired to reflect district practice.

Note: The legality of public employee work stoppages in California is not specifically addressed in statutes and depends on the type of work stoppage, what provoked it and other circumstances. Generally, the Public Employment Relations Board has exclusive jurisdiction to determine if a strike is protected or unprotected under the Educational Employment Relations Act (Government Code 3540-3549.3). Districts may request that PERB seek an injunction to stop a strike or to limit certain strike behavior.

Maintenance of District Operations

At the discretion of the Superintendent or designee, employees reporting for duty may be temporarily assigned to other duties. In addition, the Superintendent or designee may hire qualified substitute and/or temporary employees as needed to maintain district operations and shall recommend to the Governing Board an appropriate rate of pay for such employees for the period of the work stoppage.

(cf. 4113 - Assignment) (cf. 4121 - Temporary/Substitute Personnel)

Note: The district may extend the school year, if necessary, to make up for days lost during a work stoppage.

Days of instruction lost due to a work stoppage may be made up following the end of the normal school year.

(cf. 6111 - School Calendar)

Strike Plan

The Superintendent or designee may establish a committee to develop a plan in the event of a work stoppage. This committee may include district-level staff, legal counsel, the district's negotiator and parents/guardians.

The strike plan shall address, at a minimum, the following elements:

- 1. Roles and responsibilities during a work stoppage, including roles of the Board, Superintendent, district-level staff, legal counsel, principals, certificated or classified staff when they are not participating in the strike, substitutes and other employees
- 2. Criteria for keeping schools open during a work stoppage including potential costs, availability of qualified substitutes or other staffing, the ability to maintain the quality of the educational program and other essential services, and the ability to ensure the safety of students and staff
- 3. Maintenance of the educational program, including availability of lesson plans and instructional materials, alternatives for handling special education and other programs as appropriate
- 4. Internal communications among district staff and the Board during a work stoppage
- 5. Plans for obtaining, paying and communicating with temporary or substitute employees
- 6. Status of district-paid benefits, including health care, insurance, vacation and sick leave benefits
- (cf. 4154/4254/4354 Health and Welfare Benefits)
- (cf. 4161.1/4361.1 Personal Illness/Injury Leave)
- (cf. 4161.2/4261.2/4361.3 Personal Leaves)
- (cf. 4261.1 Personal Illness/Injury Leave)
- 7. Communications with parents/guardians, the media, business partners, public officials and other community members that identify key messages, strategies and district spokespersons
- (cf. 1100 Communications with the Public)
- (cf. 1112 Media Relations)
- (cf. 4143.1/4243.1 Public Notice Personnel Negotiations)
- 8. Equipment and supply needs
- 9. Desirability and feasibility of conducting extracurricular activities during a work stoppage including an analysis of the number of events and activities that would be affected, the availability of staffing, the degree of student and/or community participation and the ability to provide adequate security at events
- (cf. 6145 Extracurricular and Cocurricular Activities)
- 10. Contingency plans for transportation
- (cf. 3541 Transportation Routes and Services)
- 11. Contingency plans for the provision of food services

- (cf. 3550 Food Service/Child Nutrition Program)
- 12. Identification of outside resources who may be called upon to help with school operations
- 13. Coordination with law enforcement and other agencies
- (cf. 1020 Youth Services)
- (cf. 1400 Relations Between Other Governmental Agencies and the Schools)
- (cf. 1700 Relations Between Private Industry and the Schools)
- 14. Appropriate safeguards for the safety of students, working employees, substitutes, volunteers, parent/guardians and Board members
- (cf. 0450 Comprehensive Safety Plan)
- 15. Provisions for safe, effective board meetings
- 16. Cost estimates for the various strategies to be implemented during a work stoppage
- 17. Legal remedies available to enjoin the work stoppage if possible or to file unfair labor practice charges against the employee organization
- 18. Continuation of negotiations during a work stoppage
- (cf. 4143/4243 Negotiations/Consultation)
- 19. Plans for resuming normal district operations, rebuilding relations and disciplining employees if necessary after the work stoppage

Activities of Employees

***Note: In situations where strikes by employees are protected by the EERA, not all strike behavior is legal and employees who engage in unprotected activity may be subject to disciplinary action. Under most circumstances, peaceful picketing in areas considered public forums, distributing handbills or leaflets to employees or the public and letter writing are protected by the U.S. Constitution and California Constitution. However, picketers have no right to violate criminal laws or engage in misconduct which "may reasonably tend to coerce or intimidate [nonstriking] employees in the exercise of their rights" (Fresno Unified School District). ***

The district shall not impose or threaten to impose reprisals, discriminate or threaten to discriminate, or otherwise interfere with, restrain or coerce employees for the exercise of their rights. (Government Code 3543.5-3543.6)

Employees engaging in a work stoppage shall not prevent access to school facilities by other

employees, substitutes or students; use or threaten physical violence or bodily injury; trespass; distribute malicious or defamatory leaflets or materials; or otherwise coerce or intimidate individuals in the conduct of school business.

During an actual or threatened work stoppage, an employee shall not retain in his/her possession any district property, including but not limited to student attendance and grading records, lesson plans, keys, equipment and supplies.

(cf. 3512 - Equipment)

Note: PERB has found certain employees' activities related to students to be unprotected under the EERA, including sending notes about a labor dispute to parents through the students as well as addressing students during duty time by stopping a school bus to encourage students to support a strike (Konocti Unified School District).

Employees shall not use students to distribute messages that promote or explain the position of any employee organization that is contemplating or engaged in a work stoppage. In addition, employees shall not use classroom or other duty time to promote an employee organization's position in negotiations or in a work stoppage.

When students raise questions related to a work stoppage, teachers shall approach the subject in accordance with the district's policy on controversial issues and shall not allow such discussions to interfere with their regular teaching responsibilities.

(cf. 6144 - Controversial Issues)

Salary and Benefits

Employees withholding services shall not receive salary or unemployment benefits during the period of the work stoppage.

Note: The district should consult legal counsel regarding its obligations to continue to pay benefits during a work stoppage and revise the following section accordingly. The district may be required to continue certain benefits depending on the number of days employees are absent from work or to offer employees an opportunity to pay for their own coverage.

Any employee withholding services may be subject to the loss of payroll deduction privileges.

The district may not pay contributions to health care benefits if employees fail to work the minimum number of hours per month as specified in the collective bargaining agreement, Board policy or administrative regulation. However, the district shall offer employees the option of paying their own coverage under COBRA. (29 USC 1161-1169)

If the district determines that it will withhold its contributions to employees' life and disability insurance, employees shall be offered an opportunity to retain these coverages by paying the contributions themselves. (Insurance Code 10116)

Employees whose vacation leave has been authorized prior to the work stoppage shall receive vacation pay for the authorized period.

If an employee is on a paid sick or disability leave when the work stoppage begins, he/she shall be entitled to continued payment as long as he/she remains ill or disabled and is otherwise eligible according to Board policy and collective bargaining agreements.

The Superintendent or designee may determine that credit shall not be applied toward probationary service, salary schedule advancement, permanent status, vacation earnings, retirement credit or sick leave accrual during the period of time that employees withhold services.

(12/89 12/91) 6/97

Board Policy

Negotiations/Consultation

BP 4143 4243 Personnel

The Governing Board recognizes its responsibility to represent the public's interests in the collective bargaining process. In negotiating agreements on employee contracts, the Board shall balance the needs of staff and the priorities of the district in order to provide students with a high-quality instructional program based on a sound, realistic budget.

(cf. 0200 - Goals for the School District)(cf. 3100 - Budget)(cf. 4140/4240 - Bargaining Units)(cf. 4141/4241 - Collective Bargaining Agreement)

The Board shall negotiate in good faith with exclusive employee representatives on wages, hours of employment, and other terms and conditions of employment identified in law as being within the scope of representation. (Government Code 3543.2)

The Board believes that effective negotiations require the input of all levels of the administration. The Board shall establish a bargaining team to assist in analyzing contract provisions and conducting contract negotiations.

The Board and Superintendent shall provide its negotiator(s) with expected outcomes and clear parameters for acceptable contract provisions which promote the realization of district goals and priorities.

Note: The following paragraph is optional. The district's approach to collective bargaining may follow a traditional/position-based model, collaborative/interest-based model, or a combination of approaches, and will depend on many factors, including past relationships, current bargaining status, and time commitments. Although it is ideal to have mutual agreement by the district and employee organization on the approach to be used, techniques of any approach(es) can be used by either party unilaterally.

In consultation with the Superintendent and employee organization, the Board shall determine the collective bargaining approach or method to be used.

The Board with its bargaining team shall establish standards of conduct pertaining to the negotiations process for individual Board members and members of the bargaining team. Certain meetings related to negotiations shall be held in closed session in accordance with Government Code 3549.1 when not required by state open meeting laws (the Brown Act) to be held in public. Matters discussed in these meetings shall be kept in strict confidence.

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

(cf. 9010 - Public Statements)

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

(cf. 9321 - Closed Session Purposes and Agendas)

The Board and its negotiator(s) shall not knowingly provide the employee organization with inaccurate information regarding the financial resources of the district. (Government Code 3543.5)

The Board shall closely monitor the progress of negotiations and carefully consider how proposed contract provisions would affect the district's short- and long-term fiscal, programmatic, instructional, and personnel goals.

(cf. 3100 - Budget)

Note: Government Code 3547 and 3547.5 require the Board, at public meetings, to present its initial contract proposals and the major provisions of the proposed agreement; see BP 4143.1/4243.1 - Public Notice - Personnel Negotiations.

The Board and/or Superintendent shall keep the public informed about the progress of negotiations and the ways in which negotiations may affect district goals.

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

Note: Pursuant to Government Code 3540.2, if the district has a qualified or negative certification on an interim fiscal report, indicating that it may not or will not be able to meet its financial obligations for the current of subsequent fiscal years (see AR 3460 - Financial Reports and Accountability), it must allow the county office of education 10 working days to review and comment on any proposed collective bargaining agreement. During that time, the County Superintendent of Schools will notify the Superintendent, Board, and each parent-teacher organization of the district if, in his/her opinion, the proposed agreement would endanger the fiscal well-being of the district.

Whenever the district has a qualified or negative certification on an interim fiscal report, it shall allow the county office of education at least 10 working days to review and comment on any proposed agreement with exclusive representatives of employees. The district shall provide the County Superintendent of Schools with all information relevant to gain an understanding of the financial impact of any final collective bargaining agreement. (Government Code 3540.2)

(cf. 3460 - Financial Reports and Accountability)

Once the final terms of the agreement have been ratified by the membership of the employee organization, the contract shall be presented to the Board at a public meeting for acceptance.

Any agreement adopted by the Board may be for a term not to exceed three years. (Government

Code 3540.1)

***Note: Pursuant to Government Code 3548, if the district and employee organization are unable to reach agreement, either party may declare an impasse and request assistance from the Public Employment Relations Board (PERB) in instituting mediation procedures in accordance with Government Code 3548-3548.8. ***

In the event of an impasse in negotiations, the Board shall participate in good faith in state mediation and factfinding procedures pursuant to Government Code 3548-3548.8. (Government Code 3543.5)

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

Following adoption of the collective bargaining agreement, any subsequent amendments shall be executed in writing by the Board and the employees' exclusive representative.

Consultation

Note: Pursuant to Government Code 3843.2, the exclusive representative of certificated personnel has the right to consult with the Board on matters specified below; all other matters are reserved to the Board. PERB has determined that consultation procedures are a mandatory subject of bargaining. Although required to consult on these matters, the Board should address the matters in policies and regulations rather than incorporating them into the negotiated agreement.

The exclusive representative of certificated staff may consult with the Board on the definition of educational objectives, the determination of the content of courses and curriculum, and the selection of textbooks.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 9310 - Board Policies)

WEB SITES

Legal Reference:
GOVERNMENT CODE
3540-3549.3 Educational Employment Relations Act

Management Resources:
CSBA PUBLICATIONS
Collective Bargaining DVD-ROM
Maximizing School Board Governance: Collective Bargaining
Before the Strike: Planning Ahead in Difficult Negotiations, 1996

CSBA: http://www.csba.org
California Public Employee Relations: http://cper.berkeley.edu
Center for Collaborative Solutions: http://www.ccscenter.org
Public Employment Relations Board: http://www.perb.ca.gov
State Mediation and Conciliation Service (SMCS): http://www.dir.ca.gov/csmcs/smcs.html

(10/95) 3/07

Board Policy

Employee Assistance Programs

BP 4159 4259,4359

Personnel

Note: The following policy is optional and may be covered by the district's collective bargaining agreement.

The Governing Board recognizes that school district employees may have problems which can have detrimental effects upon job performance and student safety. The Board encourages employees to seek help when such problems exist and to take advantage of the resources that are available to assist them.

***Note: Government Code 8355 and 41 USC 701, the state and federal Drug-Free Workplace Acts, require the district to inform its employees about any drug counseling, rehabilitation and employee assistance programs available to them. ***

Employees shall have confidential access to information about the district's employee assistance program. This information shall be available to all employees and their spouses and dependents.

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(cf. 3513.3 - Tobacco-Free Schools)
(cf. 4020 - Drug and Alcohol-Free Workplace)
(cf. 5131.62 - Tobacco)
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Management and supervisory staff shall be knowledgeable about the district's employee assistance program and may counsel employees about the program, as appropriate.

Participation in the assistance program shall not jeopardize an employee's employment or career advancement, nor will it protect the employee from disciplinary action for substandard job performance.

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(cf. 4032 - Reasonable Accommodation)
(cf. 4115 - Evaluation/Supervision)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4161/4261/4361 - Leaves)
(cf. 4161.1/4261.1 - Personal Illness/Injury Leave)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)
(cf. 4215 - Evaluation/Supervision)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4315 - Evaluation/Supervision)
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(cf. 4361.1 - Personal Illness/Injury Leave)

Legal Reference:

EDUCATION CODE

35160 Authority of governing board

35160.1 Broad authority of school districts

44962 Leaves of absence for certificated employees

44964 Power to grant leaves of absence for accident, illness or quarantine

45190-45209 Resignations and leaves of absence for classified employees

GOVERNMENT CODE

8355 Certification to contracting or granting agency; requisites

HEALTH AND SAFETY CODE

104420 Providing information re: smoking cessation program

UNITED STATES CODE, TITLE 41

701-707 Drug-Free Workplace Act

(7/86 3/92) 7/02

Administrative Regulation

Leaves

AR 4161 4261,4361 Personnel

Failure to Return to Service After Leave

Note: Education Code 44842(c) addresses the return to service of a certificated employee at the beginning of the school year following a leave of absence after April 30 of the previous school year and authorizes termination of the employee if specified circumstances exist. As described in item #1 below, one of the circumstances is the employee's failure to report for duty, without good cause, after having notified the Governing Board of his/her intent to remain in service. See AR 4112.1 - Contracts for provisions of Education Code 44842 pertaining to the duty of all certificated employees to notify the district of their intention to remain in service if the district has issued a written re-employment notice requesting employees to provide such notice.

In the case of a certificated employee who was on leave of absence for 20 or more consecutive working days after April 30 of the previous school year, the district may terminate the employment of such an employee if all of the following circumstances exist: (Education Code 44842)

- 1. The employee fails to report for duty, without good cause, at the beginning of the school year after having notified the Governing Board of his/her intention to remain in service with the district in accordance with Education Code 44842.
- 2. The district had specifically notified the employee, at least five days in advance, of the time and place at which the employee was to report to work.
- 3. The employee did not request or was not granted a leave of absence authorized by the Board.

(cf. 4112.1 - Contracts)

In any such case, the district may terminate the employee's employment on the day following 20 consecutive days of absence. (Education Code 44842)

(cf. 4117.4 - Dismissal)

Use of Leaves by Classified Employees

***Note: Education Code 45200 authorizes the Board to allow classified employees to switch

from vacation leave to another type of leave as provided below. The following optional section is for use by districts that choose to offer such an option to classified employees and may be used by districts that have adopted the merit system.***

A classified employee may interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, as long as the employee provides adequate notice and relevant supporting information regarding the basis for such interruption or termination. (Education Code 45200)

(12/88 10/98) 7/08

Administrative Regulation

Industrial Accident/Illness Leave

AR 4161.11 4361.11 **Personnel**

Note: Education Code 44984 and 45192 mandate that the Governing Board adopt rules and regulations providing industrial accident and illness leave for certificated and classified employees. The following regulation is subject to collective bargaining agreements.

Note: For information about employees' rights related to workers' compensation benefits for industrial accidents of illnesses, see BP 4157.1/4257.1/4357.1 - Work-Related Injuries.

An eligible employee shall be entitled to a leave of absence for an industrial accident or illness arising in the course of his/her assigned duties. (Education Code 44984, 45192)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4161/4261/4361 - Leaves)

Note: Education Code 44984 and 45192 mandate that district rules and regulations specify the amount of allowable leave as provided in the following paragraph. The district should fill in the blank in the following paragraph to specify the maximum amount of leave allowed by the district which, pursuant to Education Code 44984 and 45192, must not be less than 60 working days in any one fiscal year for the same industrial accident or illness. In the absence of district rules and regulations, employees shall be entitled to industrial accident or illness leave, but without limitation as to the number of days of such leave.

For such leave, the employee shall be granted no more than _____ working days in any one \ fiscal year for the same industrial accident or illness.

Note: Pursuant to Education Code 45192, the Board may require that classified employees serve a specified period of time, not to exceed three years, before being eligible for industrial accident or illness leave. In addition, Education Code 45192 allows the Board, at its discretion, to require that the time be served continuously. The following optional paragraph should be revised to reflect district practice.

To be eligible for industrial accident or illness leave, a classified employee shall have served in the district continuously for at least three years.

***Note: Education Code 44984 and 45192 mandate that district rules and regulations include

the provisions in the following paragraph and items #1-4.***

Allowable industrial accident or illness leave shall not be accumulated from year to year. (Education Code 44984, 45192)

When an employee is absent from his/her duties because of an industrial accident or illness: (Education Code 44043, 44044, 44984, 45192)

- 1. The leave shall start on the first day of absence.
- 2. During the period of absence, the employee shall be paid such portion of his/her wage or salary that, when added to the award granted under state workers' compensation laws, will not exceed his/her normal wage or salary.
- 3. The leave shall be reduced by one day for each day of authorized absence, regardless of an award granted under workers' compensation laws.
- 4. When the leave overlaps into the next fiscal year, the employee is entitled to only the amount of unused leave due the employee for the same illness or injury.

Note: Pursuant to Education Code 44043, a certificated or classified employee who uses a paid leave of absence while receiving temporary disability benefits under state workers' compensation laws must endorse his/her workers' compensation check payable to the district, and the district shall then issue a salary warrant to the employee after deducting retirement contributions and other appropriate deductions (see Option 1 below). However, Education Code 44044 authorizes the district to waive this requirement, thereby allowing an employee to retain the workers' compensation check and receive a salary payment from the district with the equivalent amount of the workers' compensation check deducted (see Option 2 below).

OPTION 1: During any paid leave of absence, the employee shall endorse to the district any workers' compensation checks received on account of an industrial accident or illness. The Superintendent or designee shall then issue payment of the employee's normal wage or salary less any appropriate deductions, including, but not limited to, employee retirement contributions. (Education Code 44043)

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OPTION 2: During any paid leave of absence, the employee shall retain any workers' compensation check received on account of an industrial accident or illness. The employee shall notify the Superintendent or designee that he/she has received such check. The Superintendent or designee shall then issue payment of the employee's normal wage or salary less an amount equivalent to the face amount of the workers' compensation check and other appropriate deductions, including, but not limited to, employee retirement contributions. Employee benefits shall be computed on the basis of the employee's regular wage or salary prior to the deduction of any amounts for temporary disability payments. (Education Code 44044)

Note: The remainder of this regulation applies to all districts.

Any employee receiving benefits under this leave shall, during periods of injury or illness, remain within California unless the Governing Board authorizes travel outside the state. (Education Code 44984, 45192)

Note: Education Code 45192 specifies that classified employees may return to their position during the leave of absence without suffering any loss of status or benefits and that the absence will not be considered a break in service. The law does not expressly provide this benefit to certificated employees. The following paragraph extends these provisions to all employees and should be revised by districts that choose to limit these provisions to classified employees. If the district chooses to limit these provisions to classified employees, it is recommended that the district consult legal counsel regarding potential legal risks.

Absence for industrial accident or illness shall not be considered a break in service of the employee. An employee using such leave shall retain all status and benefits to which he/she would otherwise be entitled.

(cf. 4116 - Probationary/Permanent Status)

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

(cf. 4216 - Probationary/Permanent Status)

Note: Education Code 45192 requires the district to notify classified employees in writing when their industrial accident or illness leave has been exhausted and to offer them an opportunity to request additional leave. Education Code 44984 authorizes certificated employees to use personal illness and injury leave upon expiration of the industrial accident or illness leave, but does not specifically require notification of the employee. The following paragraph extends this notification to all employees and should be revised by districts that choose to limit such notification to classified employees. If the district chooses to limit these provisions to classified employees, it is recommended that the district consult legal counsel regarding potential legal risks.

When available industrial accident or illness leave has been exhausted, the employee shall be so notified in writing and shall be offered an opportunity to request any additional paid or unpaid leave available to the employee. (Education Code 45192)

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

Upon expiration of allowable leave for an industrial accident or illness, the employee may use personal illness and injury leave provided pursuant to Education Code 44977, 44978, 44983, or 45191, as applicable, provided that such leave, when added to any continuing workers' compensation award, does not result in a payment to the employee of more than his/her full wage or salary. (Education Code 44984, 45192)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave) (cf. 4261.1 - Personal Illness/Injury Leave)

If a certificated employee is unable to resume the duties of his/her position after exhausting all

accumulated sick leave, including the consecutive five-month period provided by Education Code 44977, he/she shall, if not placed in another position, be placed on a reemployment list for a period of 24 months if he/she is a probationary employee or 39 months if he/she is a permanent employee. If the employee becomes medically able to resume duties during the period of reemployment eligibility, he/she shall be returned to employment in a position for which he/she is credentialed and qualified. (Education Code 44978.1)

Note: While the Education Code allows probationary certificated employees to be placed on a 24-month reemployment list, there is no equivalent 24-month reemployment list for probationary classified employees. Pursuant to Education Code 45192, all classified employees, whether permanent or probationary, are placed on a 39-month reemployment list.

If a classified employee has exhausted all available leaves of absence, paid or unpaid, and is not medically able to resume the duties of his/her position, he/she shall, if not placed in another position, be placed on a reemployment list for a period of 39 months. If he/she becomes medically able to resume duties during the period of reemployment eligibility, he/she shall be employed in a vacant position in the class of his/her previous assignment over all other candidates except those on a reemployment list established because of lack of work or lack of funds, in which case the employee shall be listed in accordance with seniority regulations. If the employee is medically released to return to duty but fails to accept an appropriate assignment, he/she shall be dismissed. (Education Code 45192)

(cf. 4217.3 - Layoff/Rehire) (cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

44043 Temporary disability

44044 Temporary disability checks; waiver of endorsement to district

44977 Salary deductions during absence from duties

44978 Provisions for certificated employee sick leave

44978.1 Inability of certificated employee to return to duty; placement in another position or on reemployment list

44983 Exception to sick leave

44984 Industrial accident and illness leave, certificated employees

45191 Personal illness and injury leave, classified employees

45192 Industrial accident and illness leave, classified employees

LABOR CODE

3200-6002 Workers' compensation

Management Resources:

WEB SITES

Department of Industrial Relations: http://www.dir.ca.gov

(1/85 10/98) 8/13

Administrative Regulation

Personal Leaves

AR 4161.2 4261.2,4361.2 **Personnel**

Note: The following administrative regulation is subject to collective bargaining agreements.

Note: As provided in the following paragraph, Family Code 297.5 extends to registered domestic partners the same rights that are available under state law to spouses. Thus, pursuant to Family Code 297.5, any reference to an employee's spouse throughout the following regulation also applies to a registered domestic partner, even if not expressly stated in the applicable state code (e.g., Education Code, Military and Veterans Code). Districts should consult legal counsel if a question arises as to leave provisions relative to an employee's domestic partner.

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

Whenever possible, employees shall request personal leaves in advance and prepare suitable instructions, including lesson plans as applicable, for a substitute employee.

(cf. 4121 - Temporary/Substitute Personnel)

Bereavement

Note: Education Code 44985 and 45194 allow the Governing Board to expand the class of relatives listed below and enlarge the benefits provided by law. The following two paragraphs may be revised to reflect district practice.

Employees are entitled to a leave of up to three days, or five days if out-of-state travel is required, upon the death of any member of the employee's immediate family. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194)

(cf. 4161/4261/4361 - Leaves)

Members of the immediate family include: (Education Code 44985, 45194)

1. The mother, father, grandmother, grandfather, or grandchild of the employee or of the employee's spouse

- 2. The employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister
- 3. Any relative living in the employee's immediate household

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

Personal Necessity

Note: Employees may use a maximum of seven days of accumulated personal illness/injury leave (sick leave) for reasons of personal necessity pursuant to Education Code 44981 (certificated employees) and 45207 (classified employees). Pursuant to Education Code 44981 and 45207, a higher maximum may be set for certificated and classified employees if specified in their collective bargaining agreement or, if there is no collective bargaining agreement for classified employees, then in a Board resolution. Districts that have established a maximum that is higher than seven days should modify the following paragraph accordingly.

Note: Education Code 45207 clarifies that provisions pertaining to personal necessity leave also apply to districts that have adopted the merit system for classified employees in accordance with Education Code 45240-45320.

Employees may use a maximum of seven days of their accrued personal illness/injury leave during each school year for reasons of personal necessity. (Education Code 44981, 45207)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave) (cf. 4261.1 - Personal Illness/Injury Leave)

Acceptable reasons for the use of personal necessity leave include:

- 1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207)
- 2. An accident involving the employee's person or property or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)

***Note: Education Code 44981 provides that a certificated employee may use personal necessity leave for the serious illness of a member of his/her immediate family. The Board may extend these provisions to classified employees under the authority granted to the Board by Education Code 45207. Districts are cautioned to consult legal counsel regarding any interaction of Education Code provisions with Labor Code 233, which states that any employer who provides personal illness/injury leave for employees must permit employees to use personal illness/injury leave to attend to the illness of a child, parent, spouse, registered domestic partner, or registered domestic partner's child. See AR 4161.1/4361.1 - Personal Illness/Injury Leave and AR 4261.1 - Personal Illness/Injury Leave. Also see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for federal and state provisions related to leaves for the birth, adoption, or

foster placement of a new child; the care of a seriously ill child, parent, or spouse/registered domestic partner; or the employee's own serious health condition.***

3. A serious illness of a member of the certificated employee's immediate family (Education Code 44981)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

Note: Education Code 45207 provides that classified employees may use personal illness/injury leave for required court appearances, as provided in item #4 below. Circumstances under which employees may take time off, with pay, for court appearances are described in the section on "Legal Duties" below.

4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)

Note: Items #5 and #6 are optional and may be deleted or modified to reflect district practice.

- 5. Fire, flood, or other immediate danger to the home of the employee
- 6. Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, no such leave shall be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects personal necessity.

Note: Education Code 44981 and 45207 specify circumstances under which certificated and classified employees cannot be required to seek advance permission for the leave. However, only certificated employees are afforded the right, pursuant to Education Code 44981, to not be required to provide advance notice for leave due to a serious illness of the employee's family member. Districts may, at their discretion, extend this right to all employees as stated in the following optional paragraph. Districts that wish to restrict the provision to certificated employees should revise the paragraph accordingly.

Note: Also see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for requirements pertaining to requests for leaves that qualify under the federal Family and Medical Leave Act (29 USC 2601-2654) or the California Family Rights Act (Government Code 12945.1-12945.2), including provisions that allow employees to provide notice as soon as practicable when 30-day advance notice is not practicable due to lack of knowledge of the date the leave will be needed, a change in circumstances, or a medical emergency.

Advance permission shall not be required of any employee in cases involving the death of a member of the employee's immediate family, an accident involving the employee's person or

property or the person or property of a member of his/her immediate family, or the serious illness of a member of his/her immediate family. (Education Code 44981, 45207)

However, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable.

Note: Education Code 44981 and 45207 mandate the adoption of regulations requiring, and prescribing the manner of, proof of personal necessity. The following paragraph may be revised to specify the manner of proof required by the district.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.

Legal Duties

Note: Pursuant to Education Code 44037, it is unlawful for the district or personnel commission to (1) adopt any rule, regulation, or policy that encourages employees to seek exemption from jury duty; (2) directly or indirectly solicit or suggest to any employee that he/she seek exemption from jury duty; or (3) discriminate against any employee with respect to assignment, employment, promotion, or in any other manner because of his/her service on a jury panel. However, the Board or personnel commission may establish a rule providing that only a percentage of district staff, which shall not be less than two percent, shall be granted such leave with pay at any one time. The following section may be revised to reflect district practice.

Note: Labor Code 230 prohibits the discharge of or discrimination or retaliation against an employee for taking time off for the activities specified in items #1-2 below.

An employee may take time off work in order to: (Labor Code 230)

- 1. Serve on an inquest jury or trial jury
- 2. Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between his/her regular earnings and any amount received for jury fees. (Education Code 44037)

Note: The following optional paragraph is for use by districts that choose to provide leave of absence with pay for certificated employees called for jury duty, as authorized by Education Code 44036. Districts that do not extend such leave should delete this paragraph.

A certificated employee also shall be granted leave for jury duty with pay up to the amount of the difference between his/her regular earnings and any amount received for jury fees.

Note: Education Code 44036 allows the Board, at its discretion, to provide paid leaves for employees to appear as witnesses in court other than as litigants or to respond to orders from another governmental jurisdiction. The following paragraph is optional. Districts that do not grant such leave should delete this paragraph.

Employees shall be granted leave to appear in court as witnesses other than litigants or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such employees shall receive pay up to the amount of the difference between the employee's regular earnings and any amount received for witness fees.

Leaves for Crime Victims

Note: Labor Code 230.2 prohibits a district from taking adverse employment action against an employee who takes leave as described below.

An employee may be absent from work in order to attend judicial proceedings related to a crime when he/she is a victim, or an immediate family member, registered domestic partner, or child of a registered domestic partner of a victim, of any of the following crimes: (Labor Code 230.2)

- 1. A violent felony as defined in Penal Code 667.5(c)
- 2. A serious felony as defined in Penal Code 1192.7(c)
- 3. A felony provision of law proscribing theft or embezzlement

Note: Pursuant to Labor Code 230.2, employees may use any of the types of leave listed in the following paragraph, unless otherwise provided by a collective bargaining agreement, although a collective bargaining agreement cannot diminish the entitlement of an employee. The district should modify the following paragraph as necessary to reflect the terms of its collective bargaining agreement(s).

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)

Prior to taking time off, an employee shall give his/her supervisor a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. (Labor Code 230.2)

The district shall keep confidential any records pertaining to the employee's absence from work

by reason of this leave. (Labor Code 230.2)

Leaves for Victims of Domestic Violence or Sexual Assault

Note: Labor Code 230 and 230.1 prohibit a district from taking adverse employment action against an employee who is a victim of sexual assault or domestic violence and who takes leave as described in the following section. Pursuant to Labor Code 230 and 230.1, such an employee may use vacation, personal leave, or compensatory time off that is otherwise available under the applicable terms of employment, unless otherwise provided by a collective bargaining agreement, although a collective bargaining agreement cannot diminish the entitlement of an employee. The district should modify the following paragraph as necessary to reflect the terms of its collective bargaining agreement(s).

An employee who is a victim of domestic violence or sexual assault as defined by law may use vacation, personal leave, or compensatory time off that is otherwise available to him/her under the terms of his/her employment to attend to the following activities: (Labor Code 230, 230.1)

1. Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or his/her child

Note: Labor Code 230.1 requires a district with 25 or more employees to grant time off to an employee who is a victim of sexual assault or domestic violence for the following additional reasons. A district with fewer than 25 employees may use or delete items #2-5 below at its discretion.

- 2. Seek medical attention for injuries caused by domestic violence or sexual assault
- 3. Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault
- 4. Obtain psychological counseling related to an experience of domestic violence or sexual assault
- 5. Participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation

Prior to taking time off, an employee shall give reasonable notice to his/her supervisor, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following documents: (Labor Code 230, 230.1)

- 1. A police report indicating that the employee was a victim of domestic violence or sexual assault
- 2. A court order protecting or separating the employee from the perpetrator of an act of

domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that the employee has appeared in court

3. Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence or sexual assault

The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)

Personal Leave for a Child's School Activities

Note: Pursuant to Labor Code 230.8, the following section applies to any district employing 25 or more employees at the same location. A district with fewer than 25 employees at the same location may use or delete this section at its discretion.

Any employee who is a parent/guardian, or grandparent having custody, of one or more children who are enrolled in grades K-12 or who attend a licensed day care facility may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to participate in school or day care activities. Such leave shall not exceed eight hours in any month of the year. The employee shall give reasonable advance notice of the absence. (Labor Code 230.8)

Note: Labor Code 230.8 provides that the employee may use time off without pay to the extent the district makes it available. The following optional paragraph may be revised to reflect district practice.

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.

If both parents/guardians of a child are employed at the same work site, this leave shall be allowed for the first parent/guardian who applies. Simultaneous absence by the second parent/guardian may be granted by the Superintendent or designee. (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed day care facility that he/she participated in school or licensed day care facility activities on a specific date and at a particular time. (Labor Code 230.8)

Note: Pursuant to Labor Code 230.8, an employee who is discharged, threatened with discharge, demoted, suspended, or otherwise discriminated against for using the above leave is entitled to reinstatement and reimbursement for lost wages and benefits, and an employer who willfully refuses to rehire, promote, or otherwise reinstate such an employee is subject to a civil penalty equal to three times the amount of the lost wages and benefits.

Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)

- 1. The service is performed within the state.
- 2. The board, commission, organization, or group informs the district in writing of the service.
- 3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs.

Employee Organization Activities

Note: The following section may be deleted by any district whose collective bargaining agreements expressly provide for a paid leave of absence for participation in the activities described in this section.

Note: Education Code 44987 and 45210 provide that certificated and classified employees may take time off without loss of compensation to serve as elected officers of their local, statewide, or national employee organization. Following the district's payment to the employee for the leave of absence, the employee organization must reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. This leave of absence is in addition to the release time granted to representatives of an employee organization pursuant to Government Code 3543.1.

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization. (Education Code 44987, 45210)

(cf. 4140/4240/4340 - Bargaining Units) (cf. 4143/4243 - Negotiations)

***Note: AB 1203 (Ch. 804, Statutes of 2012) amended Education Code 45210 to require districts to grant a paid leave of absence to a reasonable number of classified employees serving as unelected members of the employee organization or a statewide or national public employee organization when the employee attends "important organizational activities authorized by the public employee organization." Compensation must include the required retirement fund contributions. The employee will continue to earn full service credit during the leave and must pay member contributions as specified. The maximum amount of service credit an employee may earn cannot exceed 12 years. As amended, Education Code 45210 also requires that an

employee organization provide reasonable notification to the district when requesting a leave of absence for employees without loss of compensation.***

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by the organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)

Religious Leave

Note: The following optional section is for any district that chooses to grant religious leave and may be revised to reflect district practice. A district that does not grant such leave should delete this section. However, the district should consult legal counsel before denying a request for religious leave since the Constitution requires districts to provide "reasonable accommodation" to employee religious practices.

The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

Note: The following optional paragraph reflects the California Supreme Court's interpretation of Article 1, Section 8 of the California Constitution as stated in Rankin v. Commission on Professional Competence.

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

Spouse on Leave from Military Deployment

Note: Military and Veterans Code 395.10 requires any district with 25 or more employees to allow up to 10 days of unpaid leave to an employee whose spouse is on leave from military deployment. A district with fewer than 25 employees may use the following section at its discretion. In addition, 29 USC 2612 authorizes an employee to take up to 26 work weeks of unpaid military caregiver leave or up to 12 weeks of "exigency" leave; see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that his/her spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

Within two business days of receiving official notice that his/her spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of his/her intention to take the leave. The employee shall submit written documentation certifying that his/her spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

Leave for Emergency Duty

Note: Labor Code 230.3 prohibits a district from discharging or discriminating against an employee who takes time off to perform emergency duty as specified below. Labor Code 230.3 defines emergency rescue personnel as a member of a federal, state, local, or private fire department or agency, as well as a sheriff or police department.

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

Note: Labor Code 230.4 requires a district with 50 or more employees to grant an employee who is a volunteer firefighter leaves of absence for up to 14 days per calendar year for activities as specified below. A district with fewer than 50 employees may use or delete this paragraph at its discretion.

An employee who is a volunteer firefighter shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire or law enforcement training. (Labor Code 230.4)

Civil Air Patrol Leave

Note: Labor Code 1500-1507 require a district with more than 15 employees to provide at least 10 days of unpaid leave per year, beyond any leave otherwise available to employees, to employees who volunteer with the Civil Air Patrol and are directed to respond to an emergency operational mission, as provided below. Labor Code 1503 specifies that a district may not require an employee to first exhaust all accrued vacation, personal, sick, or any other available leave in order to use Civil Air Patrol leave.

Note: If the district chooses to offer more than 10 days of such leave per year or to provide paid leave, it should modify the following paragraph accordingly. A district with 15 or fewer employees may use or delete this section at its discretion.

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to him/her, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-

day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

Legal Reference:

EDUCATION CODE

44036-44037 Leaves of absence for judicial and official appearances

44963 Power to grant leaves of absence (certificated)

44981 Leave of absence for personal necessity (certificated)

44985 Leave of absence due to death in immediate family (certificated)

44987 Service as officer of employee organization (certificated)

44987.3 Leave of absence to serve on certain boards, commissions, etc.

45190 Leaves of absence and vacations (classified)

45194 Bereavement leave of absence (classified)

45198 Effect of provisions authorizing leaves of absence

45207 Personal necessity (classified)

45210 Service as officer of employee organization (classified)

45240-45320 Merit system, classified employees

FAMILY CODE

297-297.5 Registered domestic partner rights, protections, and benefits

GOVERNMENT CODE

3543.1 Release time for representatives of employee organizations

12945.1-12945.2 California Family Rights Act

LABOR CODE

230-230.2 Leave for victims of domestic violence, sexual assault, or specified felonies

230.3 Leave for emergency personnel

230.4 Leave for volunteer firefighters

230.8 Leave to visit child's school

233 Illness of child, parent, spouse, domestic partner or domestic partner's child

234 Absence control policy

1500-1507 Civil Air Patrol leave

MILITARY AND VETERANS CODE

395.10 Leave when spouse on leave from military deployment

PENAL CODE

667.5 Violent felony, defined

1192.7 Serious felony, defined

CALIFORNIA CONSTITUTION

Article 1, Section 8 Religious discrimination

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act
UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VII, Civil Rights Act of 1964
COURT DECISIONS
Rankin v. Commission on Professional Competence, (1988) 24 Cal.3d 167
PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS
Berkeley Council of Classified Employees v. Berkeley Unified School District, (2008) PERB
Decision No. 1954

Management Resources:

WEB SITES

California Federation of Teachers: http://www.cft.org

California School Employees Association: http://www.csea.com

California Teachers Association: http://www.cta.org

Public Employment Relations Board: http://www.perb.ca.gov

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Administrative Regulation

Professional Leaves

AR 4161.3 Personnel

Note: The following optional regulation is subject to collective bargaining agreements.

The Governing Board may grant a leave of absence of up to one year to certificated employees for the purpose of permitting study or travel which will benefit the schools and students of the district. (Education Code 44966)

(cf. 4161/4261/4361 - Leaves)

To be eligible for a leave of absence for these purposes, the employee must have served in the district for at least seven consecutive years preceding the leave. No more than one such leave of absence shall be granted in each seven-year period. No other types of leaves shall be considered a break in service for purposes of meeting this requirement and the period of such absence shall not be included as service in computing the seven consecutive years of service required for a professional leave. (Education Code 44967)

Note: Education Code 44967 authorizes the Board to prescribe additional standards of service which shall entitle the employee to the leave of absence. If the Board has established additional criteria, these should be listed here.

The Board may require that such leaves of absence be taken in separate six-month periods or separate quarters as long as the total leave is completed within three years. Any period of service by the employee between the separate periods of leave shall comprise a part of the service required for a subsequent leave of absence. (Education Code 44966)

Every employee granted a leave of absence for these purposes may be required to perform such services during the leave as the Board and employee agree upon in writing. (Education Code 44968)

Compensation during the leave shall be paid in the manner authorized by Education Code 44969 and 44970.

Unless the employee agrees in writing with the Board not to receive compensation during the leave, the employee shall receive such compensation during the leave as the Board and employee agree upon in writing, which shall be not less than the difference between the employee's salary and the salary of a substitute employee. In lieu of such a difference, the Board may pay one-half of the salary of the employee or any additional amount up to and including the full salary of the employee. (Education Code 44968, 44968.5)

As a condition to being granted such leave, the employee shall agree in writing to render service in the district following his/her return for a period equal to twice the period of the leave. (Education Code 44969)

At the end of the leave, the employee shall be reinstated in the position he/she held when the leave was granted. (Education Code 44973)

Legal Reference: EDUCATION CODE 44966-44973 Leaves of absence for study or travel

10/98

Administrative Regulation

Catastrophic Leave Program

AR 4161.9 4261.9,4361.9 **Personnel**

Note: Education Code 44043.5 mandates that a Governing Board providing a catastrophic leave program adopt administrative rules and regulations which include, at a minimum, provisions setting the maximum amount of time for which donated leave credits may be used, requiring verification of the illness or injury, and making all transfers of leave credit irrevocable. These components may be specified in collective bargaining agreements. The following regulation includes the required components and may be expanded as desired.

When an employee or a member of his/her family experiences a catastrophic illness or injury which requires the employee to take time off from work for an extended period of time, and the employee has exhausted all available sick leave and other paid time off, he/she may request donations of accrued vacation or sick leave credits. (Education Code 44043.5)

In making such a request, the employee shall provide verification of the catastrophic injury or illness. (Education Code 44043.5)

Note: The following paragraph may be revised as desired.

Verification shall be made by means of a letter, dated and signed by the sick or injured person's physician, indicating the incapacitating nature and probable duration of the illness or injury.

Upon determination that the employee is unable to work due to his/her own or a family member's catastrophic illness or injury, any other employee, upon written notice to the Governing Board, may donate accrued vacation and/or sick leave credits to the requesting employee. Donations shall be at a minimum of eight hours, and in hour increments thereafter. (Education Code 44043.5)

Note: The following optional paragraph limits the amount of accrued sick leave that can be given away by any one employee (e.g., requiring employees to maintain one year's worth of sick leave). Before instituting such a limit, the district should consult with legal counsel.

To ensure that employees retain sufficient accrued sick leave to meet their own needs, donors shall not reduce their accumulated sick leave to fewer than hour.

All transfers of eligible leave credit shall be irrevocable. (Education Code 44043.5)

Note: The following item is optional.

The Superintendent or designee shall ensure that all donations are confidential.

Note: Education Code 44043.5 requires the district to indicate the maximum amount of time for which donated leave credits may be used, not to exceed a period of 12 consecutive months. If desired, the following paragraph may be revised to indicate a time period less than 12 months.

The employee who is the recipient of the donated leave credits shall use those credits within 12 consecutive months.

Note: The following paragraph is optional.

If donated credits are not used by the employee within 12 consecutive months, the credits shall be placed in a pool that will be available to the next eligible employee who requests catastrophic leave.

An employee who receives paid catastrophic leave shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program. (Education Code 44043.5)

(3/92) 10/98

Board Policy

Legal Status Requirement

BP 4211.2

Personnel

The Governing Board shall ensure that the district employs only those individuals who are lawfully authorized to work in the United States.

The Superintendent or designee shall verify the employment eligibility of all persons hired by completing the U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification, for each individual hired and ensure that the district does not knowingly hire or continue to employ any person not authorized to work in the United States. (8 USC 1324a)

In accordance with law, the Superintendent or designee shall ensure that district employment practices do not unlawfully discriminate on the basis of citizenship status or national origin, including, but not limited to, discrimination against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency.

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4111 - Recruitment and Selection)

(cf. 4211 - Recruitment and Selection)

(cf. 4311 - Recruitment and Selection)

Legal Reference:

UNITED STATES CODE, TITLE 8
1324a Unlawful employment of aliens
1324b Unfair immigrant-related employment practices
CODE OF FEDERAL REGULATIONS, TITLE 8
274a.1-274a.14 Control of Employment of Aliens

Management Resources:

U.S. CITIZENSHIP AND IMMIGRATION SERVICES PUBLICATIONS Handbook for Employers: Instructions for Completing Form I-9, April 2009 WEB SITES

U.S. Citizenship and Immigration Services: http://www.uscis.gov

Administrative Regulation

Legal Status Requirement

AR 4211.2 Personnel

***Note: The following administrative regulation is optional. ***

Note: The U.S. Citizenship and Immigration Services (USCIS) Form I-9 lists documents that are acceptable as evidence of identity and/or employment authorization. 73 Fed. Reg. 243 amended 8 CFR 274a.2 to prohibit employers from accepting expired documents to verify employment authorization on Form I-9. This amendment is effective April 3, 2009 and, from that time, districts must use the revised Form I-9, which will be available on the USCIS website. Pursuant to 8 CFR 274a.1, I-9 forms are not needed for persons who are independent contractors or who are employed by a contractor providing contract services.

Note: In order to ensure compliance with the Americans with Disabilities Act, employers may need to provide assistance in completing Form I-9 to individuals who need accommodation, such as those individuals who cannot read, write, or who need the form translated. Pursuant to 8 CFR 274a.2, the preparer or translator must then complete the appropriate portion of the form. In addition, preparers/translators should be careful to give only procedural assistance and offer no counsel with regard to the individual's status. See AR 4032 - Reasonable Accommodation.

Within three business days of hire, the Superintendent or designee shall physically examine the documentation presented by the employee establishing his/her identity and employment authorization as set forth in U.S. Citizenship and Immigration Services Form I-9. The employee may present either an original document which establishes both employment authorization and identity or two separate original documents which establish authorization and identity. Only unexpired documents are acceptable. (8 CFR 274a.2)

(cf. 4030 - Nondiscrimination in Employment) (cf. 4032 - Reasonable Accommodation)

The Superintendent or designee shall: (8 CFR 274a.2)

- 1. Ensure that the documents presented appear to be genuine and relate to the individual
- 2. Complete the "Employer Review and Verification" section and sign the attestation with a handwritten signature or electronic signature on Form I-9

Persons employed for three business days or less must provide such documentation on their first day. (8 CFR 274a.2)

If unable to provide satisfactory documentation because the document was lost, stolen, or damaged, the employee shall furnish a receipt indicating that a replacement document has been requested. This receipt must be presented within three business days of the hire, and the replacement document must be provided within 90 days of the hire. (8 CFR 274a.2)

If an individual's employment authorization expires, the Superintendent or designee must reverify Form I-9, by noting the document's identification number and expiration date on the form, no later than the date the work authorization expires. The employee shall present a document that shows either continuing employment authorization or a new grant of work authorization. (8 CFR 274a.2)

***Note: 8 USC 1324a authorizes employers to retain an individual's Form I-9 in an electronic format in addition to the other choices of paper, microfilm, or microfiche retention. ***

The district shall retain an individual's Form I-9 for three years after the date of the hire or for one year after the date his/her employment is terminated, whichever is later. (8 CFR 274a.2)

(cf. 3580 - District Records)

Note: Pursuant to 8 CFR 274a.2, the district may, but is not required to, make a copy of any documents presented by the employee for verification when completing Form I-9. If copies of the documents are made, they must be retained with Form I-9. In addition, districts are not allowed to only copy the documents of individuals of certain national origins or citizenship statuses.

Note: The following optional paragraph is for use by districts that retain copies of the verification documents and should be modified to reflect district practice. Specific procedures apply for employers that retain these documents on microfilm; see 8 CFR 274a.2.

The Superintendent or designee shall copy documents presented by an individual for verification and shall retain them with the individual's Form I-9. The documents shall be kept confidential and used only as needed to help justify the district's past decision to accept the documents as valid.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(9/92 3/00) 3/09

Administrative Regulation

Appointment And Conditions Of Employment

AR 4212

Personnel

Upon recommendation of the Superintendent, the Governing Board shall approve the appointment of all classified employees. The position and the pay rate shall be reported to the Board at a regular meeting.

Individuals appointed to the classified staff shall, at a minimum:

***Note: Education Code 45122.1 prohibits the district from hiring any person who has been convicted of a violent or serious felony as defined in Penal Code 667.5 and 1192.7, unless the individual has obtained a certificate of rehabilitation and pardon. If the district receives notification from the Department of Justice that a temporary, substitute or probationary employee has been convicted of a violent or serious felony, the district must immediately terminate that employee, without regard for any other termination procedure specified in law or in the district's collective bargaining agreement. See AR 4212.5 - Criminal Record Check. ***

- 1. Submit to fingerprinting as required by law (Education Code 45125)
- 2. Not have been convicted of a violent or serious felony (Education Code 45122.1)

(cf. 4212.5 - Criminal Record Check)

3. Not have been convicted of any sex offense as defined in Education Code 44010 (Education Code 45123)

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

4. Not have been determined to be a sexual psychopath pursuant to Welfare and Institutions Code 6300-6332 (Education Code 45124)

***Note: Penal Code 290.95, as amended by SB 1192 (Ch. 224, Statutes of 2001), prohibits a district from hiring a person who is required to register as a sex offender as specified below. ***

5. If the individual will be working directly and in an unaccompanied setting with minor children on a more than incidental and occasional basis or will have supervision or disciplinary power over minor children, not be required to register as a sex offender pursuant to Penal Code 290 because of a conviction for a crime where the victim was a minor under the age of 16 (Penal Code 290.95)

(cf. 3515.5 - Sex Offender Notification)

- 6. Not have been convicted of any controlled substance offense as defined in Education Code 44011 (Education Code 45123)
- 7. Submit to a physical examination or provide proof thereof as required by law and Board policy (Education Code 45122, 49406)

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

8. File the oath or affirmation of allegiance required by Government Code 3100-3109

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

***Note: Item #9 below is for use by districts that require pre-employment drug and alcohol testing for employees. ***

9. Submit to drug and alcohol testing as required by Board policy (bus drivers only).

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

10. Fulfill any other requirements as specified by law, collective bargaining agreement, Board policy or administrative regulation

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Notification of Classification and Compensation

When first employed and upon each subsequent change in classification, classified employees other than short-term, limited-term or provisional employees shall be given two copies of their class specification, salary data, assignment or work location, duty hours and prescribed work week. Salary data shall specify pay period (monthly, semimonthly or other) and applicable rates of compensation (daily, hourly, overtime and differential rates). Employees shall keep one copy of this information and shall sign and date the other copy and return it to their supervisor. (Education Code 45169)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications) (cf. 4151/4251/4351 - Employee Compensation)

Legal Reference:
EDUCATION CODE
35161 Powers and duties
44010 Sex offense - definitions
44011 Controlled substance offense - definitions

44066 Limitation on certification requirements

45103 Classified service in districts not incorporating the merit system

45104 Positions not requiring certification qualifications

45105 Positions under various acts not requiring certification qualifications

45108 Restricted positions

45113 Rules and regulations for classified service in districts not incorporating the merit system

45122 Physical examinations

45122.1 Classified employees, conviction of a violent or serious felony

45123 Employment after conviction of sex offense or controlled substance offense

45125 Use of personal identification cards to ascertain conviction of crime

45169 Employee salary data

49406 Examination for tuberculosis

60850-60856 High school exit exam

GOVERNMENT CODE

3100-3109 Oaths or affirmations

12940-12950 Unlawful employment practices

PENAL CODE

290 Registration of sex offenders

290.95 Disclosure by person required to register as sex offenders

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

1203.4 Discharged petitioner, change of plea

WELFARE AND INSTITUTIONS CODE

6300-6332 Sexual psychopaths

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Administrative Regulation

Criminal Record Check

AR 4212.5 Personnel

Note: Education Code 45125 requires that all classified employees, including substitute and temporary employees, submit to a fingerprint check. Pursuant to Education Code 45122.1, the district is prohibited from hiring any individual if the check reveals that he/she has been convicted of a violent or serious felorly, unless the individual has obtained a certificate of rehabilitation and pardon.

Note: The Department of Justice (DOJ) has instituted an electronic system for the submission of fingerprints (Live Scan) that replaces the process of manually recording an individual's fingerprint on cards. However, provisions of the Education Code have not yet been amended to reflect this technology and sections of the law still use the terminology "fingerprint identification cards." Where applicable, we have replaced the term "fingerprint identification card" with "fingerprint identification data" in order to include both the Live Scan and manual fingerprinting processes.

Applicants for Employment

Each person to be employed in a classified position, including temporary, substitute and part-time positions, shall be required to submit fingerprint identification data. However, secondary school students attending a district school who are to be employed in a temporary or part-time position shall not be required to submit fingerprint identification data. (Education Code 45125)

Note: AB 2623 (Ch. 623, Statutes of 2000) added Penal Code 11105.75, operative July 1, 2002, which authorizes the DOJ, when the arrest record does not include fingerprints, to notify a district if it is determined that an applicant has a criminal history record.

The Superintendent or designee shall ensure that each person to be employed submits fingerprints, either electronically through the Live Scan system or on fingerprint identification card, for processing by the Department of Justice. If the district is using the Live Scan system, the Superintendent or designee shall also provide the applicant with a Live Scan request form and a list of nearby Live Scan locations.

***Note: Pursuant to Education Code 45125.01, a district may enter into an agreement with other school districts within the county, or within contiguous counties, to share the criminal record information of applicants or temporary/substitute employees in those multiple school districts. Either a district or the County Superintendent of Schools may be designated to act on behalf of the participating districts. The designated agency will send the fingerprint data to DOJ

for processing, receive and review the criminal history from the DOJ, and maintain common lists of persons eligible for employment. See AR 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records.***

Note: The fingerprint check conducted by the DOJ reveals only a person's convictions within the State of California. In order to obtain information about out-of-state convictions, a fingerprint check must be conducted by the Federal Bureau of Investigation (FBI). Pursuant to Education Code 451/25, the district must request an FBI check of the applicant's fingerprints under the following conditions.

The Superintendent or designee shall request the Department of Justice to forward one copy of the applicant's fingerprint identification data to the Federal Bureau of Investigation for the purpose of obtaining any record of previous convictions if the applicant: (Education Code 45125)

- 1. Has not resided in the State of California for at least one year immediately preceding the application for employment
- 2. Has resided for more than one year, but less than seven years, in the State of California and the Department of Justice has ascertained that the person was convicted of a sex offense where the victim was a minor or a drug offense where an element of the offense is either the distribution to or the use of a controlled substance by a minor

The Governing Board shall not employ an applicant until the Department of Justice completes its check of the state criminal history files. (Education Code 45125)

(cf. 4212 - Appointment and Conditions of Employment)

The Superintendent or designee shall ensure that no person is hired who has been convicted of a violent or serious felony as listed in Penal Code 667.5(c) or 1192.7(c), unless that person has obtained a certificate of rehabilitation and a pardon. (Education Code 45122.1)

The Superintendent or designee may hire a classified employee without waiting for the disposition of the employee's criminal history files upon a determination that an emergency or exceptional situation exists and that a delay in filling the position would endanger student health or safety. (Education Code 45125)

(cf. 4112.6/4212.6/4312.6 - Personnel Files) (cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

Subsequent Arrest Notification

Note: Pursuant to Education Code 44830.1, the district is required to sign up for "subsequent arrest notification" from the DOJ. With this service, the DOJ will notify the district of the subsequent arrest of any person whose fingerprints are maintained on file at the DOJ.

The Superintendent or designee shall request subsequent arrest notification from the Department of Justice as provided under Penal Code 11105.2. (Education Code 45125)

Current Employees

Upon notification by telephone from the Department of Justice that a current temporary, substitute or probationary classified employee has been convicted of a violent or serious felony, the Superintendent or designee shall immediately place that employee on leave without pay, unless the employee has received a certificate of rehabilitation and a pardon. (Education Code 45122.1)

Upon receipt of written notification of the fact of conviction from the Department of Justice, the Superintendent or designee shall terminate the temporary, substitute or probationary employee without regard to any other procedure for termination specified in the Education Code or district procedures, unless that employee has received a certificate of rehabilitation and a pardon. (Education Code 45122.1)

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

If the employee challenges the Department of Justice record and the Department of Justice withdraws in writing its notification, the Superintendent or designee shall immediately reinstate the employee with full restoration of salary and benefits. (Education Code 45122.1)

Legal Reference:

EDUCATION CODE

44332.6 Criminal record check, county board of education

44346.1 Applicants for credential, conviction of a violent or serious felony

44830.1 Certificated employees, conviction of a violent or serious felony

44830.2 Certificated employees; Interagency agreements

45122.1 Classified employees, conviction of a violent or serious felony

45125 Use of personal identification cards to ascertain conviction of crime

45125.01 Classified employees; interagency agreements

45125.1 Fingerprint for contractors

45125.5 Automated records check

45126 Duty of Department of Justice to furnish information

GOVERNMENT CODE

6200-6203 Crimes related to public records

PENAL CODE

502 Unauthorized access to computers

667.5 Violent felonies

1192.7 Serious felonies

11075-11081 Criminal record dissemination

11105-11105.75 Criminal identification

11140-11144 Furnishing of state criminal history information

13300-13305 Local summary criminal history information CODE OF REGULATIONS, TITLE 11 703 Release of criminal offender record information 708 Destruction of criminal offender record information

Management Resources:

WEB SITES

Department of Justice/Attorney General's Office: http://www.caag.state.ca.us/app

CSBA: http://www.csba.org

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Administrative Regulation

Preretirement Part-Time Employment

AR 4217.11 Personnel

Note: The following regulation is based on Education Code 45139, reenacted by AB 3060 (Ch. 658, Statutes of 1990). It is provided for districts that choose to offer their employees the opportunity to work part-time prior to retirement without losing retirement benefits.

District employees may reduce their workload from full-time to part-time for a period not to exceed five years.

Note: Time periods specified in the following regulations are those required by law.

Regulations allowing employees to reduce their workload include but are not limited to the following (Education Code 45139):

- 1. Employees must be 55 years of age before they may reduce their workload.
- 2. Employees must have completed at least ten years of full-time service to the district.
- 3. Employees must have completed five years of full-time service immediately prior to requesting a reduction in workload.
- 4. The five years required in #3 must have passed without a break in service.
- 5. The part-time employment option is available at the employee's request and may be revoked only with the mutual consent of the employee and the Governing Board.
- 6. Employees will be paid a pro-rata share of their full-time salary.
- 7. Minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the employee's contract during the final year of full-time service.
- 8. The employee shall receive the same health benefits as those received by full-time employees.
- 9. The employee shall retain all other rights and benefits as long as he/she makes the payments for them that would be required if he/she still worked full time.
- 10. The period of part-time employment shall not extend beyond the end of the school year during which the employee reaches his/her 70th birthday.

Legal Reference: EDUCATION CODE 45139 Reduced workload for classified employees

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Administrative Regulation

Layoff/Rehire

AR 4217.3

Personnel

Note: The following optional regulation is subject to collective bargaining and may be deleted by those districts whose agreements fully cover the provisions specified below.

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education Code 45114, 45308)

A classified employee shall not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. (Education Code 45117)

(cf. 4121 - Temporary/Substitute Personnel)

Order of Layoff Within a Classification/Determination of Seniority

Within each class, the order of layoff shall be determined by length of service. (Education Code 45114, 45308)

Note: For any district whose average daily attendance (ADA) is under 400,000, Education Code 45308 defines "length of service" as employees' hours in paid status (Option 1 below). However, such a district may instead choose to enter into an agreement with the exclusive representative of classified employees to determine "length of service" based on an employee's date of hire (Option 2 below).

Note: For any district with an ADA of 400,000 or higher, Education Code 45308 requires length of service to be based on the date of hire; such districts should select Option 2 below.

Note: "Date of hire" is not defined in the law and could refer to the employee's first date of hire in the district or his/her date of hire in the classification or higher classification. Districts selecting Option 2 below may revise that paragraph to reflect the definition determined by the district or by agreement with the exclusive representative of classified employees, as applicable.

OPTION 1: "Length of service" means all hours in paid status, whether during the school year, a holiday, recess, or during any period that school is in session or closed. However, length of service shall not include hours compensated solely on an overtime basis, as provided in Education Code 45128, and shall not include hours for any service performed prior to entering into probationary or permanent status, except for service in a restricted position pursuant to Education Code 45105. The employee who has been employed the shortest time in the class, plus

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higher classes, shall be laid off first. (Education Code 45308)

For an employee who is a member of the Military Reserve or the National Guard, length of service credit shall be granted for military leave of absence, including voluntary or involuntary active duty during a period of national emergency or war. (Education Code 45297, 45308)

(cf. 4161.5/4261.5/4361.5 - Military Leave)

Length of service credit may be granted for time spent on unpaid illness or maternity leave, unpaid family care leave, or unpaid industrial accident leave. Length of service credit shall not be granted for other types of unpaid leaves. (Education Code 45308)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 4261.11 - Industrial Accident/Illness Leave)

OPTION 2: Length of service shall be determined by the date of hire. The employee who has been employed the shortest time by the district shall be laid off first. (Education Code 45308)

Note: The following paragraph applies to both Options 1 and 2. Pursuant to Education Code 45105 and 45259, persons employed in "restricted positions" are classified employees. However, they do not acquire permanent status or seniority credits unless they satisfy the conditions specified below.

For an employee in a "restricted position" under Education Code 45105 or 45259, the original date of employment in the restricted position shall be used to determine his/her length of service, provided he/she has completed six months of satisfactory service and has successfully passed the qualifying examination required for service in the class. (Education Code 45105)

(cf. 4200 - Classified Personnel)

Notice of Layoff

Note: Education Code 45117 requires that classified employees be given prior written notice when they are subject to layoff due to lack of work or lack of funds. AB 1908 (Ch. 860, Statutes of 2012) amended Education Code 45117 to extend the timeline for such notice to 60 days, as provided below.

Whenever a classified employee is to be laid off for lack of work or lack of funds, written notice shall be given to the employee, informing him/her of the layoff, the date the layoff goes into effect, any displacement rights, and reemployment rights. The notice shall be given: (Education Code 45117)

1. At least 60 days prior to the effective date of the layoff, if the layoff is for lack of work resulting from a bona fide reduction or elimination of service being performed.

2. No later than April 29, if the layoff is for lack of funds due to the expiration of a specially funded program at the end of any school year. However, if the termination date of the specially funded program is other than June 30, the employee shall be given notice at least 60 days from the effective date of the layoff.

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

The district is not required to provide the 60-day notice in the event of an actual and existing financial inability to pay the salaries of classified employees or if the layoff is due to a lack of work resulting from conditions not foreseeable or preventable by the district. (Education Code 45117)

The district also is not required to provide the 60-day notice to any person hired as a short-term employee for a period not exceeding 60 days whose service may not be extended or renewed. (Education Code 45117)

Reemployment

Note: The following optional section specifies the rights of employees who are laid off or who take voluntary demotion or reduction in assigned time in lieu of layoff. Pursuant to Education Code 45308, laid-off classified employees have reemployment rights which are enforced in order of seniority rather than reverse order of layoff. In Tucker v. Grossmont Union High School District, a California appellate court ruled that a laid-off employee's reemployment right entitled him to preference over any new applicant to available positions for which he is qualified.

Classified employees laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months and shall be reemployed in preference to new applicants. Reemployment shall be in order of seniority. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period. (Education Code 45114, 45298, 45308)

Note: Pursuant to San Mateo City School District v. Public Employment Relations Board, districts may adopt procedures which implement Education Code 45113 and 45114 as long as such procedures do not replace or set aside mandatory Education Code provisions. These procedures may be adopted pursuant to Board policy and/or collective bargaining agreement.

Note: The following optional paragraph should be deleted by districts with a collective bargaining agreement that contains reemployment procedures, unless the district also has unrepresented classified employees.

When a vacancy occurs, the district shall give the employee with the most seniority an opportunity to accept or reject the position, by first calling the employee at his/her last known telephone number to notify him/her of the vacancy and then sending written notice by certified and standard mail to his/her last known address. The employee shall advise the district of his/her decision by any means no later than 10 calendar days from the date the notice was sent. If the

employee accepts, he/she shall report to work no later than two calendar weeks from the vacancy notification date or on a later date specified by the district.

Note: The following paragraph is optional and may be modified to reflect district practice.

In order to be reemployed, the employee must be capable of performing the essential duties of the job with or without reasonable accommodations. When an otherwise eligible employee is unable to perform the essential duties of the job, he/she shall be kept on the reemployment list until another opportunity becomes available or the period of reemployment eligibility expires, whichever occurs first.

(cf. 4032 - Reasonable Accommodation)

Note: An argument can be made that, absent a collective bargaining provision to the contrary, once a district has offered a laid-off classified employee a position pursuant to the employee's reemployment rights under Education Code 45298 and that employee has refused the position, the district has discharged its duty to that employee. Whether or not such action conflicts with an employee's statutory right to reemployment is unclear.

Note: The following two optional paragraphs should be used only with the approval of the district's legal counsel; the number of refusals that will trigger the removal of the employee's name from the district's list should be modified accordingly.

Upon rejecting two offers of reemployment, the employee's name shall be removed from the reemployment list and he/she will forfeit all reemployment rights to which he/she would otherwise be entitled.

When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by district procedures, his/her name shall be removed from the reemployment list and all reemployment rights to which he/she would otherwise be entitled shall be forfeited.

Note: AB 2307 (Ch. 586, Statutes of 2012) amended Education Code 45298 to provide that laid-off classified employees who are reemployed in a new position but fail to complete the probationary period for the new position shall be returned to the reemployment list for the remainder of the 39-month period, as provided below.

Note: Although Education Code 45298 applies to districts using the merit system, pursuant to Education Code 45114, other districts are also required to lay off and reemploy classified employees in accordance with Education Code 45298.

If an employee is employed in a new position and fails to complete the probationary period in the new position, he/she shall be returned to the reemployment list for the remainder of the 39-month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment. (Education Code 45114, 45298)

Reinstatement of Benefits

Note: The following optional section should be deleted by districts that do not reinstate laid-off employee benefits upon reemployment and those whose collective bargaining agreements address the issue.

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

A laid-off permanent employee shall be reemployed with all rights and benefits accorded to him/her at the time of layoff.

A laid-off probationary employee shall be reemployed as a probationary employee, and the previous time served toward the completion of the required probationary period shall be counted. He/she shall also be reemployed with all rights and benefits accorded to a probationary employee at the time of layoff.

A laid-off employee, when reemployed, shall be placed on the salary step held at the time of layoff. An employee who was bumped into a lower class shall, when reinstated to the previous class, be placed on the salary step to which he/she would have progressed had he/she remained there. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the district.

Voluntary Demotion or Reduction of Hours

Classified employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff, or in order to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as employees who are laid off. In addition, such employees shall retain eligibility to be considered for reemployment in their previously held class or position with increased assigned time, for an additional period of time up to 24 months as determined by the Governing Board on a class-by-class basis, provided that the same test of fitness under which they qualified for appointment to that class shall still apply. (Education Code 45114, 45298)

Employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available and without limitation of time. If there is a valid reemployment list, they shall be ranked on that list in accordance with their proper seniority. (Education Code 45114, 45298)

Legal Reference:

EDUCATION CODE

45101 Definitions

45103 Classified service in districts not incorporating the merit system

45105 Positions under various acts not requiring certification qualifications; classification

45113 Rules and regulations for classified service in districts not incorporating the merit system

45114 Layoff and reemployment procedures; definitions

45115 Layoff: Reinstatement from service retirement

45117 Notice of layoff

45286 Limited term employees

45297 Right to take equivalent examination while employee in military service

45298 Reemployment of persons laid off; voluntary demotions or reductions in time; districts adopting merit system

45308 Order of layoff and reemployment; length of service

45309 Reinstatement of permanent noncertified employees after resignation

UNITED STATES CODE, TITLE 38

4301-4307 Veterans' Reemployment Rights

COURT DECISIONS

Tucker v. Grossmont Union High School District (2008) 168 Cal.App.4th 640 San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal.3d 850, 866

Management Resources:

WEB SITES

California School Employees Association: http://www.csea.com

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Administrative Regulation

Dismissal/Suspension/Disciplinary Action

AR 4218 Personnel

Termination of Probationary Employment

Note: In accordance with Education Code 35161, the Board can delegate to the Superintendent or designee the authority to dismiss probationary classified employees as set forth below.

At any time prior to the expiration of the probationary period, the Superintendent or designee may, at his/her discretion, dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.

Involuntary Suspension Without Pay, Demotion, Reduction of Pay Step in Class, or Dismissal of Permanent Classified Employees

Permanent classified employees shall be subject to personnel action (suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

Note: Education Code 45113 mandates districts not incorporating the merit system to prescribe, by rule or regulation, causes for disciplinary action against permanent classified employees. Such employees may be disciplined only for cause as so prescribed. In merit system districts, causes for suspension or dismissal are those designated by rule of the commission and those specified in Education Code 45303. If negotiated collective bargaining agreements contain different provisions for employee discipline, those negotiated agreements would take precedence over this regulation for those employees covered by the collective bargaining agreements.

1. Causes

In addition to any disqualifying or actionable causes otherwise provided for by statute or by policy or regulation of this district, each of the following constitutes cause for personnel action against a permanent classified employee:

- a. Falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district records.
- b. Incompetency.

- c. Inefficiency.
- d. Neglect of duty.
- e. Insubordination.
- f. Dishonesty.
- g. Drinking alcoholic beverages while on duty or in such close time proximity thereto as to cause any detrimental effect upon the employee or upon employees associated with him/her.

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

Note: The following cause for disciplinary action deliberately makes no mention of drug addiction. It is not against the law to be an addict, and punishing someone for being an addict could lead to discrimination claims under the Americans with Disabilities Act.

- h. Possessing or being under the influence of a controlled substance at work or away from work, or furnishing a controlled substance to a minor.
- i. Conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, is deemed to be a conviction for this purpose.
- i. Absence without leave.
- k. Immoral conduct.
- 1. Discourteous treatment of the public, students, or other employees.
- m. Improper political activity.
- n. Willful disobedience.
- o. Misuse of district property.
- p. Violation of district, Board or departmental rule, policy, or procedure.
- q. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position.
- r. Refusal to take and subscribe any oath or affirmation which is required by law in

connection with his/her employment.

- s. A physical or mental disability which precludes the employee from the proper performance of his/her duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law regulating the retirement of employees.
- t. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age against the public or other employees while acting in the capacity of a district employee.
- u. Unlawful retaliation against any other district officer or employee or member of the public who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to an actual or suspected violation of state or federal law occurring on the job or directly related thereto.
- v. Any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the district or his/her employment.

Except as defined in item "s" above, no personnel action shall be taken for any cause which arose before the employee became permanent, nor for any cause which arose more than two years before the date of the filing of the notice of cause unless this cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee would have disclosed the facts to the district.

2. Initiation and Notification of Charges

Note: In districts not incorporating the merit system, Education Code 45113 mandates the Board to adopt disciplinary procedures which contain provisions for giving classified employees a written notice of specific charges, procedures, and employee rights.

The Superintendent or designee may initiate a personnel action as defined herein against a permanent classified employee.

In all cases involving a personnel action, the person initiating the action shall file a written recommendation of personnel action with the Board. A copy of the recommendation shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address. The recommendation shall include:

- a. A statement of the nature of the personnel action (suspension without pay, demotion, reduction of pay step in class, or dismissal).
- b. A statement of the cause or causes for the personnel action, as set forth above.
- c. A statement of the specific acts or omissions upon which the causes are based. If a violation of rule, policy, or regulation of the district is alleged, the rule, policy, or regulation violated shall be stated in the recommendation.

- d. A statement of the employee's right to appeal the recommendation and the manner and time within which the appeal must be filed.
- e. A card or paper, the signing and filing of which shall constitute a demand for hearing and a denial of all charges.

3. Employment Status Pending Appeal or Waiver

Except as provided herein, any employee against whom a recommendation of personnel action has been issued shall remain on active duty status and responsible for fulfilling the duties of the position pending his/her appeal or waiver thereof.

If the Superintendent or designee determines that a permanent classified employee should be dismissed and that his/her continuing in active duty status would present an unreasonable risk of harm to students, staff, or property while proceedings are pending, the Superintendent or designee may order the employee immediately suspended from duty without pay in conjunction with the recommendation of personnel action. This suspension order shall be in writing and shall state the reasons that the suspension is deemed necessary. The suspension order shall be served upon the employee either personally or by registered or certified mail, return receipt requested, immediately after issuance. Except in cases of emergency when the employee must be removed from the premises immediately, the Superintendent or designee shall give the employee written notice of the proposed recommendation of dismissal at least five calendar days before the effective date of any order of suspension issued in conjunction with a recommendation involving dismissal. This notice shall state that immediate suspension without pay is being considered, the reasons for the proposed dismissal and proposed immediate suspension without pay, materials upon which the proposed action is based, and the employee's right to respond to the Superintendent or designee orally or in writing before the final recommendation and order are issued.

4. Time Limit of Suspension

Except for a suspension imposed under #3 above, any suspension invoked under these rules against any one person for one or more periods shall not aggregate more than 90 calendar days in any 12-month period; however, this time limitation shall not apply to cases in which a personnel action of dismissal is modified by the Board to a suspension.

5. Right to Appeal

***Note:In California School Employees Association v. Livingston Union School District, a district's policy, pursuant to Education Code 45113, required that the employee be provided written notice of his right to request a hearing on the charges within five days "after service of the notice." The notice was delivered via certified mail to the employee's post office box, but the employee did not actually receive the notice until several months later. The district denied the employee's late request for a hearing on the grounds that it was not received within five days from the date the notice was mailed. The court held that the district's notice was invalid because

it was not "reasonably calculated" to notify the employee of the action and to afford him an opportunity to request a hearing. Thus, when calculating the five day response timeline, districts should be careful to ensure that the notice has first been received by the employee.***

Within five calendar days after receiving the recommendation of personnel action described above, the employee may appeal by signing and filing the card or paper included with the recommendation. Any other written document signed and appropriately filed within the specified time limit by the employee shall constitute a sufficient notice of appeal. A notice of appeal is filed only by delivering the notice of appeal to the office of the Superintendent or designee during normal work hours of that office. A notice of appeal may be mailed to the office of the Superintendent or designee but must be received or postmarked no later than the time limit stated herein. In cases where an order of suspension without pay has been issued in conjunction with a recommendation of dismissal, any appeal of the recommendation of dismissal shall also constitute an appeal of the suspension order, and the necessity of the order shall be an issue in the appeal hearing.

If the employee fails to file a notice of appeal within the time specified in these rules, he/she shall be deemed to have waived his/her right to appeal, and the Board may order the recommended personnel action into effect immediately.

6. Amended/Supplemental Charges

At any time before an employee's appeal is finally submitted to the Board or to a hearing officer for decision, the complainant may, with the consent of the Board or hearing officer, serve on the employee and file with the Board an amended or supplemental recommendation of personnel action.

If the amended or supplemental recommendation presents new causes or allegations, the employee shall be afforded a reasonable opportunity to prepare his/her defense. Any new causes or allegations shall be deemed controverted and any objections to the amended or supplemental causes or allegation may be made orally at the hearing and shall be noted on the record.

7. Hearing Procedures

a. The hearing shall be held at the earliest convenient date, taking into consideration the established schedule of the Board or hearing officer and the availability of counsel and witnesses. The parties shall be notified of the time and place of the hearing. The employee shall be entitled to appear personally, produce evidence, and have counsel. The employee shall be entitled to a public hearing if he/she demands it when the Board is hearing the appeal. The complainant may also be represented by counsel. The procedure entitled "Administrative Adjudication" commencing with Government Code 11500 shall not apply to any such hearing before the Board or a hearing officer. Neither the Board nor a hearing officer shall be bound by rules of evidence used in California courts. Informality in any such hearing shall not invalidate any order or decision made or approved by the hearing officer or the Board.

- b. All hearings shall be heard by a hearing officer (who shall be an attorney licensed in the State of California) except in those cases where the Board determines to hear the appeal itself. In any case in which the Board hears the appeal, the Board may use the services of its counsel or a hearing officer in ruling upon procedural questions, objections to evidence, and issues of law. If the appeal is heard by the Board, the Board shall affirm, modify or revoke the recommended personnel action.
- c. If the appeal is heard by a hearing officer, he/she shall prepare a proposed decision in a form that may be adopted by the Board as the decision in the case. A copy of the proposed decision shall be received and filed by the Board and furnished to each party within ten days after the proposed decision is filed by the Board. The Board may:
- (1) Adopt the proposed decision in its entirety.
- (2) Reduce the personnel action set forth in the proposed decision and adopt the balance of the proposed decision.
- (3) Reject a proposed reduction in personnel action, approve the personnel action sought by the complainant or any lesser penalty, and adopt the balance of the proposed decision.
- (4) Reject the proposed decision in its entirety.
- d. If the Board rejects the proposed decision in its entirety, each party shall be notified of such action and the Board may decide the case upon the record including the transcript, with or without the taking of additional evidence, or may refer the case to the same or another hearing officer to take additional evidence. If the case is so assigned to a hearing officer, he/she shall prepare a proposed decision, as provided in item "c" above, upon the additional evidence and the transcript and other papers which are part of the record of the prior hearing. A copy of this proposed decision shall be furnished to each party within 10 days after the proposed decision is filed by the Board.
- e. In arriving at a decision or a proposed decision on the propriety of the proposed personnel action, the Board or the hearing officer may consider the records of any prior personnel action proceedings against the employee in which a personnel action was ultimately sustained and any records that were contained in the employee's personnel files and introduced into evidence at the hearing.

8. Hearing Decision

The decision of the Board shall be in writing and shall contain findings of fact and the personnel action approved, if any. The findings may reiterate the language of the pleadings or simply refer to them.

The decision of the Board shall be certified to the Superintendent or designee who recommended the personnel action, and he/she shall enforce and follow this decision. A copy of the decision shall be delivered to the appellant or his/her designated representative personally or

by registered mail. The decision of the Board shall be final.

OPTION 1 - Nonmerit System Districts

9. Compulsory Dismissal

Note: This section applies to districts that have not adopted the merit system. Pursuant to Education Code 45123, these districts may not employ or continue to employ anyone who has been convicted of any sex offense as described below. In addition, these districts may not employ anyone who has been convicted of a controlled substance offense as described below unless the Board determines from the evidence it requires that the person has been rehabilitated for at least five years.

The district shall not employ or retain in employment any person who has been convicted of any sex offense as defined in Education Code 44010 or any controlled substance offense as defined in Education Code 44011. However, the district may employ a person convicted of a controlled substance offense if the Board determines from the evidence it requires that the person has been rehabilitated for at least five years. If any such conviction is reversed and the person acquitted or charges dismissed except as otherwise provided below, the employee may be reemployed by the district, although reemployment is not a guarantee. (Education Code 45123)

The district reserves the right to dismiss an employee for any acts upon which the original criminal charges were based, despite the disposition by the courts. If dismissal is recommended and upheld, an employee will not be reemployed or compensated for the time he/she was suspended unless otherwise required by law. An employee shall be given notice of the possibility of not being reimbursed during mandatory suspension if he/she is ultimately dismissed for the acts upon which the original charges were based.

OPTION 2 - Merit System Districts 9. Compulsory Leave of Absence

Note: Education Code 45304 requires that the Board in merit system districts immediately place on compulsory leave of absence any district or county office of education employee who is charged with a mandatory leave of absence offense as defined in Education Code 44940. Mandatory leave offenses are sex offenses and offenses involving the furnishing of certain drugs to minors. The Board may require compulsory leave for an employee charged with an optional leave of absence offense. Optional leave of absence offenses are offenses involving murder, attempted myrder, and the possession or sale of certain drugs.

Employees charged with a mandatory leave of absence offense as defined in Education Code 44940 shall be placed immediately on compulsory leave of absence for not more than ten days after entry of judgment in the criminal proceedings, unless the leave is extended as provided below. (Education Code 45304)

Employees charged with an optional leave of absence offense as defined in Education

Code 44940 may be placed immediately on compulsory leave of absence under the terms and conditions stated below. (Education Code 45304)

Despite the disposition of criminal charges, the Board reserves the right to dismiss an employee for the facts upon which the criminal charges were based. An employee ultimately found guilty by the Personnel Commission to have committed the acts upon which the original charges were based may be dismissed. If so dismissed, the employee is not entitled to compensation during the time of his/her suspension, unless otherwise required by law.

An employee shall be given notice of the possibility of being dismissed without pay during the compulsory suspension if he/she is ultimately found guilty of the acts leading to the criminal charges, despite the disposition of the charges by the court.

10. Extension of Compulsory Leave

Note: Pursuant to Education Code 45304, employees placed on compulsory leave are subject to the procedures of Education Code 44940.5.

The Board may extend an employee's compulsory leave of absence by giving him/her notice, within ten days after the entry of judgment in the proceedings, that he/she will be dismissed in 30 days unless he/she demands a hearing. Employee compensation during the period of compulsory leave shall be made in accordance with law. (Education Code 44940.5)

Legal Reference:

EDUCATION CODE

- 35161 Delegation of powers and duties
- 44009 Conviction of specified crimes
- 44010 Sex offense
- 44011 "Controlled substance offense" defined
- 44940 Leave of absence; employee charged with mandatory or optional leave of absence offense
- 44940.5 Compulsory leave of absence; procedures; extension; compensation; bond or security; reports
- 45101 Definitions (including "disciplinary action," "cause")
- 45109 Fixing of duties
- 45113 Rules and regulations for classified service in districts not incorporating the merit system
- 45123 Employment after conviction of sex or narcotics offense
- 45302 Demotion and removal from permanent classified service
- 45303 Additional cause for suspension or dismissal of employees in classified service
- 45304 Suspension for reasonable cause; filing of charges; employee charged with mandatory or optional leave of absence offense

VEHICLE CODE

1808.8 Schoolbus drivers; dismissal for safety-related cause

UNITED STATES CODE, TITLE 42

12101 - 12213 Americans with Disabilities Act COURT DECISIONS

California School Employees v. Livingston Union School District, (2007) 149 Cal. App. 4th 391 CSEA v. Foothill Community College District, 52 Cal. App. 3rd 150, 155-156, 124 Cal. Rptr 830 (1975) ("Conduct unbecoming an employee" too vague)

(5/85 3/87 3/90) 6/94



Exhibit

Professional Standards

E 4219.21

Personnel

CLASSIFIED EMPLOYEES

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach and who sincerely believe in the advancement of education and the betterment of working conditions; therefore, the California School Employees' Association proposes this Code of Ethics as a standard for its members.

AS A SCHOOL EMPLOYEE I WILL:

- 1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service -- to the end that others may emulate my example.
- 2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
- 3. Be just in my criticism and be generous in my praise; to improve and not destroy.
- 4. At all times be courteous in my relations with students, parents, teachers and others.
- 5. Be a resourceful person who readily adapts himself to different kinds of work and changed conditions and finds better ways to do things.
- 6. Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.
- 7. Associate myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.
- 8. Always uphold my obligations as a citizen to my nation, my state, my school district and my community, and give them unswerving loyalty.
- 9. Always bear in mind that the purpose of CSEA is to promote the efficiency and raise the standards of all school employees and that I shall be equally obligated to assist all my fellow workers.

SOURCE: CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION

Board Policy

Teacher Aides/Paraprofessionals

BP 4222 Personnel

Note: The following policy and accompanying administrative regulation apply to classified employees who serve as paraprofessionals, including, but not limited to, instructional aides (Education Code 45340-45349), teacher aides (Education Code 45360-45367), teacher assistants (Education Code 45350-45354), library aides, special education aides, and speech-language aides. Volunteers also may serve as instructional and nonteaching aides; see BP/AR 1240 - Volunteer Assistance. The following optional policy may be revised to reflect district practice.

instructional aides

The Governing Board recognizes that paraprofessionals support student learning by providing valuable assistance to teachers and other certificated personnel and enabling greater individualized instruction and supervision of students. Such employees may perform instructional and/or administrative tasks in accordance with law, Board policy and administrative regulation.

(cf. 1240 - Volunteer Assistance) (cf. 4200 - Classified Personnel) (cf. 6171 - Title I Programs)

***Note: The No Child Left Behind Act of 2001 (20 USC 6319) requires districts receiving Title I funds to ensure that paraprofessionals working in a program supported by Title I funds (which includes entire schools with Title I schoolwide programs) meet specified educational requirements and/or successfully complete a proficiency assessment. Requirements for both Title I and non-Title I paraprofessionals are addressed in state law in Education Code 45330, 45344.5 and 45361.5. See accompanying administrative regulation. ***

The Superintendent or designee shall ensure that paraprofessionals possess the qualifications required by law for their positions.

(in all cases)

Paraprofessionals shall be under the immediate supervision and direction of certificated personnel.

In determining the assignment of paraprofessionals, the Superintendent or designee shall consider the greatest benefit to students based on such factors as class size, grade levels, student needs, subject matter and teacher workload.

Each paraprofessional shall be provided with a clear definition of his/her roles and responsibilities.

The Superintendent or designee shall ensure that all paraprofessionals receive ongoing support and regular performance assessments. Teachers shall receive training in how to collaborate effectively with an assistant and are expected to assign duties consistent with written job descriptions for paraprofessionals.

(cf. 4131 - Staff Development)

(cf. 4212 - Appointment and Conditions of Employment)

(cf. 4215 - Evaluation/Supervision)

(cf. 4231 - Staff Development)

The Board encourages qualified paraprofessionals to pursue opportunities that lead to attainment of a teaching credential and enable them to increase their skills and experience in the classroom.

(cf. 4112.2 - Certification) (cf. 4112.21 - Interns)

Legal Reference:

EDUCATION CODE

44390-44393 California School Paraprofessional Teacher Training Program

44833 Postsecondary students as nonteaching aides

44835 Duties of nonteaching work study aides

45330 Paraprofessionals

45340-45349 Instructional aides

45350-45354 Teacher assistants

45360-45367 Teacher aides

54480-54486 Special Teacher Employment Programs

CODE OF REGULATIONS, TITLE 5

12065-12070 Teacher aides for Special Teacher Employment Programs

UNITED STATES CODE, TITLE 20

6311 State plans

6314 Schoolwide programs

6315 Targeted assistance schools

6318 Parent involvement

6319 Qualifications for teachers and paraprofessionals

CODE OF FEDERAL REGULATIONS, TITLE 34

200.58-200.59 Qualifications and duties of paraprofessionals

Management Resources:

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Roles for Education Paraprofessionals in Effective Schools, 1997

Title 1 Paraprofessionals, Non-Regulatory Guidance, March 1, 2004

WEB SITES

CTC Paraprofessional Teacher Training Program: http://www.ctc.ca.gov/para

CDE: http://www.cde.ca.gov CSBA: http://www.csba.org U.S. Department of Education: http://www.ed.gov California School Employees Association: http://www.csea.com National Resource Center for Paraprofessionals: http://www.nrcpara.org National Clearinghouse for Paraeducator Resources: http://www.usc.edu/dept/education/CMMR/Clearinghouse.html

(3/92 7/02) 11/03

Exhibit

Teacher Aides/Paraprofessionals

E 4222

Personnel

signed by each principal:	USC 6319, the following certification min a school that operates a Title I program 20 USC 6315 (targeted assistance school	m pursuant to 20 USC 6314
ATTESTATION REGAR	RDING TITLE I P ARAPROFESSIONA	AIDES (In all cases)
		(in all cases)
School:	Principal:	
program supported by Tit	y paraprofessional hired after January 8, tle I funds, unless he/she is exempted by and has met at least one of the following	law, has received a high school
a. Completed at leas	st two years of study at an institution of l	nigher education
b. Obtained an assoc	ciate's or higher degree	
academic assessment, kno	undard of quality and demonstrated, thro owledge of and the ability to assist in ins ng readiness, writing readiness and math	structing either reading, writing
2. All paraprofession 20 USC 6319.	aal s working in a Title I program are per	forming duties consistent with
Signature:		
D. 4		

Board Policy

Public Notice - Personnel Negotiations

BP 4243.1

Personnel

Note: The following policy is optional. 8 CCR 32900 was repealed by Register 2006, No. 15, eliminating the mandate to adopt a policy on public notice.

Because the Governing Board has a responsibility to represent the public's interest in negotiations with employee organizations, the Board is committed to keeping the public informed about issues being negotiated, providing members of the public an opportunity to express their views, and disclosing the position of each Board member in accordance with law.

(cf. 1112 - Media Relations)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

(cf. 9010 - Public Statements)

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

Public Notice/Sunshining of Initial Proposals

Note: The process of notifying the public about initial proposals prior to starting negotiations is often referred to as "sunshining."

All initial contract proposals of the Board and an employee organization which relate to matters within the scope of representation shall be presented at a public Board meeting and shall thereafter be public records. (Government Code 3547)

(cf. 1340 - Access to District Records)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Meeting and negotiating between district and employee organization representatives shall not take place on these initial proposals until a reasonable time has elapsed after the submission of these proposals to enable the public to become informed and to express itself regarding the proposals at a public Board meeting. (Government Code 3547)

After the public has had an opportunity to provide input, the Board shall adopt its initial proposal at a public meeting. (Government Code 3547)

New subjects of meeting and negotiating arising after the presentation of initial proposals shall

be made public within 24 hours. If a vote is taken on any such subject by the Board, each Board member's vote also shall be made public within 24 hours. (Government Code 3547)

Public Disclosure of Proposed Agreement

Before entering into a written agreement covering matters within the scope of representation, the Board shall disclose, at a public meeting, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the district under the agreement for the current and subsequent fiscal years. (Government Code 3547.5)

Note: Government Code 3547.5 requires the Superintendent and chief business official to certify that the costs under the agreement can be met by the district during the term of the agreement and to itemize any budget revision necessary to meet the costs of the agreement in each year of its term. If the Board does not approve the necessary budget revisions, the County Superintendent of Schools is required to issue a qualified or negative certification for the district on the next interim report. Because Government Code 3547.5 requires that the certification be prepared in a format similar to that of the fiscal reports required by Education Code 42130 and 42131, the certification by the Superintendent and chief business official may be "positive," "negative," or "qualified." See AR 3460 - Financial Reports and Accountability.

***Note: The Superintendent and chief business official's certification shall be submitted to the Board prior to the Board's approval of the agreement. It is recommended that labor negotiators be instructed to make any agreements contingent on the certification and that district legal counsel be consulted as appropriate. ***

The Superintendent and chief business official shall certify, in writing, that any costs incurred by the district under the agreement can be met by the district during the term of the agreement and shall submit the certification to the Board prior to the Board's approval of the agreement. The certification shall itemize any budget revision necessary to meet the costs of the agreement in each year of its term. (Government Code 3547.5)

(cf. 3460 - Financial Reports and Accountability)

Note: In Management Advisory 92-01, the California Department of Education (CDE) recommends that a copy of the proposed agreement be made available to the public prior to the day of the meeting. However, the district may determine the number of days that the agreement should be made available prior to the meeting, and should modify the following optional paragraph accordingly.

A copy of the proposed agreement shall be made available to the public prior to the day of the Board meeting.

Note: In Management Advisory 92-01, the CDE recommends that the Superintendent provide a summary of the major provisions and changes in the proposed agreement, as provided in the following optional paragraph. Also see the accompanying administrative regulation.

The Superintendent or designee shall prepare a summary of the major provisions and changes in the proposed agreement.

Legal Reference:

EDUCATION CODE

42130-42134 Financial reports and certifications

GOVERNMENT CODE

3540.2 Meeting and negotiating in public educational employment

3547 Proposals relating to representation; informing public

3547.5 Major provisions of agreement with exclusive representative

CODE OF REGULATIONS, TITLE 8

32075 PERB regional office defined

Management Resources:

CSBA PUBLICATIONS

Collective Bargaining DVD-ROM

Maximizing School Board Governance: Collective Bargaining

Public Notice and Disclosure, Resource Guide for Employment Relations, December 1996

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES

0515.92 Public Disclosure of Collective Bargaining Agreements, 92-01

WEB SITES

CSBA: http://www.csba.org

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

Fiscal Crisis and Management Assistance Team: http://www.fcmat.org

Public Employment Relations Board: http://www.perb.ca.gov

School Services of California: http://www.sscal.com

 $(7/01 \ 11/04) \ 3/07$

Administrative Regulation

Public Notice - Personnel Negotiations

AR 4243.1

Personnel

Note: 8 CCR 32900 was repeated by Register 2006, No. 15, eliminating the requirement that a copy of the Board policy implementing the public notice requirements be made available in the district office. However, all Board policies are public records and must be made available to the public upon request; see BP/AR 1340 - Access to District Records and BB 9310 - Board Policies.

***Note: 8 CCR 32910, which addressed complaints to the Public Employment Relations Board alleging violations of the public notice requirements, was also repealed by Register 2006, No. 15. ***

Public Disclosure of Proposed Agreement

***Note: Government Code 3547.5 requires that the Board, prior to entering into a written agreement, disclose the major provisions of the proposal; see the accompanying Board policy. The California Department of Education (CDE), in Management Advisory 92-01, recommends that the disclosure include, at a minimum, the following information and encourages districts to expand this information to address issues unique to their situation. ***

The Superintendent or designee shall prepare a summary of the proposed agreement which shall include, but may not necessarily be limited to:

- 1. Major provisions of the agreement that affect compensation, such as:
- a. Direct increases in salaries and percentage change in on-schedule salaries
- b. Changes in health and welfare benefits
- c. Changes in health and welfare benefit dollar contributions by the district
- d. Changes in step and column or longevity provisions
- e. Changes in overtime, differential, callback, and standby pay provisions
- f. Changes in staffing ratios
- g. One-time bonuses or off-the-schedule increases

- 2. Other provisions that will result in increased costs to the district even if they do not involve an increase in employee compensation, such as class-size reduction or increased number of staff development days
- 3. Costs of the proposed agreement, for the current and subsequent fiscal years, categorized for salaries, benefits, other compensation, and other noncompensation costs, including percentage increase of total compensation (salaries, benefits, and other compensation provisions) for the average represented employee as a result of the agreement and the approximate cost to the district of providing a one percent increase in total compensation
- 4. Proposed source(s) of funding for the current and subsequent fiscal years including the assumptions used to determine available resources to meet the obligations of the proposed agreement
- 5. Other major provisions that do not directly affect the district's costs, such as binding arbitration or grievance procedures

(7/01 11/04) 3/07

Board Policy

Leaves

BP 4261 Personnel

Note: Employee leave provisions are frequently governed by a collective bargaining agreement or a memorandum of understanding between the Governing Board and employee organizations. The following optional policy should be deleted or revised for consistency with any such district agreements.

The Governing Board shall provide for paid and unpaid leaves of absence for employees in accordance with law, Board policy, administrative regulation, collective bargaining agreements, and merit system rules, as applicable.

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(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)
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Note: Items #1-10 below reflect categories of leave which are described in more detail in the cited cross-referenced policies or administrative regulations. In addition, Education Code 44963 and 45198 allow Boards to grant leaves with or without pay to certificated and classified staff for any purpose or period of time, as long as no employee is deprived of any leave to which he/she is legally entitled. Any additional types of leaves so granted by the Board may be added to the following list.

The Board recognizes the following justifiable reasons for employee absence:

1. Personal illness or injury

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(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)
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2. Industrial accident or illness

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(cf. 4161.11/4361.11 - Industrial Accident/Illness Leave) (cf. 4261.11 - Industrial Accident/Illness Leave)
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3. Family care and medical leave

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

4. Military service

(cf. 4161.5/4261.5/4361.5 - Military Leave)

5. Personal necessity and personal emergencies

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

Note: Pursuant to Education Code 44986, the Board may grant to any certificated employee who has applied for disability benefits a leave of absence, not to exceed 30 days beyond final determination of the employee's eligibility for disability benefits by the State Teachers' Retirement System. If the employee is determined to be eligible, that leave must be extended for the term of the disability, up to 39 months.

- 6. Disability leave for certificated employees in accordance with Education Code 44986
- 7. Vacations for classified staff and certificated management staff, as applicable
- 8. Sabbaticals for purposes of study or training related to the employee's job duties

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(cf. 4161.3 - Professional Leaves)
(cf. 4261.3 - Professional Leaves)
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9. Attendance at work-related meetings and staff development opportunities

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(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
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10. Compulsory leave

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(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
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Long-Term Leaves

Note: The following optional section should be revised as necessary for consistency with a collective bargaining agreement or a memorandum of understanding between the Board and employee organizations.

With Board approval, an employee may receive a leave of absence, without pay and without accruing seniority or service credit, for a period of up to one school year. Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested. All long-term leave agreements shall be in writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated to a similar position as that held at the time leave was granted, unless otherwise agreed upon.

The Board shall consider any written request by an employee to return to work prior to the expiration date of the leave.

Administrative and Supervisory Personnel

Note: Leave provisions for administrative and supervisory personnel who are not subject to collective bargaining agreements may be detailed in an individual contract, memorandum of understanding, or Board policy. The following optional section is for use by districts that, via policy, grant the same leave provisions to administrative and supervisory employees as are granted to other certificated or classified employees.

Certificated administrative and supervisory employees who are not subject to the district's bargaining agreement for certificated employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other certificated employees unless otherwise specified in individual contract, memorandums of understanding, Board policy, administrative regulation, or law.

Classified administrative and supervisory employees who are not subject to the district's bargaining agreement for classified employees shall generally be entitled to those leave provisions provided in the bargaining agreement for other classified employees unless otherwise specified in individual contract, memoranda of understanding, Board policy, administrative regulation, or law.

(cf. 2121 - Superintendent's Contract) (cf. 4300 - Administrative and Supervisory Personnel) (cf. 4312.1 - Contracts)

Legal Reference:

EDUCATION CODE

22850-22856 Pension benefits, STRS members on military leave

44018 Compensation for employees on active military duty

44036-44037 Leaves of absence for judicial and official appearances

44043.5 Catastrophic leave

44800 Effect of active military service on status of employees

44842 Failure to provide notice or to report to work

44940 Sex offenses and narcotic offenses; compulsory leave of absence

44962-44988 Leaves of absence (certificated)

45059 Employee ordered to active military/naval duty, computation of salary

45190-45210 Leaves of absence (classified)

FAMILY CODE

297-297.5 Registered domestic partner rights, protections and benefits

GOVERNMENT CODE

3543.1 Release time for representatives of employee organizations

3543.2 Scope of representation

12945.1-12945.2 California Family Rights Act

20990-21013 Pension benefits, PERS members on military leave

LABOR CODE

230-230.2 Leaves for victims of domestic violence, sexual assault or specified felonies

230.3 Leave for emergency personnel

230.4 Leave for volunteer firefighters

230.8 Leave to visit child's school

233 Illness of child, parent, spouse or domestic partner

MILITARY AND VETERANS CODE

395-395.9 Military leave

395.10 Leave when spouse on leave from military deployment

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act of 1993

UNITED STATES CODE, TITLE 38

4301-4334 Uniformed Services Employment and Reemployment Rights Act of 1994

(12/88 10/98) 7/08

Administrative Regulation

Leaves

AR 4261

Personnel

Failure to Return to Service After Leave

Note: Education Code 44842(c) addresses the return to service of a certificated employee at the beginning of the school year following a leave of absence after April 30 of the previous school year and authorizes termination of the employee if specified circumstances exist. As described in item #1 below, one of the circumstances is the employee's failure to report for duty, without good cause, after having notified the Governing Board of his/her intent to remain in service. See AR 4112.1 - Contracts for provisions of Education Code 44842 pertaining to the duty of all certificated employees to notify the district of their intention to remain in service if the district has issued a written re-employment notice requesting employees to provide such notice.

In the case of a certificated employee who was on leave of absence for 20 or more consecutive working days after April 30 of the previous school year, the district may terminate the employment of such an employee if all of the following circumstances exist: (Education Code 44842)

- 1. The employee fails to report for duty, without good cause, at the beginning of the school year after having notified the Governing Board of his/her intention to remain in service with the district in accordance with Education Code 44842.
- 2. The district had specifically notified the employee, at least five days in advance, of the time and place at which the employee was to report to work.
- 3. The employee did not request or was not granted a leave of absence authorized by the Board.

(cf. 4112.1 - Contracts)

In any such case, the district may terminate the employee's employment on the day following 20 consecutive days of absence. (Education Code 44842)

(cf. 4117.4 - Dismissal)

Use of Leaves by Classified Employees

***Note: Education Code 45200 authorizes the Board to allow classified employees to switch

from vacation leave to another type of leave as provided below. The following optional section is for use by districts that choose to offer such an option to classified employees and may be used by districts that have adopted the merit system.***

A classified employee may interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, as long as the employee provides adequate notice and relevant supporting information regarding the basis for such interruption or termination. (Education Code 45200)

(12/88 10/98) 7/08

Administrative Regulation

Personal Illness/Injury Leave

AR 4261.1 Personnel

***Note: The following administrative regulation is subject to collective bargaining and may be deleted by those districts whose agreement fully covers the leave provisions specified below. ***

Purposes of Leave

A classified employee may use personal illness or injury leave granted by the district for the following purposes:

- 1. Absences caused by accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact during the performance of the employee's duties with other persons having a contagious disease (Education Code 45199)
- 2. Absences due to pregnancy, childbirth, and recovery (Education Code 45193)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

3. Cases of personal necessity as specified in Education Code 45207

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

***Note: Optional item #4 below may be revised to specify a different minimum increment. ***

- 4. Medical or dental appointments, in increments of not less than one hour
- 5. Cases of industrial accident or illness when leave granted specifically for that purpose has been exhausted (Education Code 45192)

(cf. 4261.11 - Industrial Accident/Illness Leave)

Note: Pursuant to Labor Code 233, any employer who provides personal illness/injury leave for employees must permit employees to use such leave to attend to the illness of a child, parent, spouse, domestic partner, or domestic partner's child. Districts should consult legal counsel regarding possible interaction of personal illness/injury leave and personal necessity leave provisions.

6. Illness of the employee's child, parent, spouse, registered domestic partner, or domestic partner's child, up to the amount of leave that would be accrued during six months for personal

illness or injury (Labor Code 233)

Notification of Absence

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

An employee shall notify the Superintendent or the designated manager or supervisor of his/her need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than 3 p.m. of the day preceding the day on which he/she intends to return to work.

Verification Requirements

***Note: Education Code 45191 mandates the Board to adopt regulations that require proof of illness or injury and prescribe the means of verification. The following section should be modified to reflect district practice and any procedures that have been specified in negotiated agreements. ***

After any absence due to illness or injury, the employee shall submit a completed and signed district absence form to his/her immediate supervisor.

The Superintendent or designee may, at any time, require additional written verification by the employee's physician or medical practitioner. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury.

The Superintendent or designee may require an employee to visit a physician selected by the district and at district expense in order to receive a statement as to the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the statement concludes that the employee's condition does not warrant continued absence, the Superintendent or designee, after giving notice to the employee, may deny further leave.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return and stipulating any recommended restrictions or limitations.

(cf. 4032 - Reasonable Accommodation) (cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

Note: Pursuant to Education Code 45191, the district's verification regulations must not discriminate against evidence of treatment and the need for treatment by the practice of any well-recognized religious sect, denomination, or organization.

Verification requirements shall not discriminate against any employee on the basis of his/her religious practice.

(cf. 4030 - Nondiscrimination in Employment)(cf. 4031 - Complaints Concerning Discrimination in Employment)

Accrual of Leave

Note: Twelve days of personal illness or injury leave per year is the minimum prescribed by Education Code 45191 for classified employees in both merit and non-merit system districts. The Governing Board may allow additional days at its discretion; if it does so, the following paragraph should be revised accordingly.

Any classified employee employed five days a week is entitled to 12 days leave of absence, with full pay, for personal illness or injury per fiscal year. An employee who serves less than a full fiscal year or fewer than five days a week shall be granted comparable leave in proportion to the time he/she works. (Education Code 45191)

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(cf. 4161/4261/4361 - Leaves)
(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)
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An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new employee shall not be entitled to more than six days of such leave until he/she has completed six months of active service with the district. (Education Code 45191)

Unused days of personal illness or injury leave shall be accumulated from year to year without limitation. (Education Code 45191)

Note: The following paragraph is optional.

At the beginning of each school year, each employee shall be notified of the amount of leave which he/she has accumulated.

Upon employment with the district, a new classified employee shall receive credit for any personal illness or injury leave accumulated in a previous school district, county office of education, or community college district if he/she left employment with that district within the previous year and had been employed by the previous district for at least one year. If the employee's previous employment had been terminated for cause, the Governing Board may determine whether to accept the transfer of the accumulated leave. (Education Code 45202)

Note: The following paragraph is optional.

An employee who does not complete a given year of service shall be charged for any unearned personal illness or injury leave used as of the date of termination.

Extension of Leave

Note: Pursuant to Education Code 45195, the following extension of leave may be either paid or unpaid, and the Board may grant full pay for the full 18 months' allowable absence, if desired.

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available personal illness or injury leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. Total leave so granted shall not exceed 18 months. (Education Code 45195)

(cf. 4216 - Probationary/Permanent Status)

If the employee is still unable to resume his/her duties after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to resume the duties of his/her position, he/she shall be reemployed in the first vacancy in the classification of his/her previous assignment. The employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to his/her seniority. (Education Code 45195)

Compensation

***Note: After an employee has exhausted all fully paid leaves, Education Code 45196 authorizes districts to either pay the employee's salary, minus the actual cost of a substitute, for the remainder of a five-month absence (Option 1 below) or pay the employee 50 percent or more of his/her salary for the remaining number of days set by the district (Option 2 below). ***

OPTION 1:

Note: In 53 Ops.Cal.Atty.Gen.111 (1970), the Attorney General clarified that a classified employee is entitled to a total period of five months, commencing with the first day of illness, during which the amount deducted from his/her salary may not exceed the sum which is actually paid a substitute. This five-month period runs concurrently with any other paid leave. After the employee has exhausted all paid leaves, he/she is entitled to differential pay for the balance of the five-month period.

***Note: In California School Employees Association v. Tustin Unified School District, the court ruled that a district could deduct from the absent employee's salary only the cost of an outside substitute employee, not the cost of existing classified employee(s) working additional hours to fill the position during the absence. ***

Note: Pursuant to Education Code 45196, the amount paid to a substitute must be less than the absent employee's salary unless the Board has adopted a salary schedule for substitutes.

A classified employee who has exhausted all paid leave, including personal illness or injury leave shall receive his/her salary, minus the actual amount paid a substitute employed to fill the position during the employee's absence for the remaining days within a total five-month period of absence. (Education Code 45196)

The five-month period shall commence on the first day of the leave of absence and shall run concurrently with any other paid leave.

OPTION 2:

Note: The following option is authorized but not required by Education Code 45196. If desired, the district may revise the following paragraph to (1) provide more than 100 days of paid leave for personal illness or injury and/or (2) provide full compensation for classified staff for the time period mentioned or specify a percentage over 50 percent of the employee's salary which shall be compensated. Districts that choose to specify such a level of compensation are mandated to adopt a rule to this effect.

Each year, each regular classified employee shall be credited with no fewer than 100 working days of paid leave for personal illness or injury, including current-year and accumulated days of leave. When the current-year and accumulated days at full pay are exhausted, the remainder of the 100 days shall be compensated at 50 percent of the employee's regular salary. Any such days of leave not used during the year in which they are credited shall be forfeited and shall not accumulate from year to year. This paid leave shall be exclusive of any other paid leave, holidays, vacation, or compensatory time to which the employee may be entitled.

Legal Reference:

EDUCATION CODE

45103 Substitute employees

45190 Leaves of absence and vacations

45191 Leaves of absence for illness and injury

45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)

45195 Additional leave for nonindustrial accident or illness; reemployment preference

45196 Salary; deductions during sick leave

45202 Transfer of accumulated sick leave and other benefits

LABOR CODE

233 Illness of child, parent, spouse or domestic partner

COURT DECISIONS

California School Employees Association v. Tustin Unified School District, (2007) 148

Cal.App.4th 510

ATTORNEY GENERAL OPINIONS

53 Ops.Cal.Atty.Gen. 111 (1970)

(11/99 3/02) 7/07

Administrative Regulation

Professional Leaves

AR 4261.3 Personnel

Note: In districts operating under the merit system, leaves of absence for classified staff pursuant to Education Code 45380-45387 are subject to rules established by the personnel commission. The following optional regulation is subject to collective bargaining agreements.

The Governing Board may grant a leave of absence of up to one year to Classified employees for the purpose of permitting study or retraining the employee to meet changing conditions within the district (Education Code 45381)

(cf. 4161/4261/4361 - Leaves) (cf. 4231 - Staff Development)

To be eligible for a leave for study purposes, the employee must have served in the district for at least seven consecutive years preceding the leave, unless the leave is for purposes of retraining, in which case the employee must have served in the district for at least three consecutive years. Sick leave shall not be deemed a break in service, except if it will not be included as service in computing service for the granting of any subsequent professional leave. (Education Code 45382)

No more than one such leave of absence shall be granted in each seven or three-year period. (Education Code 45382)

Note: Education Code 45382 authorizes the Board and/or the personnel commission in merit system districts to prescribe additional standards of service which shall entitle the employee to the leave of absence. If additional criteria have been established, these should be listed here.

The Board may require that such leaves of absence be taken in separate six-month periods or in any other appropriate periods as long as the total leave is completed within three years. Any period of service by the employee between the separate periods of leave shall comprise a part of the service required for qualifying for a subsequent leave of absence. (Education Code 45381)

Every employee granted a leave of absence for these purposes may be required to perform such services during the leave as the Board and employee may agree upon in writing. (Education Code 45383)

The employee shall receive such compensation during the leave as the Board and employee agree upon in writing, which shall be not less than the difference between the employee's salary

and the salary of a substitute employee. In lieu of such a difference, the Board may pay one-half of the salary of the employee or any additional amount up to and including the full salary of the employee. (Education Code 45383)

Compensation during the leave shall be paid in the manner authorized by Education Code 45384.

The Board may grant reimbursement of the costs, including tuition fees, to any permanent classified employee who satisfactorily completes approved training to improve his/her job knowledge, ability or skill. Programs eligible for reimbursement include, but are not limited to, courses of study at approved academic institutions, seminars and training institutes conducted by recognized professional associations, conferences, meetings and other training programs designed to upgrade the classified service and encourage the retraining of employees who may otherwise be subject to layoff as the result of technological changes. (Education Code 45387)

Legal Reference:
EDUCATION CODE
45380-45387 Leaves of absence for study or retraining, classified personnel

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CSBA Sample

Board Policy

Legal Status Requirement

BP 4311.2 Personnel

The Governing Board shall ensure that the district employs only those individuals who are lawfully authorized to work in the United States.

The Superintendent or designee shall verify the employment eligibility of all persons hired by completing the U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification, for each individual hired and ensure that the district does not knowingly hire or continue to employ any person not authorized to work in the United States. (8 USC 1324a)

In accordance with law, the Superintendent or designee shall ensure that district employment practices do not unlawfully discriminate on the basis of citizenship status or national origin, including, but not limited to, discrimination against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency.

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4111 - Recruitment and Selection)

(cf. 4211 - Recruitment and Selection)

(cf. 4311 - Recruitment and Selection)

Legal Reference:

UNITED STATES CODE, TITLE 8
1324a Unlawful employment of aliens
1324b Unfair immigrant-related employment practices
CODE OF FEDERAL REGULATIONS, TITLE 8
274a.1-274a.14 Control of Employment of Aliens

Management Resources:

U.S. CITIZENSHIP AND IMMIGRATION SERVICES PUBLICATIONS Handbook for Employers: Instructions for Completing Form I-9, April 2009 WEB SITES

U.S. Citizenship and Immigration Services: http://www.uscis.gov

1201

CSBA Sample

Administrative Regulation

Legal Status Requirement

AR 4311.2 Personnel

***Note: The following administrative regulation is optional. ***

Note: The U.S. Citizenship and Immigration Services (USCIS) Form I-9 lists documents that are acceptable as evidence of identity and/or employment authorization. 73 Fed. Reg. 243 amended 8 CFR 274a.2 to prohibit employers from accepting expired documents to verify employment authorization on Form I-9. This amendment is effective April 3, 2009 and, from that time, districts must use the revised Form I-9, which will be available on the USCIS website. Pursuant to 8 CFR 274a.1, I-9 forms are not needed for persons who are independent contractors or who are employed by a contractor providing contract services.

Note: In order to ensure compliance with the Americans with Disabilities Act, employers may need to provide assistance in completing Form I-9 to individuals who need accommodation, such as those individuals who cannot read, write, or who need the form translated. Pursuant to 8 CFR 274a.2, the preparer or translator must then complete the appropriate portion of the form. In addition, preparers/translators should be careful to give only procedural assistance and offer no counsel with regard to the individual's status. See AR 4032 - Reasonable Accommodation.

Within three business days of hire, the Superintendent or designee shall physically examine the documentation presented by the employee establishing his/her identity and employment authorization as set forth in U.S. Citizenship and Immigration Services Form I-9. The employee may present either an original document which establishes both employment authorization and identity or two separate original documents which establish authorization and identity. Only unexpired documents are acceptable. (8 CFR 274a.2)

(cf. 4030 - Nondiscrimination in Employment) (cf. 4032 - Reasonable Accommodation)

The Superintendent or designee shall: (8 CFR 274a.2)

- 1. Ensure that the documents presented appear to be genuine and relate to the individual
- 2. Complete the "Employer Review and Verification" section and sign the attestation with a handwritten signature or electronic signature on Form I-9

Persons employed for three business days or less must provide such documentation on their first day. (8 CFR 274a.2)

If unable to provide satisfactory documentation because the document was lost, stolen, or damaged, the employee shall furnish a receipt indicating that a replacement document has been requested. This receipt must be presented within three business days of the hire, and the replacement document must be provided within 90 days of the hire. (8 CFR 274a.2)

If an individual's employment authorization expires, the Superintendent or designee must reverify Form I-9, by noting the document's identification number and expiration date on the form, no later than the date the work authorization expires. The employee shall present a document that shows either continuing employment authorization or a new grant of work authorization. (8 CFR 274a.2)

***Note: 8 USC 1324a authorizes employers to retain an individual's Form I-9 in an electronic format in addition to the other choices of paper, microfilm, or microfiche retention. ***

The district shall retain an individual's Form I-9 for three years after the date of the hire or for one year after the date his/her employment is terminated, whichever is later. (8 CFR 274a.2)

(cf. 3580 - District Records)

Note: Pursuant to 8 CFR 274a.2, the district may, but is not required to, make a copy of any documents presented by the employee for verification when completing Form I-9. If copies of the documents are made, they must be retained with Form I-9. In addition, districts are not allowed to only copy the documents of individuals of certain national origins or citizenship statuses.

Note: The following optional paragraph is for use by districts that retain copies of the verification documents and should be modified to reflect district practice. Specific procedures apply for employers that retain these documents on microfilm; see 8 CFR 274a.2.

The Superintendent or designee shall copy documents presented by an individual for verification and shall retain them with the individual's Form I-9. The documents shall be kept confidential and used only as needed to help justify the district's past decision to accept the documents as valid.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(9/92 3/00) 3/09

Board Policy

Employee Notifications

BP 4312.9

Personnel

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications he/she believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

(cf. 3580 - District Records) (cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference:

EDUCATION CODE

231.5 Sexual harassment policy

17612 Notification of pesticide use

22455.5 STRS information to potential members

22461 Postretirement compensation limitation

35031 Nonreelection of superintendent, assistant superintendent, or manager of classified services

35171 Notice of regulations pertaining to certificated employee evaluations

37616 Notice of public hearing on year-round schedule

44031 Personnel file contents, inspection

44663-44664 Evaluation of certificated employees

44842 Reemployment notices, certificated employees

44896 Transfer of administrator or supervisor to teaching position

44916 Written statement of employment status

44929.21 Reelection or nonreelection of probationary employee after second year

44934 Notice of disciplinary action for cause

44938 Notice of unprofessional conduct and opportunity to correct

44940.5-44941 Notification of suspension and intent to dismiss

44948.3-44948.5 Dismissal of probationary employees

44949 Cause, notice and right to hearing

44951 Continuation in position unless notified, administrative or supervisory personnel



CODE OF REGULATIONS, TITLE 5

4622 Uniform complaint procedures

80303 Reports of change in employment status, alleged misconduct

CODE OF REGULATIONS, TITLE 8

3204 Employees exposed to bloodborne pathogens, access to exposure and medical records

5193 California bloodborne pathogens standard

UNITED STATES CODE, TITLE 38

4344 Uniformed Services Employment and Reemployment Rights Act, notice requirement UNITED STATES CODE, TITLE 41

 $8101\text{-}8106 \quad Drug\text{-}Free \ Workplace \ Act$

CODE OF FEDERAL REGULATIONS, TITLE 29

825.300 Family and Medical Leave Act; notice requirement

CODE OF FEDERAL REGULATIONS, TITLE 34

104.8 Nondiscrimination

106.9 Dissemination of policy, nondiscrimination on basis of sex CODE OF FEDERAL REGULATIONS, TITLE 40
763.84 Asbestos inspections, response actions and post-response actions
763.93 Asbestos management plans
CODE OF FEDERAL REGULATIONS, TITLE 49
382.601 Controlled substance and alcohol use and testing notifications (6/94 2/95) 7/12

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Board Policy

Staff Evaluating Teachers

BP 4315.1 Personnel

Note: The following optional policy may be revised as desired.

The Governing Board expects that administrators assigned to evaluate teachers shall:

- 1. Possess a valid administrative credential
- 2. Be competent in the instructional methodologies used by the teachers they evaluate
- 3. Be skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction
- 4. Be familiar with district curriculum priorities, policies and practices, district standards for student progress, and district policies and procedures related to personnel supervision, performance evaluation and staff development
- 5. Participate in at least one inservice per year in clinical supervision and/or other approved instructional and evaluational techniques

(cf. 4115 - Evaluation/Supervision)

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

The Superintendent or designee shall ensure that administrators who evaluate teachers meet the above criteria and shall observe each administrator while he/she is conducting a teacher evaluation. This observation shall be a factor in the subsequent evaluation of the administrator. The Superintendent or designee also shall discuss his/her observations with the administrator and may develop and implement an appropriate professional improvement program for the administrator.

(cf. 4315 - Evaluation/Supervision)

Legal Reference:
EDUCATION CODE
33039 Guidelines for teacher evaluation
44660-44665 Evaluation and assessment of performance of certificated employees
44681-44689 Administrator training and evaluation
GOVERNMENT CODE
3543.2 Scope of representation (re evaluation procedures)

(1/85 6/91) 10/96

Administrative Regulation

Preretirement Part-Time Employment

AR 4317.11 4317.11 **Personnel**

***Note: Education Code 22713 and 44922 authorize the Governing Board to adopt regulations that allow certificated employees who are members of the defined benefit program of the California State Teachers' Retirement System to reduce their workload from full time to part time while continuing to receive the service credit and other benefits they would have received as full-time employees and having their retirement allowance calculated based on their final compensation as if employed on a full-time basis. For any district that chooses to allow employees to reduce their workload in this manner, Education Code 22713 and 44922 mandate that its regulation include at least the conditions specified in items #1-10 below. ***

When the Governing Board has adopted the reduced workload program, any certificated employee may reduce his/her workload from full time to part time in accordance with applicable law, district regulations, and collective bargaining agreement.

Any such certificated employee who is a member of the defined benefit program of the California State Teachers' Retirement System (STRS) may continue to receive the service credits and maintain the retirement and health and welfare benefits that he/she would have received if employed on a full-time basis, provided the following conditions exist: (Education Code 22713, 44922)

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

- 1. The option to reduce the employee's workload shall be exercised at the request of the employee and the agreement to reduce the workload shall be in effect at the beginning of the school year.
- 2. Prior to the reduction in workload, the employee shall have a minimum of 10 years of credited service, of which the immediately preceding five years shall be full-time employment.
- 3. The employee shall not have had a break in service during the five years immediately preceding the reduction in workload. Sabbaticals, other approved leaves of absence, and unpaid absences from full-time employment for personal reasons shall not constitute a break in service. However, any period of time during which an employee is retired shall constitute a break in service and the employee shall be required to be employed to perform creditable service on a full-time basis for at least five school years preceding the workload reduction if he/she reinstates from retirement.

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

- 4. The employee shall have reached the age of 55 years prior to the workload reduction.
- 5. The employee shall not hold a position with a salary above that of a school principal.
- 6. The reduced workload shall be equal to at least one-half of the time the district requires for full-time employment, in accordance with Education Code 22138.5, pursuant to the employee's contract of employment during his/her last year of full-time employment preceding the reduction in workload.
- 7. The employee shall be paid compensation that is the pro rata share of the creditable compensation he/she would have earned had he/she not reduced his/her workload.
- ***Note: Education Code 22713 requires the employee and the district to contribute into the employee's retirement fund at the same rate that would be required if the employee were employed full time. In addition, Education Code 44922 requires the district to provide health insurance benefits to an employee who reduces his/her workload in the same manner as it provides for full-time employees. Thus, if full-time employees are required to make payments towards their health insurance, then an employee who wishes to reduce his/her workload must make the payment to receive the health insurance benefit. In Praiser v. Biggs Unified School District, the court held that a certificated employee who reduced his workload was entitled to receive the district-provided health insurance benefit for free since he would not have had to pay if he was a full-time employee. ***
- 8. For each school year that the employee's workload is reduced, the district and/or employee shall make any payment or contribution necessary for the employee's retention of a benefit to which he/she is entitled if employed full time, in the same manner as if the employee were employed full time.
- 9. The agreement may be revoked only by mutual consent of the employee and the district.

However, an employee who has entered into a formalized agreement with the district to have his/her contribution into the defined benefit program paid (picked up) by the district may not terminate the agreement to reduce his/her workload except by one of the following:

- a. Terminating his/her service
- b. Retiring from service under the defined benefit program
- c. Continuing to perform creditable service under a new reduced workload arrangement for at least one-half of the time the district requires for full-time employment in accordance with Education Code 22138.5
- d. Returning to full-time employment
- ***Note: Pursuant to Education Code/22713 and 44922, the district's regulation must specify a

limit, not to exceed 10 years, as to how long an employee may reduce his/her workload. The district may modify item #10 below to reflect its specific time limit. ***

10. The period of the reduced workload shall not exceed 10 years.

Prior to the reduction of an employee's workload, the Superintendent or designee shall verify the employee's eligibility in conjunction with the administrative staff of STRS and/or the Public Employees' Retirement System. (Education Code 22713)

The Superintendent or designee shall maintain the necessary records to separately identify each employee who participates in the reduced workload program. (Education Code 22713)

***Note: The following optional paragraph allows the Board to enter into an agreement for reducing the workload of certificated employees who do not satisfy the provisions of Education Code 22713 or 44922. Districts that do not wish to allow reduction in workload other than as specified under Education Code 22713 and 44922 should delete this paragraph. ***

After determining that it is in the best interest of the district, the Board may allow any certificated employee who is not eligible to reduce his/her workload pursuant to Education Code 22713 or 44922 to reduce his/her workload from full time to part time. In any such case, the Board shall specify the terms and conditions under which the reduction in workload shall take place.

Legal Reference:

EDUCATION CODE

22119.5 Creditable service, definition

22138.5 Full-time, definition

22713 Part-time employment; reduction of workload from full-time; credit

22903 Payment of contributions by employer for tax deferred purposes

44922 Regulations; reduction to part-time employment

44924 Regulations; prohibition against waiver of benefits

GOVERNMENT CODE

21110-21120 Reduced workload, partial service retirement under PERS

53201 Health and welfare benefits: election by officers and employees

COURT DECISIONS

Praiser v. Biggs Unified School District (2001) 87 Cal. App. 4th 398

United Teachers-Los Angeles v. Los Angeles Unified School District (1994) 24 Cal.App.4th 1510

Management Resources:

WEB SITES

California Public Employees' Retirement System: http://www.calpers.ca.gov

California State Teachers' Retirement System: http://www.calstrs.com

(11/09 11/10) 11/11

Board Policy

Early Retirement Option

BP 4317.13 Personnel

When it is beneficial to the district, the Governing Board may offer certificated employees the option to retire early in accordance with law.

2 Years of Service Credit Retirement Incentive

***Note: Education Code 44929 allows districts to offer an additional two years of service credit as an incentive for early retirement. ***

As an incentive to early retirement for certificated employees participating in the State Teachers' Retirement System (STRS), the Board may offer such employees an additional two years of service credit. (Education Code 22714, 44929)

Note: Prior to adopting this incentive, Education Code 22714 requires the Board to determine that encouraging early retirement would be in the best interest of the district and result in net savings, as specified below. In addition, Education Code 22714 requires that the County Superintendent certify to the Superintendent of Public Instruction, who then must certify to STRS, that net savings can be demonstrated.

Before taking formal action to approve this service incentive, the Board shall determine that encouraging early retirement would be in the best interest of the district due to the curtailment of services or changes in the manner in which services are performed and that the retirement will result in a net savings to the district. The Board shall demonstrate and certify to the County Superintendent of Schools that the formal action taken would result in a net savings to the district. (Education Code 22714, 44929)

***Note: The following optional paragraph is consistent with the legislature's intent, as detailed in AB 1207 (Ch. 313, Statutes of 2003), that the Board consider the impact of early retirement programs on the district's ability to meet state teacher credentialing requirements and the district's ability to meet 'highly qualified teacher" requirements specified in the No Child Left Behind Act (20 USC 6319). ***

The Board may also consider the impact of the early retirement option on the staffing needs of district schools and the ability to satisfy federal requirements for highly qualified teachers pursuant to 20 USC 6319.

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

To be eligible for the two years of service credit option, the employee must have five or more years of service credit and must retire during a period of 60 to 120 days after the Board takes formal action to implement the option. (Education Code 22714)

Note: In addition to reimbursing related administrative costs to the STRS and the County Superintendent, the district must transmit to STRS amounts specified in Education Code 22714 and 44929.

In providing the early retirement option, the district shall meet all conditions as specified in Education Code 22714 and 44929.

2+2 Retirement Incentive: 2 Years of Service Credit + 2 Years of Age Credit

***Note: The following section is for use by districts that, prior to January 1, 2005, entered into a Memorandum of Understanding (MOU) with the district's employee organization or took Board action to grant an additional two years of age credit and two years of service credit (2+2) as an early retirement incentive. According to STRS, the MOU may have established one or more "window periods" that specify the dates by which an employee must retire in order to be eligible for the incentive. These "window periods" may allow for the 2+2 incentive option to be offered to employees after January 1, 2005, but only if the MOU or official Board action to establish the "window period" occurred prior to January 1, 2005, the date at which Education Code 22714.5 was repealed by its own terms. The following section should be deleted by districts that (1) did not take action to establish a "window period" prior to January 1, 2005 or (2) when such action was taken, did not establish a "window period" to allow this retirement incentive to apply to employees retiring after January 1, 2005 and established window periods in the future. ***

As an incentive to early retirement for certificated employees participating in the State Teachers' Retirement System, the Board may offer an additional two years of service credit and two years of age credit to employees who retire within the "window period" established by the Board in a Memorandum of Understanding or by Board action prior to January 1, 2005 pursuant to repealed Education Code 22714.5.

Legal Reference:
EDUCATION CODE

22714 Service credit under STRS; additional two years
44929 Service credit under STRS; additional two years
UNITED STATES CODE, TITLE 20
6319 Highly qualified teachers
COURT DECISIONS
United Teacher of Los Angeles v. Los Angeles Unified School District (1994) 24 Cal.App. 4th
1510

Management Resources:

CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM PUBLICATIONS Retirement Incentive Program, Frequently Asked Questions WEB SITES

California State Teachers' Retirement System: http://www.calstrs.com

(11/03 3/04) 7/06

Administrative Regulation

Postretirement Employment

AR 4317.14 Personnel

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 these requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

Note: The following optional administrative regulation addresses the legal requirements related to the rights and benefits provided by law to retired members of the State Teachers' Retirement System (STRS) when they are hired by the district after their retirement.

When necessary, the district may, subject to specific legal requirements, hire a qualified retired certificated individual who possesses the knowledge and experience needed to perform specialized work or service for the district, as an employee, the employee of a third party, or an independent contractor/consultant.

(cf. 3600 - Consultants) (cf. 4111/4211/4311 - Recruitment and Selection) (cf. 4112 - Appointment and Conditions of Employment)

Note: Pursuant to Education Code 24214, retired members of STRS may be hired to perform work that would normally accrue service credit in STRS (creditable service). Such retired individuals are allowed to receive compensation for rendered services without reduction in their retirement allowance, as long as the compensation does not exceed the compensation limit computed and adjusted annually by STRS.

Any retired certificated individual who is a member of the defined benefit program of the State Teachers' Retirement System (STRS) and who is hired by the district to perform any service pursuant to Education Code 22119.5 or 26113 shall be paid at a rate commensurate with that of other district employees performing comparable duties. However, such a retired individual shall not make contributions to the retirement fund or accrue service credits based on compensation earned from that service. (Education Code 24214)

Note: Education Code 24214.5 prohibits retired STRS members from performing creditable service by returning to postretirement employment for at least six months after their retirement. A return to creditable service during the six-month period may result in a dollar for dollar loss on a retiree's retirement allowance. Pursuant to Education Code 24214.5, as amended by AB 340 (Ch. 296, Statutes of 2012), a retired individual may be exempted from this prohibition if he/she has attained the normal retirement age and certain conditions are met, including not receiving any financial inducement to retire. Such a retired individual shall nevertheless be subject to the postretirement compensation limitation specified in Education Code 24214.

No retired certificated individual who is a member of STRS shall be hired by the district for at least six calendar months after his/her retirement from service unless he/she has attained the normal retirement age. Such hiring shall only be made with Governing Board approval in a public meeting, as reflected in a resolution that shall include information about the nature of the appointment and the following findings: (Education Code 24214.5)

- 1. The appointment is necessary to fill a critically needed position before 180 days have passed.
- 2. The retired individual is eligible for this exemption because he/she did not receive additional service credit pursuant to Education Code 22714 or 22715 or a financial inducement to retire.
- 3. The retired individual's termination of employment with the district is not the basis for the need to acquire the services of the retired individual.

(cf. 9320 - Meetings and Notices)

Note: Special rules apply to the hiring of an individual receiving a STRS disability allowance and the district should consult STRS and legal counsel prior to employing any such disability allowance recipient.

Postretirement Compensation Limitation

Note: Education Code 22461 requires the district to notify retired individuals of the postretirement compensation limitation, but expressly immunizes the district against liability for any amount paid in excess of the limitation or for failing to inform the retired individual that continuation of service would exceed the limitation.

Whenever the district retains the services of a retired individual as a district employee, employee of a third party, or an independent contractor, the Superintendent or designee shall: (Education Code 22461, 24214)

- 1. Advise the retired individual of the postretirement compensation limitation set forth in Education Code 24214 or 24214.5 or any other applicable law
- 2. Maintain accurate records of the retired individual's compensation and report it monthly to STRS and the individual, regardless of the method of payment or the fund from which the

payments are made

When employing a retired individual who is eligible for any exemption from the postretirement compensation limitation, the Superintendent or designee shall submit to STRS all required documentation to substantiate eligibility for the exemption. (Education Code 24214, 24214.5)

Legal Reference:

EDUCATION CODE

22119.5 Creditable service, definition

22461 Notice of earnings limitation

22714 Encouragement of retirement

22715 Additional service credit

22716 Unpaid services

24116 Service at California State University

24214 Creditable service by retiree

24214.5 Postretirement compensation limit; members below normal retirement age

24215 Service at California State University

26113 Creditable service, definition

35046 Consultancy contracts

41320.1 Appointment of trustee

42120-42129 Budget completion

44830 Employment of certificated employees

44830.3 Employment of district interns

44929 Service credit under STRS; additional two years

44929.1 2+2 service and year credit option under STRS

52055.57-52055.60 Local Educational Agency Intervention program

Management Resources:

WEB SITES

California State Teachers' Retirement System: http://www.calstrs.com

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Board Policy

Staff Development

BP 4331 Personnel

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 these 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-Adminstrative Discretion Regarding Board Policy.

The Governing Board recognizes that professional development opportunities enhance employee effectiveness and contribute to personal growth. Staff development for management, supervisory and confidential personnel shall be designed to guide instructional improvement, build leadership skills, and enhance overall management efficiency.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

The Superintendent or designee shall develop a plan for administrator support and development activities based on a systematic assessment of the needs of district students and staff and aligned to the district's vision and goals. The Board desires that all administrators participate in planning activities that are pertinent to their specific areas of responsibility.

(cf. 0000 - Vision) (cf. 0200 - Goals for the School District)

Within budget parameters, the Superintendent or designee may approve participation in activities that will benefit individual administrators and enhance their contributions to the district.

(cf. 3350 - Travel Expenses)

The Superintendent or designee shall evaluate the benefit to staff and students of professional development activities.

(cf. 0500 - Accountability)

***Note: The Administrator Training Program, formerly the Principal Training Program, Education Code 44510-44517, has been amended and renamed by AB 430 (Ch. 364, Statutes of 2005). Program requirements are summarized in AR 4331. ***

Legal Reference:
EDUCATION CODE
44510-44517 Principal training program
44681-44689.2 Administrator training and evaluation
60119 Instruction Materials funds

Management Resources:

CDE PUBLICATIONS

California Professional Standards for Educational Leaders, 2001

WEB SITES

CTC: http://www.ctc.ca.gov CDE: http://www.cde.ca.gov

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

California School Leadership Academy: http://www.csla.org

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Board Policy

Student Wellness

BP 5030 Students

Note: The Healthy, Hunger-Free Kids Act of 2010 (42 USC 1758b) mandates each district participating in the National School Lunch Program (42 USC 1751-1769) or any program in the Child Nutrition Act of 1966 (42 USC 1771-1791), including the School Breakfast Program, to adopt a districtwide school wellness policy. The following policy fulfills this mandate and should be revised to reflect district practice. Other policies in the district's policy manual will likely contain additional provisions supporting this wellness policy, such as BP 3312 - Contracts, BP/AR 3550 - Food Service/Child Nutrition Program, BP/AR 3552 - Summer Meal Program, BP/AR 3553 - Free and Reduced Price Meals, BP/AR 3554 - Other Food Sales, BP/AR 6142.7 - Physical Education and Activity, and BP/AR 6142.8 - Comprehensive Health Education.

Note: Although the Governing Board has discretion under 42 USC 1758b to determine specific policies appropriate for its schools, the U.S. Department of Agriculture (USDA) is required to develop regulations that provide a framework and guidelines to assist districts in establishing their student wellness policies and to provide technical assistance through the Centers for Disease Control and Prevention (CDC). Currently the USDA and CDC provide resources and implementation tools on their web sites. In addition, CSBA's Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide summarizes research on the relationship between nutrition and physical activity and student achievement, provides worksheets for policy development, and contains other resources that may be useful in the development of the wellness policy.

Note: The following paragraph links student wellness with the components of a coordinated school health approach recommended in the California Department of Education's (CDE) Health Framework for California Public Schools and may be revised to reflect district practice.

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

(cf. 1020 - Youth Services)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

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(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - School Health Services)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)
(cf. 6164.2 - Guidance/Counseling Services)
```

School Health Council/Committee

Note: 42 USC 1758b requires that specified stakeholders be permitted to participate in the development, implementation, and periodic review and update of the district's wellness policy. One method to achieve continuing involvement of those groups and other key stakeholders could be through the creation of a school health council, as recommended in the CDE's Health Framework for California Public Schools. Pursuant to Government Code 54952, committees created by formal action of the Board are subject to open meeting laws (the Brown Act); see AR 1220 - Citizen Advisory Committees.

The Superintendent or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b)

Note: The remainder of this section is optional and may be revised to reflect district practice.

To fulfill this requirement, the Superintendent or designee may appoint a school health council or other district committee whose membership shall include representatives of these groups. He/she also may invite participation of other groups or individuals, such as health educators, eurriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

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(cf. 1220 - Citizen Advisory Committees)
(cf. 9140 - Board Representatives)
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The school health council/committee shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council/committee may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

Goals for Nutrition, Physical Activity, and Other Wellness Activities

Note: 42 USC 1758b mandates that the district's wellness policy include goals for the activities specified below.

The Board shall adopt goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. (42 USC 1758b)

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(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
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Note: The remainder of this section provides policy language to address this mandated topic and should be revised to reflect district practice.

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

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(cf. 6011 - Academic Standards)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6143 - Courses of Study)
```

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs.

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(cf. 5148.2 - Before/After School Programs)
(cf. 6177 - Summer Learning Programs)
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To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free give-aways, or other means.

*

(cf. 1325 - Advertising and Promotion)

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

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(cf. 5142.2 - Safe Routes to School Program)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
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The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

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(cf. 1330.1 - Joint Use Agreements)
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Professional development shall be regularly offered to health education and physical education teachers, coaches, activity supervisors, food services staff, and other staff as appropriate to enhance their health knowledge and skills.

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(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
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The Superintendent or designee may disseminate health information and/or the district's student wellness policy to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

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(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 6020 - Parent Involvement)
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In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

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(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
```

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

Nutritional Guidelines for Foods Available at School

Note: 42 USC 1758b mandates that the district's wellness policy include nutritional guidelines that are consistent with federal nutrition standards, as specified below. Federal nutrition standards for the National School Lunch and Breakfast Programs, as amended by 77 Fed. Reg. 17, are aligned with the Dietary Guidelines for Americans. Requirements for the National School Lunch Program (7 CFR 210.10) are effective July 1, 2012. Requirements for the School Breakfast Program (7 CFR 220.23) are applicable through the 2013-14 school year and then will be replaced by the requirements in 7 CFR 220.8. See AR 3550 - Food Service/Child Nutrition Program.

For all foods available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC 1773 and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

Note: The remainder of this section provides policy language to address this mandated topic and should be revised to reflect district practice.

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

Note: Pursuant to 42 USC 1758, schools participating in the National School Lunch Program are required to make free drinking water available for consumption at locations where meals are served during meal service. In addition, Education Code 38086 requires all California schools to make free drinking water available during school meal times, unless the Board adopts a resolution demonstrating that the district is unable to comply due to fiscal constraints or health or safety concerns. See AR 3550 - Food Service/Child Nutrition Program for policy language related to these requirements. Also see CSBA's policy brief Increasing Access to Drinking Water in Schools for further information and sample strategies for providing water and encouraging consumption.

The Superintendent or designee shall provide access to free, potable water during meal times in the food service area in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and serving water in an appealing manner.

Note: Nutrition standards pertaining to food sales outside the food services program (e.g., sales through vending machines, student stores, and fundraisers) are addressed in AR 3554 - Other Food Sales. Pursuant to 42 USC 1758b, the USDA is required to establish nutrition standards for all foods sold and served in school at any time during the school day, although exemptions may be allowed for school-sponsored fundraisers if the fundraisers are approved by the school and are infrequent. Districts will be required to implement the standards beginning one school year following the approval of the federal rule.

The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's food services program, should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutritional standards.

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(cf. 3312 - Contracts)
(cf. 3554 - Other Food Sales)
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The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

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(cf. 1230 - School-Connected Organizations)
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School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

Program Implementation and Evaluation

The Superintendent shall designate one or more district or school employees, as appropriate, to ensure that each school site complies with this policy. (42 USC 1758b)

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(cf. 0500 - Accountability)
(cf. 3555 - Nutrition Program Compliance)
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Note: 42 USC 1758b requires periodic assessment of the implementation of the wellness policy, but does not define any specific timeline. CSBA's publication Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies recommends that a report on the implementation of the wellness policy be provided to the Board at least once every two years. The following optional paragraph may be revised to reflect district practice.

The Superintendent or designee shall assess the implementation and effectiveness of this policy at least once every two years.

Note: 42 USC 1758b requires that the district assessment include a comparison of the district's policy with model wellness policies. See the USDA's web site for model policies and best practices recommended by federal and state agencies and nongovernmental organizations.

The assessment shall include the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

Note: Items #1-8 below are optional and may be revised to reflect district practice. For further information about the following indicators and a list of other possible indicators, see CSBA's Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies. The guide also describes possible data sources that may be used for each indicator and includes a sample report format. Indicators selected by the district may include a mix of process measures (e.g., level of student participation, number of classes, staffing, and costs) as well as outcome measures that assess the policy's impact on students (e.g., physical fitness test results, Body Mass Index, and food choices).

The Board and the Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

- 1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements
- 2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records
- 3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
- 4. Extent to which foods sold on campus outside the food services program, such as through vending machines, student stores, or fundrasiers, comply with nutritional standards
- 5. Results of the state's physical fitness test at applicable grade levels
- 6. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity
- 7. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program

A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate

The Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the school health council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

The Superintendent or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the content and implementation of this policy and assessment results. (42 USC 1758b)

In addition, the assessment results shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Posting Requirements

Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas. (Education Code 49432)

Note: Education Code 49432 authorizes, but does not require, schools to post a summary of nutrition and physical activity laws and regulations. The following paragraph is optional.

Each school shall also post a summary of nutrition and physical activity laws and regulations

prepared by the California Department of Education.

Legal Reference:

EDUCATION CODE

33350-33354 CDE responsibilities re: physical education

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49540-49546 Child care food program

49547-49548.3 Comprehensive nutrition services

49550-49561 Meals for needy students

49565-49565.8 California Fresh Start pilot program

49570 National School Lunch Act

51210 Course of study, grades 1-6

51220 Course of study, grades 7-12

51222 Physical education

51223 Physical education, elementary schools

51795-51796.5 School instructional gardens

51880-51921 Comprehensive health education

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769 National School Lunch Program, especially:

1758b Local wellness policy

1771-1791 Child Nutrition Act, especially:

1773 School Breakfast Program

1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.23 National School Breakfast Program

COURT DECISIONS

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

Management Resources:

CSBA PUBLICATIONS

Increasing Access to Drinking Water in Schools, Policy Brief, March 2013

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. April 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009 Physical Education and California Schools, Policy Brief, rev. October 2007

School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003 CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006 CENTER FOR COLLABORATIVE SOLUTIONS

Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, March 2010

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide, 2005

FEDERAL REGISTER

Rules and Regulations, January 26, 2012, Vol. 77, Number 17, pages 4088-4167

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2005

Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000

WEB SITES

CSBA: http://www.csba.org

Action for Healthy Kids: http://www.actionforhealthykids.org

California Department of Education, Nutrition Services Division: http://www.cde.ca.gov/ls/nu

California Department of Public Health: http://www.cdph.ca.gov

California Healthy Kids Resource Center: http://www.californiahealthykids.org

California Project LEAN (Leaders Encouraging Activity and Nutrition):

http://www.californiaprojectlean.org

California School Nutrition Association: http://www.calsna.org

Center for Collaborative Solutions: http://www.ccscenter.org

Centers for Disease Control and Prevention: http://www.cdc.gov

Dairy Council of California: http://www.dairycouncilofca.org

National Alliance for Nutrition and Activity: http://www.cspinet.org/nutritionpolicy/nana.html

National Association of State Boards of Education: http://www.nasbe.org

School Nutrition Association: http://www.schoolnutrition.org

Society for Nutrition Education: http://www.sne.org

U.S. Department of Agriculture, Food Nutrition Service, wellness policy:

http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html

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Administrative Regulation

Exemptions From Attendance

AR 5112.1 Students

Note: The following optional administrative regulation should be modified to reflect the ages of students served by the district and the position responsible for performing duties related to attendance exemptions. Pursuant to Education Code 48240-48246, the district may appoint an attendance supervisor or may, with approval of the County Board of Education, contract with the County Superintendent of Schools to supervise the attendance of district students.

Exemptions from Regular Education Program

A student may be exempted from full-time attendance in the district's regular education program if he/she:

- 1. Is being instructed in a private full-time school and the Superintendent or designee verifies that the private school has filed an affidavit pursuant to Education Code 33190 (Education Code 48222, 48223)
- 2. Is being instructed by a private tutor who holds a valid state credential for the grade taught, provided that the instruction consists of study and recitation for at least three hours a day for 175 days of each calendar year (Education Code 48224)
- 3. Holds a work permit to work temporarily in the entertainment or allied industries (Education Code 48225, 48225.5)

(cf. 5113.2 - Work Permits)

- 4. Holds a work permit and attends part-time classes (Education Code 48230)
- 5. Is between the ages of 12 and 18 and enters a school attendance area from another state within 10 days of the end of the school term, with the exemption applicable for the remainder of the term (Education Code 48231)

Note: Education Code 48232 requires the Governing Board to adopt policy if it wishes to grant student leaves of absence for the purposes described in item #6 below. See BP/AR 5112.3 - Student Leave of Absence for language fulfilling this mandate. Districts that do not offer such leaves of absence should delete optional item #6 below.

6. Is at least age 15 and is taking a leave of absence for up to one semester for the purpose of supervised travel, study, training, or work not available to the student under another

educational option (Education Code 48232)

(cf. 5112.3 - Student Leave of Absence)

7. Attends a community college as a special full-time student on the grounds that he/she would benefit from advanced scholastic or vocational work (Education Code 48800.5)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

Exemptions from Continuation Education

Note: The remainder of this regulation is for use by districts that maintain high schools and are required by Education Code 48432 to establish and maintain continuation education classes. Pursuant to Education Code 48400 all students age 16 or 17 who are not attending full-time day school are required to attend continuation school, unless they are exempt as provided below. See BP/AR 6184 - Continuation Education.

A student who would otherwise be subject to compulsory continuation education pursuant to Education Code 48400 or 48402 may be exempted if he/she: (Education Code 48410)

1. Has graduated from a public high school maintaining a four-year course above grade 8 or has had an equal amount of education in a private school or from a private tutor

In the case of a private school, the exemption shall be granted only if the Superintendent or designee has verified that the private school has filed an affidavit pursuant to Education Code 33190. (Education Code 48415)

Note: 5 CCR 11522 requires the district to provide a form to obtain parent/guardian consent before a student age 16-17 can be exempted from compulsory continuation education on the basis of demonstrated proficiency as described in item #2 below. Pursuant to Education Code 48414, a student age 16-17 who terminates his/her enrollment on this basis must be permitted to re-enroll without prejudice. See AR 6146.2 - Certificate of Proficiency/High School Equivalency.

2. Has successfully demonstrated proficiency equal to or greater than standards established by the California Department of Education and has verified approval submitted by his/her parent/guardian

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

- 3. Is attending a public or private full-time day school or satisfactory part-time classes maintained by other agencies
- 4. Is attending adult school for not less than four hours per calendar week

(cf. 6200 - Adult Education)

5. Is attending a regional occupational program or center pursuant to Education Code 48432

(cf. 6178.2 - Regional Occupational Center/Program)

Note: Education Code 48410 authorizes students to be exempted from continuation education because of their physical condition or if they provide care for their dependents, as provided in item #6 below. Pursuant to Title IX (20 USC 1681-1688), no school receiving federal assistance may deny participation in a class because of a student's pregnancy or parenthood, but such students may request an exemption from the regular program; see BP 5146 - Married/Pregnant/Parenting Students.

6. Is disqualified because of his/her physical or mental condition or because of personal services that must be rendered to his/her dependents

(cf. 5141.22 - Infectious Diseases)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6158 - Independent Study)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

7. Is between the ages of 12 and 18 and enters a school attendance area from another state within 10 days of the end of the school term, with the exemption applicable for the remainder of the term pursuant to Education Code 48231

Note: Education Code 48416 requires the Board to adopt policy if it wishes to grant student leaves of absence for the purposes described in the following paragraph. See BP/AR 5112.3 - Student Leave of Absence for language fulfilling this mandate. Districts that do not offer such leaves of absence should delete the following optional paragraph.

In addition, a student who is between the ages of 16 and 18 may be exempted from continuation education if he/she is taking a leave of absence for up to two semesters for the purpose of supervised travel, study, training, or work not available to the student under another educational option. (Education Code 48416)

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Exclusions From Attendance

AR 5112.2 Students

Students may be excluded from attendance at district schools if they:

1. Are under the legal age of attendance, except as otherwise provided by law. (Education Code 48210)

(cf. 5111 - Admission)

2. Do not present evidence of immunization from certain infectious diseases as required by law. A student shall not be excluded, however, if the parent/guardian, in writing, requests exemption from the immunization requirement on the basis of the student's physical condition or a conflict with the parent/guardian's religious beliefs. (Health and Safety Code 120335, 120365, 120370)

(cf. 5141.31 - Immunizations)

3. Are reasonably suspected of having active tuberculosis. (Health and Safety Code 121485, 121495, 121505)

(cf. 5141.26 - Tuberculosis Testing) (cf. 5141.33 - Head Lice)

4. Are infected with any contagious or infectious disease. (Education Code 49451; 5 CCR 202)

(cf. 5141.22 - Infectious Diseases)

- 5. Reside where any contagious, infectious, or communicable disease subject to quarantine exists or has recently existed, unless written permission of the health officer is provided. (Health and Safety Code 120230)
- 6. Have not had the health screening, specified in Health and Safety Code 124040, before or within the first 90 days of attending first grade. Such students may be excluded for up to five days unless the parent/guardian has presented a waiver or the district has exempted the student from this requirement in accordance with law. (Health and Safety Code 124105)

(cf. 5141.32 - Health Screening for School Entry)

Note: AB 2855 (Ch. 895, Statutes of 2004) repealed Education Code 48211 and 48214 which authorized the exclusion of children with filthy and vicious habits and mandated the Board to adopt rules and regulations governing the periodic review of decisions regarding such exclusion.

Notifications to Parents/Guardians

Prior to excluding a student from attendance, the Superintendent or designee shall send a notice to the student's parent/guardian stating the facts leading to the exclusion.

The Superintendent or designee may exclude a student without prior notice to the parent/guardian if the student is excluded because: (Education Code 48213)

- 1. He/she resides in an area subject to quarantine pursuant to Health and Safety Code 120230
- 2. He/she is exempt from a medical examination but suffers from a contagious or infectious disease pursuant to Education Code 49451.
- 3. The Superintendent or designee determines that the presence of the student would constitute a clear and present danger to the safety or health of other students or school personnel.

However, in such cases, the Superintendent or designee shall send a notice as soon as reasonably possible after the exclusion. (Education Code 48213)

Appeals from Exclusion

Note: The following section is optional and should be modified to reflect district practice.

Upon exclusion of his/her child, a parent/guardian may meet with the Superintendent or designee to discuss the exclusion. If the parent/guardian disagrees with the decision of the Superintendent or designee to exclude his/her child, he/she may appeal the decision to the Governing Board.

The parent/guardian shall have an opportunity to inspect all documents upon which the district is basing its decision, to challenge any evidence and question any witness presented by the district, to present oral and documentary evidence on the student's behalf, and to have one or more representatives present at the meeting.

Legal Reference:
EDUCATION CODE
48210-48216 Persons excluded
49076 Access to records by persons without written consent or under judicial order

49408 Information of use in emergencies

49451 Parent's refusal to consent

HEALTH AND SAFETY CODE

120230 Exclusion of persons from school

120325-120380 Educational and child care facility immunization requirements

121475-121520 Tuberculosis tests for students

124025-124110 Child Health and Disability Prevention Program

CODE OF REGULATIONS, TITLE 5

202 Exclusion of students with a contagious disease

Management Resources:

WEB SITES

California Department of Health Services: http://www.cdph.gov

California Healthy Kids Resource Center: http://www.californiahealthykids.org

Centers for Disease Control and Prevention: http://www.cdc.gov

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Board Policy

Student Leave Of Absence

BP 5112.3 **Students**

Note: Pursuant to Education Code 48232 and 48416, the Governing Board is mandated to adopt policy if it wishes to allow student leaves of absence for students age 15 or higher, or continuation education students ages 16-18, under the conditions described in the accompanying administrative regulation.

The Governing Board recognizes the importance of regular school attendance in promoting student achievement. However, the Board also recognizes that, in rare circumstances, it may be beneficial for a student to participate in opportunities outside the school which contribute to his/her educational experience.

The Superintendent or designee may grant student leaves of absence for the purpose of supervised travel, study, training, or work not available to the student under another educational option. Such leave may be granted to a student 15 years of age or older in the regular program and to a student age 16-18 in the continuation education program. (Education Code 48232, 48416)

(cf. 6184 - Continuation Education)

No more than one percent of the students enrolled and attending a school shall be granted a leave of absence during any school/year. (Education Code 48232, 48416)

When feasible, students shall be encouraged to instead enroll in the district's independent study program to allow for greater contact and coordination with district staff.

(cf. 6158 - Independent Study)

Legal Reference;

EDUCATION CODE

48232 Leave of absence for students age 15 at time of commencement of leave

48410 Exemption from continuation education

48416 Leave of absence for students age 16 to 18 inclusive

FAMILY CODE

7000-7002 Emancipation of minors law

7050 Purposes for which emancipated minor considered an adult

Administrative Regulation

Student Leave Of Absence

AR 5112.3 Students

Note: The following administrative regulation is for use by districts maintaining high schools whose Governing Board has authorized student leaves of absence pursuant to Education Code 48232 and 48416; see the accompanying Board policy.

Upon request, the Superintendent or designee may grant a student a leave of absence from school for the purpose of supervised travel, study, training, or work. To be eligible for such leave, the student shall, at the time the leave of absence is to begin, be at least 15 years of age or, if he/she is enrolled in continuation education classes or exempted from continuation education classes pursuant to Education Code 48410, be 16-18 years of age. (Education Code 48232, 48416)

A written agreement shall be entered into that is signed by the student's parent/guardian, the principal or designee of the school which the student would otherwise attend, a classroom teacher familiar with the student's academic progress, and the district's supervisor of child welfare and attendance. In the case of a continuation education student, the student also shall sign the written agreement. The agreement shall include: (Education Code 48232, 48416)

- 1. The purpose of the leave
- 2. The length of the leave
- 3. Provision for a meeting or contact between the student and a designated school official at least once a month while the student is on leave
- 4. A statement that the leave is for the purpose of supervised travel, study, training, or work not available to the student under another educational option

The length of the leave may be up to one semester, or up to two semesters for a continuation education student. The leave may be extended for an additional semester upon approval of all parties to the written agreement and the local school attendance review board. No leave of absence may be taken that would continue past the end of the school year in which the leave is taken. (Education Code 48232, 48416)

(cf. 5113.1 - Chronic Absence and Truancy)

The student shall be permitted to return to school at any time and shall not be prevented from completing his/her academic requirements within a time period equal to that of his/her classmates who did not take leave, plus a period of time equal to the leave of absence. If the

student reenrolls at a time other than the beginning of a semester, the school shall not be required to provide make-up sessions for classes missed. (Education Code 48232, 48416)

If the student does not contact the designated school official as required by the written agreement, the leave shall be nullified. The agreement also may be nullified for cause at any time by any party to the agreement. (Education Code 48232, 48416)

(12/88) 7/12

Board Policy

Open/Closed Campus

BP 5112.5 Students

OPTION 1: Open Campus

Note: Education Code 44808.5 grants the Board the authority to allow high school students to leave the school campus during lunch. The district, its employees and officers are not liable for the safety and conduct of students who leave under this policy. The open campus option does not apply to K-8 school districts.

In order to give students an opportunity to demonstrate responsibility and positive citizenship, the Governing Board establishes an open campus at all district high schools in which students shall have the privilege of leaving campus during lunch.

The privilege of open campus may be revoked from individual students for disciplinary reasons.

(cf. 5144 - Discipline)

Students shall not leave the school grounds at any other time during the school day without written permission of their parents/guardians and school authorities. Students who leave school or who fail to return following lunch without authorization shall be classified truant and subject to disciplinary action.

(cf. 5113 - Absences and Excuses)

OPTION 2: Closed Campus

Note: The following language is for districts wishing to establish a closed campus.

In order to keep students in a supervised, safe and orderly environment, the Governing Board establishes a closed campus at all district schools.

Students shall not leave the school grounds at any time during the school day without written permission of their parents/guardians and school authorities. Students who leave school without authorization shall be classified truant and subject to disciplinary action.

(cf. 5113 - Absences and Excuses)

Student handbooks shall fully explain all rules and disciplinary procedures involved in the maintenance of the closed campus.

(cf. 5144 - Discipline)

OPTION 3: Senior Open Campus

Note: The following optional paragraph is for districts that choose to establish a closed campus, but issues lunch passes to seniors who meet certain eligibility criteria.

The Governing Board establishes a closed campus at all district schools, however seniors who meet eligibility requirements may use lunch passes to leave campus during the lunch hour. The Board views this program as a way to improve and reward student academic achievement and attendance. Eligibility requirements are based upon academic performance and attendance standards. The open campus privilege may be revoked for seniors who do not meet the eligibility standards.

Students shall not leave the school grounds at any other time during the school day without written permission of their parents/guardians and school authorities. Students who leave school or who fail to return following lunch without authorization shall be classified truant and subject to disciplinary action.

Legal Reference:
EDUCATION CODE
35160 Authority of the Board
35160.1 Broad authority of school district
44808.5 Permission for pupils to leave school grounds; notice

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Administrative Regulation

Open/Closed Campus

AR 5112.5 Students



***Note: The following regulation is for districts which have selected the open campus option and may also be used by districts which have selected the senior open campus option. Districts choosing the senior open campus option may add eligibility criteria below. ***

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians about the open campus policy as required by law. (Education Code 44808.5)

(cf. 5145.6 - Parental Notifications)

The district, Governing Board members and district employees shall not be liable for the conduct and safety of students who leave school grounds during the lunch period. (Education Code 44808.5)

The principal of each high school shall be responsible for the annual preparation, implementation and evaluation of the school's open campus program.

The principal may revoke the open campus privilege to any or all students at any time. The principal shall submit a report to the Superintendent or designee indicating the nature and scope of the problem and a procedure for reviewing and resolving the problem.

The Superintendent shall notify the Board of any campus closure.

6/97

Administrative Regulation

Intradistrict Open Enrollment

AR 5116.1 Students

***Note: The following administrative regulation addresses intradistrict transfers for victims of a violent criminal offense and students in a "persistently dangerous" school pursuant to 20 USC 7912 and other intradistrict open enrollment options authorized by Education Code 35160.5. For transfers required by 20 USC 6316 as a result of a school being identified for program improvement, see BP/AR 0520.2 - Title I Program Improvement Schools. For interdistrict transfers under the Open Enrollment Act pursuant to Education Code 48350-48361, see BP/AR 5118 - Open Enrollment Act Transfers. ***

Transfers for Victims of a Violent Criminal Offense

***Note: 20 USC 7912 requires the state to establish and implement a policy requiring that any student who becomes a victim of a violent criminal offense while on school grounds be provided an option to transfer to another district school, including a charter school; see the accompanying Board policy. 20 USC 7912 does not specify which offenses constitute a "violent criminal offense" for purposes of the victim transfer option. According to the California Department of Education (CDE), districts should consider the specific circumstances of the incident on a case-by-case basis, as specified below. The following two paragraphs are consistent with the CDE's guidance. ***

***Note: U.S. Department of Education (USDOE) Guidance, Unsafe School Choice Option, suggests that districts should notify parents/guardians of the transfer option "generally within 14 days" after the determination that the student has been a victim of a violent offense. In making this offer, the Guidance encourages districts to take into account the needs and preferences of the affected student and parents/guardians. A sample parent/guardian notification letter is available on the CDE's web site. ***

Within a reasonable amount of time, not to exceed 14 days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In making the determination that a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student

and his/her parent/guardian in making the offer. If the parent/guardian elects to transfer his/her child, the transfer shall be completed as soon as practicable.

Transfers from a "Persistently Dangerous" School

***Note: 20 USC 7912 requires the state to establish and implement a policy requiring that all students attending a "persistently dangerous" school be provided an option to transfer to a safe school within the district, including a charter school; see the accompanying Board policy. Pursuant to 5 CCR 11992 and 11993, a school is designated as "persistently dangerous" based on the number of nonstudent firearms violations and the number of student expulsions pursuant to specified Education Code sections over a period of three consecutive years. ***

***Note: The USDOE Guidance provides that a district with one or more schools identified as "persistently dangerous" must, in a timely manner, notify parents/guardians about the school's designation and offer the opportunity to transfer. The CDE suggests that transfers of students out of a "persistently dangerous" school generally be completed within 30 school days of notification of the school's designation. According to the CDE, "timely notification" to parents/guardians should be made within 10 school days and a timely offer of transfer within 20 school days from the time the district learns of the designation, although these two notifications may be combined. Timelines in the following two optional paragraphs may be revised to reflect district practice.

Upon receipt of notification from the California Department of Education (CDE) that a district school has been designated as "persistently dangerous," the Superintendent or designee shall provide parents/guardians of students attending the school with the following notifications:

- 1. Within 10 days of receipt of the notification from CDE, notice of the school's designation
- 2. Within 20 days of receipt of the notification from CDE, notice of the option to transfer their child

(cf. 0450 - Comprehensive Safety Plan)

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide a written request to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed seven school days, for the submission of parent/guardian requests.

The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. For students whose parents/guardians accept the offer, the transfer shall generally be made within 30 school days of receiving the notice of the school's designation from the CDE. If parents/guardians decline the assigned school, the student may remain in his/her current school.

***Note: The USDOE Guidance advises that the district can determine whether transfers will be temporary or permanent, but transfers must remain in effect as long as the student's original school is identified as persistently dangerous. The following optional paragraph reflects USDOE suggestions as to factors that might be considered in determining whether the transfer should be permanent and may be revised to reflect district practice. ***

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

***Note: The USDOE Guidance encourages, but does not require, districts to develop a transfer program with a neighboring district. The following paragraph is optional. ***

The Superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

(cf. 5117 - Interdistrict Agreements)

Other Intradistrict Open Enrollment

***Note: The following section provides optional procedures for intradistrict enrollment pursuant to Education Code 35160.5 and may be revised to reflect district practice. ***

Except for transfers for victims of a violent crime and from a "persistently dangerous school," the following procedures shall apply to intradistrict open enrollment:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of those schools and open enrollment applications shall be available at each school site, the district office, and on the district's web site.

***Note: Because Education Code 35160.5 requires the use of a lottery process, openings which occur later during the year should be filled only by applicants whose names are drawn in the lottery. Late applicants should not be added to the waiting list, but should instead wait for a subsequent lottery. ***

- 2. After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.
- 3. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.

4. Approved applicants must confirm their enrollment within 10 school days.

***Note: Education Code 35160.5 makes no provision related to the duration of the transfer; thus, it appears to be within the district's discretion to determine whether students who do not reside within a school's attendance area should be required to reapply for open enrollment each year. However, Education Code 35160.5 specifies that a student currently residing within a school's attendance area cannot be displaced by another student transferring from outside the attendance area. The following paragraph is optional. ***

Once enrolled, a student shall not be required to reapply for readmission. However, the student may be subject to displacement due to excessive enrollment.

Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 35160.5, 48980)

1. All options for meeting residency requirements for school attendance

(cf. 5111.1 - District Residency)

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

(cf. 5111.13 - Residency for Homeless Children)

(cf. 5118 - Open Enrollment Act Transfers)

- 2. Program options offered within local attendance areas
- 3. A description of any special program options available on both an interdistrict and intradistrict basis
- 4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied
- 5. A district application form for requesting a change of attendance
- 6. The explanation of attendance options under California law as provided by the CDE

(cf. 5145.6 - Parental Notifications)

CSBA Sample

Board Policy

Students Expelled From Other Districts

BP 5119 Students

***Note: The following policy is optional. ***

The Governing Board may grant admission to students expelled from other districts in accordance with law and when consistent with the Board's goal to provide a safe and secure environment for students and staff.

(cf. 0450 - Comprehensive Safety Plan)

If a student expelled from another district is granted enrollment, in accordance with the procedures specified below, he/she shall either establish legal residence in this district or enroll pursuant to an interdistrict attendance agreement. (Education Code 48915.1, 48915.2)

(cf. 5111 - Admission) (cf. 5111.1 - District Residency)

(cf. 5117 - Interdistrict Attendance Agreements)

Enrollment During the Term of the Expulsion

The district shall not enroll a student expelled by another district for any of the offenses listed in Education Code 48915(a) or (c) (mandatory expulsion offenses) during the term of the student's expulsion, unless the enrollment is at a community day school. (Education Code 48915.2)

Upon receiving a request for enrollment from a student expelled from another district for acts other than those specified in Education Code 48915(a) or (c), the Board shall hold a hearing to determine whether the student poses a continuing danger to students or staff. The hearing shall be conducted and notice shall be provided in accordance with procedures governing expulsion of students described in Education Code 48918. (Education Code 48915.1)

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

Note: Pursuant to Education Code 48915.1, when requesting enrollment, the parent/guardian of a student expelled for an act other than those specified in Education Code 48915(a) or (c) must inform the receiving district of the student's status with the previous district. If the parent/guardian neglects to inform the district of this status, the Board shall discuss and record this lack of compliance at the hearing. Education Code 48915.1 authorizes a district to contact another district regarding the expulsion or recommendation for expulsion of a student applying for admission.

If the student or parent/guardian neglects to inform the district that the student was expelled from his/her previous district for an act other than those listed in Education Code 48915(a) or (c), the Board shall record and discuss this lack of compliance during the hearing. (Education Code 48915.1)

If the Board finds that a student expelled for acts other than those specified in Education Code 48915(a) or (c) does not pose a continuing danger to students or staff, the student may be admitted or conditionally admitted during the term of expulsion. If the Board determines that the student does pose a continuing danger to students or staff, the student shall not be admitted. (Education Code 48915.1)

(cf. 5145.6 - Parental Notifications)

Enrollment After the Term of the Expulsion

A student expelled for an act specified in Education Code 48915(a) or (c) may enroll in the district after the term of his/her expulsion if the Board finds, at a hearing, that the student does not pose a continuing danger to students or staff. The hearing shall be conducted and notice shall be provided in accordance with procedures governing expulsion of students described in Education Code 48918. (Education Code 48915.2)

A student expelled for any act other than those specified in Education Code 48915(a) or (c) may request enrollment after the term of his/her expulsion in accordance with the district's procedures for establishing residency or interdistrict transfer.

Legal Reference:

EDUCATION CODE

46600 Agreements for interdistrict attendance

46601 Failure to approve interdistrict attendance; expulsion prohibiting appeal

48200 Compulsory attendance

48645.1 Juvenile court school

48660-48666 Community day schools

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48915.2 Expelled student; enrollment during and after period of expulsion

48918 Rules governing expulsion procedures

Management Resources:

WEB SITES

CSBA: http://www.csba.org

California Attorney General's Office: http://www.caag.state.ca.us California Department of Education: http://www.cde.ca.gov

U.S. Department of Education, Office of Safe and Drug-Free Schools:

http://www.ed.gov/about/offices/list/osdfs

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CSBA Sample

Administrative Regulation

Promotion/Acceleration/Retention

AR 5123 Students

Acceleration from Kindergarten to First Grade

***Note: Pursuant to Education Code 48011, if a student enrolled in kindergarten demonstrates the ability to handle first grade, he/she may be admitted to the first grade at the discretion of the administration of the school district and with the consent of the parents/guardians. If this is done, 5 CCR 200 mandates the Board to adopt regulations ensuring that the student also meets the minimum criteria outlined below. The district may specify additional criteria if desired. ***

A student enrolled in kindergarten may be admitted to the first grade at the discretion of the Superintendent or designee and with the consent of the parent/guardian, upon determination that the child is ready for first-grade work. (Education Code 48011)

Admission shall be subject to the following minimum criteria: (5 CCR 200)

- 1. The student is at least five years of age.
- 2. The student has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
- 3. The student is in the upper five percent of his/her age group in terms of general mental ability.
- 4. The physical development and social maturity of the student are consistent with his/her advanced mental ability.
- 5. The parent/guardian of the student has filed a written statement with the school district approving the placement in first grade.

Continuation in Kindergarten

***Note: Education Code 46300 specifies that when a student has completed one year of kindergarten, his/her further attendance in kindergarten may be included in the ADA computation only if the district has on file for the student an agreement signed by the parent/guardian stating that the student shall continue in kindergarten for not more than one additional school year. CDE Management Advisory 90-10 clarifies that this agreement is required for any student who continues in kindergarten after one year, even if he/she was admitted early pursuant to Education Code 48000. ***

Students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the Superintendent or designee agree that the student shall continue in kindergarten for not more than one additional school year. (Education Code 48011)

Whenever a student continues in kindergarten for an additional year, the Superintendent or designee shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year. (Education Code 46300)

Retention at Other Grade Levels

***Note: The following mandated section reflects the requirements of Education Code 48070.5, which pertains to promotion and retention at the grade levels listed below. If the Board chooses to expand these requirements to cover other grade levels, the following list should be revised accordingly. ***

The Superintendent or designee shall identify students who should be retained or who are at risk of being retained at the following grade levels: (Education Code 48070.5)

- 1. Between grades 2 and 3
- 2. Between grades 3 and 4
- 3. Between grades 4 and 5

***Note: If all the schools in the district are configured in the same manner, the district may specify the actual grade levels in items #4 and 5 below (e.g., between grades 6 and 7, between grades 8 and 9). ***

- 4. Between the end of the intermediate grades and the beginning of the middle school grades
- 5. Between the end of the middle school grades and the beginning of the high school grades

Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts and mathematics shall be the basis for identifying students between grades 4 and 5, between intermediate and middle school grades, and between middle school grades and high school grades. (Education Code 48070.5)

(cf. 6142.91 - Reading/Language Arts Instruction) (cf. 6142.92 - Mathematics Instruction)

Students shall be identified on the basis of either statewide assessment results or grades and other indicators of academic achievement, as established by Board policy.

(cf. 5121 - Grades/Evaluation of Student Achievement) (cf. 6162.5 - Student Assessment)

If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement. (Education Code 48070.5)

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time. The teacher's evaluation shall be provided to and discussed with the student's parents/guardians and the principal before any final determination of retention or promotion. (Education Code 48070.5)

(cf. 6177 - Summer School) (cf. 6179 - Supplemental Instruction)

***Note: Pursuant to Education Code 48070.5, the district's policy or regulation should specify the teacher or teachers responsible for the promotion/retention decision in cases where the student does not have a single regular classroom teacher. The following paragraph should be revised to indicate the specific teacher(s) who will be responsible. ***

If the student does not have a single regular classroom teacher, the principal or designee shall specify the teacher(s) responsible for the decision to promote or retain the student. (Education Code 48070.5)

When a student is identified as being at risk of retention, the Superintendent or designee shall so notify the student's parent/guardian as early in the school year as practicable. The student's parent/guardian shall be provided an opportunity to consult with the teacher(s) responsible for the decision to promote or retain the student. (Education Code 48070.5)

(cf. 5145.6 - Parental Notifications)

***Note: The following sentence is optional. ***

The Superintendent or designee shall also provide a copy of the district's promotion/retention policy and administrative regulation to those parents/guardians who have been notified that their child is at risk of retention.

***Note: Pursuant to Education Code 48070.5, the district's policy must include a process for appealing the teacher's decision to promote or retain a student. The appealing party has the burden to prove why the teacher's decision should be overruled. ***

The teacher's decision to promote or retain a student may be appealed consistent with Governing Board policy, administrative regulation and law.

The burden shall be on the appealing party to show why the teacher's decision should be overruled. (Education Code 48070.5)

***Note: The following paragraphs provide a sample appeal process and may be revised as desired, as long as an appeal process is specified. Districts may wish to specify who has the right to appeal a teacher's decision (e.g., parents/guardians, students age 18 or older, curriculum directors). ***

To appeal a teacher's decision, the appealing party shall submit a written request to the Superintendent or designee specifying the reasons that the teacher's decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion.

The teacher shall be provided an opportunity to state orally and/or in writing the criteria on which his/her decision was based.

Within 30 days of receiving the request, the Superintendent or designee shall determine whether or not to overrule the teacher's decision. Prior to making this determination, the Superintendent or designee may meet with the appealing party and the teacher. If the Superintendent or designee determines that the appealing party has overwhelmingly proven that the teacher's decision should be overruled, he/she shall overrule the teacher's decision.

The Superintendent or designee's determination may be appealed by submitting a written appeal to the Board within 15 school days. Within 30 days of receipt of a written appeal, the Board shall meet in closed session to decide the appeal. The Board's decision may be made on the basis of documentation prepared as part of the appeal process or, at the discretion of the Board, the Board may also meet with the appealing party, the teacher and the Superintendent/designee to decide the appeal. The decision of the Board shall be final.

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(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)
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If the decision of the Board is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objections which shall become part of the student's record.

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(cf. 5125 - Student Records)
(cf. 5125.3 - Challenging Student Records)
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CSBA Sample

Administrative Regulation

Student Records

AR 5125 Students

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Note: Guidance issued by the U.S. Department of Education (USDOE) and U.S. Department of Health and Human Services clarifies that a student's immunization and health record maintained by the district, such as health and medical records maintained by a school nurse who is employed by or under contract with a district, is a "student record" subject to the Family Educational Rights and Privacy Act (FERPA). Also see BP/AR 5141.6 - School Health Services.

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

***Note: USDOE guidance (Balancing Student Privacy and School Safety) clarifies that records created by the district's law enforcement unit, as specified in item #3 below, are not considered student records under FERPA as long as the records are created for a law

enforcement purpose. Thus, according to the guidance, student images appearing on security videotapes maintained by the district's law enforcement unit are not subject to FERPA.***

3. Records of the law enforcement unit of the district, subject to the provisions of 34 CFR 99.8

(cf. 3515 - Campus Security) (cf. 3515.3 - District Police/Security Department)

- 4. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student
- 5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

- 1. The student's name
- 2. The name of the student's parent/guardian or other family members
- 3. The address of the student or student's family
- 4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)

- 5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
- 6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
- 7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enfolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Note: Education Code 49063 requires districts to list in their annual notification regarding student records the criteria for defining "school officials and employees" and "legitimate educational interest"; see section below entitled "Notification of Parents/Guardians."

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Note: Pursuant to Education Code 49076, as amended by AB 733 (Ch. 388, Statutes of 2012), the district may allow any "contractor or consultant" with whom it has a formal written agreement to access information in student records without parent/guardian consent, when the contractor or consultant has a "legitimate educational interest" in that information. However, contrary to 34 CFR 99.31, Education Code 49076, as amended by AB 733, prohibits release of student records to volunteers.

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district.

Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Access

The following persons shall have absolute access to any and all student records in accordance with law:

- 1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)
- 2. An adult student age 18 years or older, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)
- ***Note: Pursuant to Education Code 56041.5, all the rights accorded to the parent/guardian of a student with disabilities, including the right to access student records, are transferred to the student when he/she reaches age 18 years except when the student has been declared incompetent under state law.***
- 3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

(cf. 6159 - Individualized Education Program)

In addition, the following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

Note: Education Code 49076 and 34 CFR 99.31 require that parents/guardians of a dependent child, as defined in 26 USC 152, be provided access to student records that are relevant to their legitimate educational interest. 26 USC 152 defines a "dependent child" as one who lives with his/her parent/guardian for more than half the taxable year, has not provided more than half of his/her own support during that year, and has not filed a joint tax return with a spouse.

- 1. Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152 (Education Code 49076; 34 CFR 99.31)
- 2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)
- 3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)

Note: Pursuant to Education Code 49076, as amended by AB 733 (Ch. 388, Statutes of 2012), access to student records based on the "legitimate educational interest" of a school attendance review board is limited to only those members who have been designated as authorized representatives of the district.

Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Chronic Absence and Truancy)

Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Note: 34 CFR 99.34 requires the district to make a reasonable attempt to notify the parent/guardian or adult student when the district discloses certain information as described in the following paragraph. However, if the district includes a statement in its annual parental notification that the district may forward education records under these circumstances, it is not obligated to individually notify parents/guardians or adult students. The following optional paragraph may be deleted by districts that include such a statement in their annual parental notifications. See section below entitled "Notification of Parents/Guardians."

When the district discloses personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

Note: 34 CFR 99.3, 99.31, and 99.35 clarify the limited circumstances under which the district may disclose student records to federal, state, or local officials to assess the effectiveness of state and federally funded education programs. Pursuant to 34 CFR 99.35, the district must have a written agreement with the entity or individual which contains specified components and must use reasonable methods to ensure that the entity or individual complies with FERPA.

6. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

Note: Pursuant to Education Code 49076, as amended by AB 733 (Ch. 388, Statutes of 2012), county placing agencies authorized to assess the effectiveness of a state or federally funded program on behalf of federal, state, or local officials and agencies may be allowed access to student records. Education Code 49076 also authorizes districts, county offices of education, and county placing agencies to develop cooperative agreements to facilitate confidential access to and exchange of student information by email, facsimile, electronic format, or other secure means, provided the agreement complies with the requirements of 34 CFR 99.35.

Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #6 above (Education Code 49076)

Note: Pursuant to 5 CCR 435, prior to releasing records in compliance with a court order or subpoena, the district is generally required to give the parent/guardian three days' notice as specified in item #8 below. However, 34 CFR 99.31 specifies that the notice is not required when the disclosure is in response to a court order issued under the USA Patriot Act regarding investigations of domestic or international terrorism.

8. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

- 9. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
- 10. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
- 11. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

12. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

13. Any foster family agency with jurisdiction over currently enrolled or former students for purposes of accessing those students' records of grades and transcripts and any individualized education program developed and maintained by the district (Education Code 49069.3)

(cf. 6173.1 - Education for Foster Youth)

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44. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #11 above. (Education Code 49076)

Note: As amended by AB 733 (Ch. 388, Statutes of 2012), Education Code 49076.5 authorizes the use of item #15 below only in specified circumstances and requires that, prior to its use, the district receive from the designated peace officer or law enforcement agency a parent/guardian's written consent, a lawfully issued subpoena or court order, or information indicating the existence of an emergency situation.

15. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5; 34 CFR 99.1-99.67)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)

At his/her discretion, the Superintendent or designee may release information from a student's records to the following:

Note: As amended by AB 733 (Ch. 388, Statutes of 2012), Education Code 49076 has conformed state law to 34 CFR 99.36, which authorizes a district to disclose personally identifiable information in connection with an emergency to any person whose knowledge of the information is necessary to protect the health or safety of students or others. Pursuant to Education Code 49076, when releasing any information based on this authorization, the district is required to document the information received indicating the emergency and those to whom it discloses information from the student record, in accordance with the requirements of 34 CFR 99.32(a)(5).

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31,

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

- 2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
- 3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
- a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
- b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
- c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.
- 4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)
- 5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, in which case the Superintendent or designee shall notify the student's parent/guardian of his/her rights in accordance with law prior to releasing the information (Health and Safety Code 120440)
- ***Note: Education Code 49076, as amended by AB 733 (Ch. 388, Statutes of 2012), has included "contractors" and "consultants," as defined above in the section entitled "Definitions," among the categories of individuals to whom a student's personally identifiable information may be disclosed under certain circumstances. Unlike 34 CFR 99.34, however, Education Code 49076 prohibits disclosure of such information to volunteers and other parties.***
- 6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract by the district, excluding volunteers or other parties (Education Code 49076)

(cf. 3600 - Consultants)

Note: Items #7 and 8 below are for use by districts that maintain high schools.

- 7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or his/her parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid /(Education Code 49076; 34 CFR 99.31, 99.36)
- 8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the provisions of 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.31, 99.37)

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

Persons, agencies, or organizations not afforded access rights by law may be granted access only through written consent of the parent/guardian or adult student, or by judicial order. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

De-identification of Records

Note: 20 USC 1232(g)) and Education Code 49076 authorize the district to release student records for specified purposes (e.g., to federal and state officials conducting program audits or to organizations conducting studies) without parent/guardian consent after the removal of all "personally identifiable information" as defined in the section entitled "Definitions" above and provided that the district has made a reasonable determination that a student's identity will not be personally identifiable through single or multiple releases. Education Code 49074 further authorizes the district to provide de-identified statistical data to public or private agencies, postsecondary institutions, or research organizations when such actions would be "in the best educational interests of students."

***Note: 34 CFR 99.31 lists objective standards under which districts may release information from de-identified records. These standards are applicable to both requests for individual,

redacted records and requests for statistical information from multiple records.***

When authorized by law for any program audit, educational research, or other purposes, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

Process for Providing Access to Records

Note: Education Code 49069 mandates procedures for notifying parents/guardians of the location of all official student records if not centrally located. The following paragraph may be expanded to include specific notification procedures.

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

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Note: 5 CCR 431 mandates districts to establish written procedures to ensure the security of student records. The following three paragraphs reflect this mandate and should be modified to reflect any specific physical, technological, or administrative controls developed by the district.

Note: 34 CFR 99.31 requires districts to use "reasonable methods" to (1) ensure that school officials, employees, and outside contractors obtain access to only those records, both paper and electronic, in which they have a legitimate educational interest and (2) identify and authenticate the identity of parents/guardians, students, school officials, and any other party to whom the district discloses personally identifiable information from education records. In addition, 34 CFR 99.31 specifies that a district which does not use physical or technological access controls (e.g., a locked file cabinet or computer security limiting access) must ensure that its administrative policy for controlling access is effective and remains in compliance with the "legitimate educational interest" requirement.

Note: The Analysis to Comments and Changes (73 Fed. Reg. 237, page 74817) suggests a balance of physical, technological, and administrative controls to prevent unauthorized access and to ensure that school officials do not have unrestricted access to the records of all students. The Analysis also clarifies that the reasonableness of the method depends, in part, on the potential harm involved. For example, high-risk records, such as social security numbers or other information that could be used for identity theft, should receive greater and more immediate protection.

Note: In addition, as a condition of participation in an interagency data information system (e.g., California Longitudinal Pupil Achievement Data System), Education Code 49076 requires that the district develop security procedures or devices by which unauthorized personnel cannot access data in the system and procedures or devices to secure privileged or confidential data from unauthorized disclosure.

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When prior written consent is required by law, the parent/guardian shall provide a written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

Note: Education Code 49069 and 5 CCR 431 mandate that the district adopt procedures for granting parent/guardian requests to inspect, review, and obtain copies of records.

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Note: Education Code 49069 mandates procedures for the availability of qualified certificated personnel to interpret records when requested. The following paragraph may be expanded to include specific procedures for persons to request and receive the assistance of certificated personnel.

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational

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interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

Note: Although Education Code 49064 does not require the district to record access by individuals specified in items #1-5 below, the district may consider recording access by all individuals as part of the reasonable administrative controls required by 34 CFR 99.31; see section above entitled "Process for Providing Access to Records." The following paragraph is optional.

The log does not need to include record of access by: (Education Code 49064)

- 1. Parents/guardians or adult/students
- 2. Students who are 16 years of age or older or who have completed the 10th grade
- 3. Parties obtaining district-approved directory information
- 4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075

School officials and employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

Note: Education Code 49069 mandates that the district adopt procedures for granting parent/guardian requests for copies of student records pursuant to Education Code 49065.

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

(cf. 3260 - Fees and Charges)

Changes to Student Records

Only of a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

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(cf. 5125.3 - Challenging Student Records)

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

Retention and Destruction of Student Records

Note: 5 CCR 431 mandates that the district establish written policies and procedures regarding the signing and dating of anecdotal information, as specified below.

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

- 1. Legal name of student
- 2. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

- 3. Sex of student
- 4. Name and address of parent/guardian of minor student
- a. Address of minor student if different from the above
- b. Annual verification of parent/guardian's name and address and student's residence

(cf. 5111.1 - District Residency)

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

- 5. Entrance and departure dates of each school year and for any summer session or other extra session
- 6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given

(cf. 5121 - Grades/Evaluation of Student Achievement)

7. Verification of or exemption from required immunizations

(cf. 5141.31 - Immunizations)

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8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

- 2. A log identifying persons or agencies who request or receive information from the student record
- 3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - Health Screening for School Entry)

4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

(cf. 6159 - Individualized Education Program) (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

5. Language training records

(cf. 6174 - Education for English Language Learners)

- 6. Progress slips/notices required by Education Code 49066 and 49067
- 7. Parental restrictions/stipulations regarding access to directory information
- 8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
- 9. Parent/guardian authorization or denial of student participation in specific programs
- 10. Results of standardized tests administered within the past three years

(cf. 6162.51 - Standardized Testing and Reporting Program) (cf. 6162.52 - High School Exit Examination)

11. Written findings resulting from an evaluation conducted after a specified number of

missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

- 1. Objective counselor and/or teacher ratings
- 2. Standardized test results older than three years
- 3. Routine disciplinary data

(cf. 5144 - Discipline)

- 4. Verified reports of relevant behavioral patterns
- 5. All disciplinary notices
- 6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

Note: Education Code 48201 requires districts to request records of a transferring student regarding acts that resulted in the student's suspension or expulsion from the previous school, as specified below. Once the record is received, the Superintendent or designee must inform the student's teachers of the acts; see AR 4158/4258/4358 - Employee Security.

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

(cf. 4158/4258/4358 - Employee Security) (cf. 5119 - Students Expelled From Other Districts) ***Note: Pursuant to Education Code 49068, as amended by AB 1799 (Ch. 369, Statutes of 2012), a district is required to transfer a copy of a student's records to another school in which the student is enrolled or intends to enroll within 10 school days of receiving a request for the records. However, this would not affect a situation where a more restrictive timeline is required. For example, a district is required to transfer the records of a student who is a foster youth to the new school within two business days, pursuant to Education Code 48853.5.***

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. Insofar as practicable, the district shall provide these notices in the student's home language and shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063; 34 CFR 99.7)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

- 1. The types of student records kept by the district and the information contained therein
- 2. The title(s) of the official(s) responsible for maintaining each type of record

- 3. The location of the log identifying those who request information from the records
- 4. District criteria for defining school officials and employees and for determining legitimate educational interest
- 5. District policies for reviewing and expunging student records
- 6. The right to inspect and review student records and the procedures for doing so
- 7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
- 8. The cost, if any, charged for duplicating copies of records
- 9. The categories of information defined as directory information pursuant to Education Code 49073
- 10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
- 11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school
- (cf. 5020 Parent Rights and Responsibilities)
- 12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
- ***Note: Pursuant to 34 CFR 99.34, if the district's annual parental notification contains the information described in optional item #13 below, the district does not need to attempt to individually notify a parent/guardian or adult student when the district discloses an education record to officials of another school, school system, or postsecondary institution (see item #5 in the list of persons/agencies with legitimate educational interests in the section entitled "Persons Granted Access" above).***
- 13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

CSBA Sample

Board Policy

Release Of Directory Information

BP 5125.1 Students

The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee may release student directory information to representatives of the news media or nonprofit organizations in accordance with Board policy and administrative regulation.

(cf. 1112 - Media Relations)

The Superintendent or designee may limit or deny the release of specific categories of directory information to any public or private nonprofit organization based on his/her determination of the best interests of district students. (Education Code 49073)

Note: The options below are for use only by districts maintaining grades 9-12.

***Note: 20 USC 7908 of the No Child Left Behind Act requires districts receiving funds under the Elementary and Secondary Education Act (ESEA) to provide military recruiters with access to student names, addresses and telephone numbers, except when the parent/guardian requests that the information not be released. See the accompanying administrative regulation. According to Guidance issued by the U.S. Department of Education and Department of Defense, even if a district does not disclose directory information to any third party, such as employers or colleges, 20 USC 7908 provides that military recruiters must still be provided access to student names, addresses, and telephone numbers, except when the parent/guardian requests that the information not/be released. Districts that do not grant access may lose their ESEA funds. ***

***Note: 10 USC 503 requires districts that do not receive ESEA funds to grant the same access to directory information to military recruiters and employers. Pursuant to 10 USC 503, districts may refuse military access only if the Governing Board has adopted a policy denying access by the military. Districts that do not grant access and have not adopted a policy denying access may be subject to specific interventions such as notification of the Governor and Congress, so that public officials can work with the district. In addition, Education Code 49603 provides that military service recruiters may not be denied on-campus access to students in grades 9-12 if the district provides such access to other employers; see BP 6164.2 - Guidance/Counseling Services. It is likely that this law also applies to directory information.

***Note: Option 1 is for use by districts that receive ESEA funds and grant access to directory

information to employers, colleges, and military recruiters. Option 1 is also for use by districts that do not receive ESEA funds but choose to grant such access to employers and colleges and therefore are required to grant access to military recruiters. Option 2 is mandated for those districts that do not receive ESEA funds and wish to deny access to military recruiters. In order to deny access to military recruiters, Education Code 49603 requires that these districts must also deny access to all other employers.***

OPTION 1: Colleges and prospective employers, including military recruiters, shall have access to directory information. Military recruiters shall have access to a student's name, address, and telephone number, unless the parent/guardian has specified that the information not be released in accordance with law and administrative regulation. (20 USC 7908; 10 USC 503; Education Code 49603)

OPTION 2: Colleges and prospective employers, including military recruiters, shall not have access to directory informațion. (10 USC 503; Education Code 49603)

(cf. 6164.2 - Guidance/Counseling Services)

Note: Districts should carefully consider whether to place items containing student directory information, such as home addresses or telephone numbers, on the district's web site since release of such information may put students at risk and may also be a violation of Education Code 49073 as specified below.

Under no circumstances shall directory information be disclosed to a private profit-making entity, except for representatives of the news media and prospective employers, in accordance with Board policy. Private schools and colleges may be given the names and addresses of 12th-grade students and students who are no longer enrolled provided that they use this information only for purposes directly related to the institution's academic or professional goals. (Education Code 49073)

(cf. 1113 - District and School Web Sites)

Legal Reference:

EDUCATION CODE

49061 Definitions

49063 Notification of parents of their rights

49073 Release of directory information

49073.5 Directory information; military representatives; telephone numbers

49603 Public high schools; military recruiting

UNITED STATES CODE, TITLE 10

503 Military recruiter access to directory information

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

7908 Armed forces recruiter access to students and student recruiting information

CODE OF FEDERAL REGULATIONS, TITLE 34 99.1-99.67 Family Educational Rights and Privacy

Management Resources:

WEB SITES

U.S. Department of Education, Family Policy Compliance Office:

http://www.ed.gov/policy/gen/guid/fpco/index.html

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Access to High School Students and Information on Students by Military Recruiters, 2002

(11/01 7/02) 7/05

CSBA Sample

Administrative Regulation

Withholding Grades, Diploma or Transcripts

AR 5125.2 Students

Note: Education Code 48904 mandates the Board to establish regulations governing its procedures for seeking reparation when school property is willfully damaged or not returned, and for withholding a student's grades, diploma or transcripts until reparation is made. In such cases, the district must afford the student his/her due process rights, and the district's procedures must parallel Education Code procedures for student expulsion. (Education Code 48904) The district may not withhold records for nonpayment of meal tickets or library overdue fines.

When school property has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing of the responsible student's alleged misconduct and the reparation that may be due.

This notice shall include a statement that the district may withhold grades, diploma or transcripts from the student and parent/guardian until reparation is made.

(cf. 5131.5 - Vandalism and Graffiti) (cf. 6161.2 - Damaged or Lost Instructional Materials)

If reparation is not made, the district shall afford the student his/her due process rights in conformance with Education Code expulsion procedures and may withhold the student's grades, diploma or transcripts.

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

If the student and parent/guardian are unable to pay for the damages or return the property, the principal or designee shall provide a program of voluntary work for the student to do. When this voluntary work is completed, the student's grades, diploma or transcripts shall be released. (Education Code 48904)

Note: A district cannot refuse to transfer student records to another district. Upon receiving notice that the district is withholding a student's grades, diploma or transcripts, however, any district to which the student transfers must also withhold them until it receives notice that the first district's decision has been rescinded.

When a student from whom the district is withholding grades, diploma or transcripts transfers to another district, this information shall be sent to the new district with the student's records and a request that these items continue to be withheld until the new district receives notification that the debt has been cleared.

The Superintendent or designee shall notify the parent/guardian in writing that this district's decision to withhold grades, diploma or transcript will be enforced by the new district. (Education Code 48904.3)

The district shall withhold grades, diploma or transcripts from any student transferring into the district whose misconduct caused a previous district to withhold them. When informed by the previous district that its decision has been rescinded, the district shall release these documents. (Education Code 48904.3)

(cf. 5125 - Student Records)

Legal Reference: EDUCATION CODE

48904 Liability of parent

48904.3 Withholding grades, diplomas, or transcripts of pupils causing property damage or injury; transfer of pupils to new school districts; notice to rescind decision to withhold

48911 Suspension by principal, designee or superintendent

49069 Absolute right to access

CSBA Sample

Administrative Regulation

Challenging Student Records

AR 5125.3 Students

The custodial parent/guardian of any student may submit to the Superintendent or designee a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be any of the following: (Education Code 49070)

- 1. Inaccurate
- 2. An unsubstantiated personal conclusion or inference
- 3. A conclusion or inference outside of the observer's area of competence
- 4. Not based on the personal observation of a named person with the time and place of the observation noted
- 5. Misleading
- 6. In violation of the privacy or other rights of the student

(cf. 5121 - Grades/Evaluation of Student Achievement) (cf. 5125 - Student Records)

When a student grade is challenged, the teacher who gave the grade shall be given an opportunity to state orally, in writing, or both, the reasons for which the grade was given. Insofar as practicable, he/she shall be included in all discussions related to any grade change. In the absence of clerical or mechanical error, fraud, bad faith or incompetency, the student's grade as determined by the teacher shall be final. (Education Code 49066)

Within 30 days of receiving a request to correct or remove information from a record, the Superintendent or designee shall meet with the parent/guardian and with the employee (if still employed) who recorded the information in question. The Superintendent shall then sustain or deny the allegations. (Education Code 49070)

If the parent/guardian's allegations are sustained, the Superintendent shall order the correction or removal and destruction of the information. (Education Code 49070)

If the Superintendent denies the allegations, the parent/guardian may write within 30 days to appeal the decision to the Governing Board. Within 30 days of receiving the written appeal, the Board shall meet in closed session with the parent/guardian and the employee (if still employed)

who recorded the information in question. The Board shall then decide whether or not to sustain or deny the allegations. If it sustains any or all of the allegations, the Superintendent shall immediately correct or remove and destroy the information from the student's records. (Education Code 49070)

The decision of the Board shall be final. If the decision of the Superintendent or Board is unfavorable to the parent/guardian, the parent/guardian shall have the right to submit a written statement of objections. This statement shall become a part of the student's record. (Education Code 49070)

Both the Superintendent and the Board have the option of appointing a hearing panel to assist in making the decision. The hearing panel may be used at the discretion of the Superintendent or the Board provided that the parent/guardian consents to releasing record information to panel members. (Education Code 49070, 49071)

The right to challenge a record becomes the sole right of the student when the student becomes 18 or attends a postsecondary institution. (Education Code 49061)

At the beginning of each school year, parents/guardians shall be notified of the availability of the above procedures for challenging student records. (Education Code 49063)

(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

49061 Definitions

49063 Notification of parents of their rights

49066 Grades; change of grade; physical education grade

49070 Challenging content of records

49071 Hearing panel

UNITED STATES CODE, TITLE 20

1232g Family Educational and Privacy Rights Act of 1974

(12/91 2/95) 2/96

Bullying

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

Note: Education Code 234.1, as amended by AB 9 (Ch. 723, Statutes of 2011), requires the Governing Board to adopt policy prohibiting discrimination, harassment, intimidation, and bullying based on specified characteristics; see BP 5145.3 - Nondiscrimination/Harassment for language fulfilling this mandate/

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Note: Pursuant to Education Code 32261 and 48900.2-48900.4, the definition of "bullying" for purposes of establishing grounds for suspension or expulsion includes bullying via an electronic act such as posting of messages on social media networks; see AR 5144.1 - Suspension and Expulsion/Due Process.

Note: In addition, Penal Code 653.2 makes it a crime for a person to distribute personal identity information electronically with the intent to cause harassment by a third party and to threaten a person's safety or that of his/her family (e.g., placing a person's picture or address online so that he/she receives harassing messages). Penal Code 288.2 makes it a crime to send a message to a minor if the message contains matter that is sexual in nature with the intent of seducing the minor (i.e., sexting).

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

***Note: Education Code 32282 encourages districts to include policies and procedures aimed

at preventing bullying in their comprehensive safety plans; see BP 0450 - Comprehensive Safety Plan.***

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

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(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6020 - Parent Involvement)
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Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

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(cf. 5137 - Positive School Climate)
(cf. 6164.2 - Guidance/Counseling Services)
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Note: California content standards related to student education about bullying and violence prevention (e.g., recognizing the characteristics of bullying, examining the effects of bullying on others, demonstrating what to say and do when witnessing bullying) are addressed within the health education content standards adopted by the State Board of Education.

Note: 47 USC 254 requires districts that receive e-rate discounts to adopt a policy which addresses educating students about appropriate online behavior, including the interaction with other individuals on social networking web sites and in chat rooms, as well as providing information about cyberbullying awareness and response. See BP 6163.4 - Student Use of Technology for language implementing this mandate.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

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(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)
(cf. 6163.4 - Student Use of Technology)
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School staff shall receive related professional development, including information about early

warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

Note: Education Code 234.1, as amended by AB 9 (Ch. 723, Statutes of 2011), requires the district to adopt a process requiring school personnel who witness acts of discrimination, harassment, intimidation, or bullying to take immediate steps to intervene when it is safe to do so; also see BP 5145.3 - Nondiscrimination/Harassment.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Note: Pursuant to Education Code 234.1, as amended by AB 9 (Ch. 723, Statutes of 2011), districts are required to adopt a process for receiving and investigating student complaints involving discrimination, harassment, intimidation, and bullying based on race or ethnicity, nationality, gender, sex, sexual orientation, religion, or any other characteristic contained in the definition of hate crimes in Penal Code 422.55. To ensure compliance with this requirement, the California Department of Education has determined that the uniform complaint procedures must be used for this purpose. Though some bullying incidents may not fall within the provisions of Education Code 234.1, CSBA strongly recommends that districts use their uniform complaint procedures when investigating all bullying incidents to ensure consistent implementation by district staff. The following optional paragraph provides that all complaints regarding bullying will be investigated using the district's uniform complaint procedures pursuant to AR 1312.3 - Uniform Complaint Procedures. Districts that choose to use another complaint procedure for bullying incidents that are not covered within Education Code 234.1 should modify the following paragraph accordingly.

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Note: Districts have the authority to monitor student use of the district's Internet system and to conduct individual searches of student accounts if there is reasonable suspicion that a user has violated district policy or the law; see BP/AR 5145.12 - Search and Seizure and BP/AR 6163.4 - Student Use of Technology.

Note: As noted in the section "Discipline" below, the courts have generally upheld a district's authority to discipline a student for off-campus conduct when the conduct causes, or is foreseeably likely to cause, a substantial disruption of school activities. Thus, in complaints regarding off-campus conduct, districts should document, with specific examples, how the conduct or speech significantly disrupted or was likely to significantly disrupt school activities and the targeted student's educational performance.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline

Note: Pursuant to Education Code 32261 and 48900.2-48900.4, "bullying" is a ground for suspension or expulsion in grades 4-12; see AR 5144.1 - Suspension and Expulsion/Due Process.

***Note: As noted in the section "Complaints and Investigation" above, the courts have generally upheld discipline for off-campus conduct that posed a threat to the safety of other students, staff, or school property or presented a risk of substantial disruption of school activities, provided that the district was able to document the impact or disruption that the conduct had, or could be expected to have, on school activities (e.g., Lavine v. Blaine School District). In

addition, courts have analyzed the reasonableness of the district's policy and whether the disciplinary action taken by the district was in proportion to the student's misbehavior. For example, the court in J.C. v. Beverly Hills Unified School District found that the district would be able to discipline a student for a video recorded off campus and posted on YouTube, but that the discipline imposed on this particular student was not justified since the district did not present evidence of specific facts that led school officials to predict that the video would cause substantial disruption (e.g., the video was not violent or threatening nor did it lead to any confrontations between the students). When the conduct does not rise to the level of "substantial disruption," the district may implement interventions other than suspension or expulsion to address the bullying. For further information, see CSBA's policy brief Cyberbullying: Policy Considerations for Boards. Also see BP 5131 - Conduct and BP 5145.2 -Freedom of Speech/Expression.***

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

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(cf. 5138 - Conflict Resolution/Peer Mediation)
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(cf. 5144 - Discipline)

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

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

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

PENAL CODE

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

CSBA: http://www.csba.org

California Cybersafety for Children: http://www.cybersafety.ca.gov

California Department of Education, Safe Schools Office: http://www.cde.ca.gov/ls/ss

Center for Safe and Responsible Internet Use: http://cyberbully.org

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

National School Safety Center: http://www.schoolsafety.us

U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

(3/12) 4/13

Board Policy

Academic Honesty

BP 5131.9 Students

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

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

(cf. 5131 - Conduct) (cf. 6162.6 - Use of Copyrighted Materials)

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules.

(cf. 5137 - Positive School Climate) (cf. 5144 - Discipline)

The Superintendent or designee may establish a committee comprised of students, parents/guardians, staff, administrators and members of the public to develop standards of academic honesty, measures of preventing dishonesty, and specific consequences for acts of dishonesty. Any recommendations for discipline shall be incorporated into the school's site level discipline rules.

(cf. 1220 - Citizen Advisory Committee)

Legal Reference: EDUCATION CODE 35291-35291.5 Rules

(6/87 9/87) 7/00

Board Policy

Conflict Resolution/Peer Mediation

BP 5138 Students

Note: Research has indicated that school-based conflict resolution/peer mediation (CR/PM) programs effectively reduce violence and promote safe learning environments at school sites. School districts that have integrated CR/PM programs into existing disciplinary procedures have reported reductions in suspensions, expulsions and student-to-student conflict. In addition, CR/PM programs can help to promote personal responsibility and citizenship among students.

***Note: The following optional policy may be used by districts wishing to encourage the development of CR/PM programs at the school site. ***

To promote student safety and contribute to the maintenance of a positive school climate, the Governing Board encourages the development of school-based conflict resolution programs designed to help students learn constructive ways of handling conflict. The Board believes that such programs can reduce violence and promote communication, personal responsibility and problem-solving skills among students.

Conflict resolution strategies shall be considered as part of each school's comprehensive safety plan and incorporated into other district discipline procedures as appropriate. Conflict resolution programs shall not supplant the authority of staff to take appropriate action as necessary to prevent violence, ensure student safety, maintain order in the school, and institute disciplinary measures.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)

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

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

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Schoolwide programs may include curriculum in conflict resolution, including, but not limited to, instruction in effective communication and listening, critical thinking, problem-solving processes and the use of negotiation to find mutually acceptable solutions. In addition, the curriculum may address students' ethical and social development, respect for diversity, and interpersonal and behavioral skills.

(cf. 6141 - Curriculum Development and Evaluation)

Conflict resolution programs may incorporate peer mediation strategies in which selected students are specially trained to work with their peers in resolving conflicts.

Note: It is important that students voluntarily enter the mediation process in order to secure acceptance of the program. Confidentiality by all involved parties, including the program coordinator, is essential in maintaining the integrity of the peer mediation program.

Students' participation in any peer mediation program shall be voluntary and kept confidential by all parties involved.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information) (cf. 5125 - Student Records)

In developing a conflict resolution and/or peer mediation program, school-site teams shall address, as appropriate:

1. The grade levels and courses in which the conflict resolution curriculum shall be delivered

(cf. 6143 - Courses of Study)

2. Staff development related to the implementation of the curriculum and modeling of appropriate behaviors and communication skills

(cf. 4131 - Staff Development)

- 3. The selection of peer mediators involving, to the extent possible, a cross-section of students in terms of grade, gender, race, ethnicity, and socioeconomic status, and including some students who exhibit negative leadership among peers
- 4. Training and support for peer mediators, including training in mediation processes and in the skills related to understanding conflict, communicating effectively and listening
- 5. The process for identifying and referring students to the peer mediation program
- 6. The types of conflicts suitable for peer mediation

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.4 - Student Disturbances)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5145.7 - Sexual Harassment)

7. Scheduling and location of peer mediation sessions

- 8. Methods of obtaining and recording agreement from all disputants
- 9. The appropriate involvement of parents/guardians, the community and staff, including counseling/guidance and security staff

(cf. 1020 - Youth Services)

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

(cf. 3515.3 - District Police/Security Department)

(cf. 6020 - Parent Involvement)

(cf. 6164.2 - Guidance/Counseling Services)

- 10. Communications to students, parents/guardians and staff regarding the availability of the program
- 11. Methods of following up with students to determine the effectiveness of the process
- 12. Development of assessment tools to periodically evaluate the success of the program including, but not limited to, measurements of whether there has been a reduction in violence at the school and whether the school's suspension rates have fallen since the program has been introduced

Legal Reference:
EDUCATION CODE
32280-32288 School safety plans
32295.5 Teen court programs
35291-35291.5 Rules
44807 Duty concerning conduct of students
CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to safe schools

Management Resources:

CSBA PUBLICATIONS

Protecting Our Children: Governing Board Strategies to Combat School Violence, revised 1999

CDE PUBLICATIONS

Safe Schools: A Planning Guide for Action, 1995

USDE PUBLICATONS

Creating Safe and Drug-Free Schools: An Action Guide, 1996

WEB SITES

U.S. Department of Education, Safe and Drug-Free Schools Program:

http://www.ed.gov/offices/OESE/SDFS/

California Department of Education, Safe Schools and Violence Prevention Office:

http://www.cde.ca.gov/ls/ss/

Board Policy

Administering Medication And Monitoring Health Conditions

BP 5141.21 Students

***Note: The following optional policy and accompanying administrative regulation apply to the administration of medication to students pursuant to Education Code 49414.5, 49423, and 49423.1, Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), and the permissive guidelines established in 5 CCR 600-611. Pursuant to Education Code 49423, a student may be assisted by a school nurse or other designated school personnel to take, during the school day, medication prescribed or ordered for him/her by a physician or physician assistant as defined in Business and Professions Code 3501. ***

***Note: This policy and regulation do not address situations in which a district might be engaged in a collaborative arrangement with another entity for the provision of school health services to students; see BP/AR 5141.6 - School Health Services. For students identified as qualified for services under the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794), necessary medication must be administered in accordance with the student's individualized education program (IEP) or Section 504 services plan. See also BP/AR 5141.24 - Specialized Health Care Services, BP/AR 6159 - Individualized Education Program, and BP/AR 6164.6 - Identification and Education Under Section 504. ***

***Note: In August 2007, the California Department of Education (CDE) issued a nonbinding legal advisory as required by the settlement agreement of a lawsuit concerning rights of students with diabetes to receive insulin. According to the CDE's legal advisory, when a district does not have licensed individuals available (e.g., school nurses and contracted registered nurses), it may authorize trained, unlicensed school employees to administer medications, including insulin injections, to students. This section of the advisory, as it affects the administration of insulin injections to students with diabetes, has been the subject of ongoing litigation. The decision of the California Court of Appeal in American Nurses Association v. O'Connell which invalidated that section of the legal advisory has been further appealed to the California Supreme Court. Thus, the Court of Appeal's decision is stayed (i.e., not in effect) pending the decision by the California Supreme Court, which will likely be issued in the spring or summer of 2012. In view of the ongoing litigation over this issue, it is strongly recommended that districts that wish to authorize the use of trained, unlicensed school employees to administer insulin should consult with legal counsel prior to doing so. ***

The Governing Board recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider to be able to fully participate in the educational program. The Superintendent or designee shall develop processes for the administration of medication to these students. For any student with a disability, as

defined under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 services plan.

(cf. 6159 - Individualized Education Program) (cf. 6164.6 - Identification and Education Under Section 504)

***Note: 5 CCR 604 authorizes a parent/guardian to designate an individual to administer the medication, as specified below. See the accompanying administrative regulation. The CDE's legal advisory clarifies that a district may not require a parent/guardian or other relative to come onto school grounds to administer insulin and must provide the services needed by the child during the course of the regular school day. The CDE also states that a district may not require a parent/guardian to waive any rights or agree to any particular placement or related service as a condition of administering medication or assisting a student in the administration of medication.

If a parent/guardian chooses, he/she may administer the medication to his/her child at school or designate another individual who is not a school employee to do so on his/her behalf.

(cf. 1250 - Visitors/Outsiders) (cf. 6116 - Classroom Interruptions)

***Note: Education Code 49414.5, 49423, and 49423.1 authorize students to carry and self-administer medication needed for diabetes, auto-injectable epinephrine for use by students suffering an anaphylactic reaction, and asthma medication. In order for students to self-administer any such medication, the district must receive appropriate written statements, as specified in the accompanying administrative regulation. Districts may choose to allow students to carry and self-administer other types of medication beyond those authorized by the Education Code. ***

In addition, upon written request by the parent/guardian and with the approval of the student's authorized health care provider, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids.

(cf. 5141 - Health Care and Emergencies)(cf. 5141.22 - Infectious Diseases)(cf. 5141.23 - Asthma Management)(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Administration of Medication by School Personnel

***Note: Various provisions of state law allow districts to train unlicensed district employees to provide medical assistance to students at school when a credentialed school nurse or other licensed individual is unavailable. For example, Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), authorizes the use of a trained, unlicensed school employee to

administer emergency antiseizure medication to a student suffering from an epileptic seizure. In addition, Education Code 49414.5 authorizes the provision of medical assistance to students with diabetes suffering from severe hypoglycemia, while Education Code 49414 authorizes districts to voluntarily determine whether to make emergency epinephrine auto-injectors available at schools to persons suffering from severe allergic reactions. ***

***Note: Though adequate training and supervision are critical in order to ensure that students are kept safe and liability risks to districts and their employees are minimized, those standards are not always available. For the administration of emergency antiseizure medications pursuant to Education Code 49414.7, CDE, in consultation with the California Department of Public Health, is required to develop the guidelines for training and supervision of employees by July 1, 2012. For this reason, it is strongly recommended that districts consult with their legal counsel, appropriate medical personnel, and risk managers in order to ensure that appropriate protections are in place. The following section should be modified to reflect district practice. ***

Any medication prescribed by an authorized health care provider, including an emergency antiseizure medication for a student with epilepsy, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code 49414.7, 49423; 5 CCR 600)

School nurses and other designated school personnel shall administer medications in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance) (cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens) (cf. 4119.43/4219.43/4319.43 - Universal Precautions)

***Note: The following paragraph is optional. In view of the ongoing litigation regarding the administration of insulin injection by unlicensed personnel, it is strongly recommended that districts consult with legal counsel prior to adopting a policy authorizing such a practice. ***

Only a school nurse or other school employee with an appropriate medical license may administer an insulin injection to a student. In the event that no such licensed school personnel is available, the district may contract with a licensed nurse from a public or private agency to administer insulin to the student.

(cf. 5141.24 - Specialized Health Care Services)

When unlicensed personnel are authorized by law to administer a medication, such as emergency antiseizure medication, epinephrine auto-injector, or glucagon, the Superintendent or designee shall ensure that school personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper

documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training, ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

(cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)

***Note: Business and Professions Code 2727 authorizes unlicensed personnel to administer medication to students in emergency situations, such as during an epidemic or public disaster.

In an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer medication to a student.

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.5 Providing school personnel with voluntary emergency training

49414.7 Emergency medical assistance: administration of epilepsy medication

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication

49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

3501 Definitions

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

American Nurses Association v. O'Connell, (2010) 185 Cal.App.4th 393

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003 WEB SITES

CSBA: http://www.csba.org

American Diabetes Association: http://www.diabetes.org

California Department of Education, Health Services and School Nursing:

http://www.cde.ca.gov/ls/he/hn

National Diabetes Education Program: http://www.ndep.nih.gov

U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute,

asthma information: http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma

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Administrative Regulation

Administering Medication And Monitoring Health Conditions

AR 5141.21 Students

***Note: The following administrative regulation is optional. Generally, 5 CCR 600-611 provide permissive guidelines for districts to follow in administering prescribed medication to students. In addition, with respect to certain diseases or conditions, various provisions of state law require specific standards of training and supervision for employees who will provide medical assistance, in order to ensure that students are kept safe and liability risks to districts are minimized. However, these standards are not always available. For example, Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), which requires guidelines for training and supervision of employees who may administer emergency antiseizure medication to students suffering from epileptic seizures, allows the California Department of Education, in consultation with the California Department of Public Health, to develop the guidelines by July 1, 2012. ***

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel may include any individual employed by the district who has consented to administer the medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Emergency medical assistance for a student suffering an epileptic seizure means the administration of an emergency antiseizure medication such as diazepam rectal gel and other emergency medications approved by the federal Food and Drug Administration for patients suffering from epileptic seizures. (Education Code 49414.7)

Notifications to Parents/Guardians

***Note: Pursuant to Education Code 48980, districts must notify parents/guardians, at the beginning of each school year, of their rights and responsibilities under Education Code 49423 pertaining to the administration of medication to students by school employees and to self-administration of epinephrine by students. Though such notification is not required for

self-administration of asthma and diabetes medication by students, it is recommended that the annual notification include them to minimize inconsistencies in how students are treated. Parent/guardian responsibilities pursuant to Education Code 49423 are included in the section entitled "Parent/Guardian Responsibilities" below. ***

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

- 1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
- 2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

***Note: Education Code 49423 and 5 CCR 600 authorize districts to administer prescribed medication only upon receipt of written statements from the student's authorized health care provider and parent/guardian. Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), requires similar statements before district personnel may administer emergency antiseizure medications to students. In addition, appropriate statements must be received before students are allowed to carry and self-administer diabetes medication pursuant to Education Code 49414.5, auto-injectable epinephrine pursuant to Education Code 49423, or asthma medication pursuant to Education Code 49423.1. Districts may choose to allow students to carry and self-administer other types of medication beyond those authorized by the Education Code. If so, the district should modify the following section accordingly. See the accompanying Board policy. ***

1. Each year, providing required parent/guardian and authorized health care provider written statements as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. In addition, the parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for

administration changes. (Education Code 49414.5, 49414.7, 49423, 49423.1; 5 CCR 600)

- 2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician. (Education Code 49480)
- ***Note: Pursuant to Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), if the district chooses to participate in a program to train nonmedical district employees who volunteer to provide emergency medical assistance to students suffering from epileptic seizures when licensed health care professionals are not available onsite, it must establish a district plan that includes item #3 below. ***
- 3. If the student suffers from epilepsy, notifying the principal or designee whenever the student has had an emergency antiseizure medication administered to him/her within four hours before a school day. (Education Code 49414.7)
- 4. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider.

Parent/Guardian Statement

***Note: 5 CCR 603 authorizes the district to establish specific requirements regarding the parent/guardian's written statement. The following list should be modified to reflect the district's requirements. ***

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

- 1. Identify the student
- 2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the authorized health care provider's written statement or any other questions that may arise with regard to the medication
- 3. Contain an acknowledgment that the parent/guardian understands how district employees will administer or otherwise assist the student in the administration of medication
- 4. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment

5. Contain an acknowledgment that the parent/guardian may terminate consent for such administration at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

- 1. Consent to the self-administration
- 2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

- 1. The individual's willingness to accept the designation
- 2. That the individual is permitted to be on the school site
- 3. Any limitations on the individual's authority

Health Care Provider Statement

***Note: Education Code 49423 and 49423.1 and 5 CCR 602 list items that the authorized health care provider's written statement must contain, as specified in items #1-4 below. Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), has similar requirements for the administration of emergency antiseizure medication to students suffering from epileptic seizures. Districts that request additional information in the statement should modify the following list accordingly. ***

When district employees are to administer medication to a student or when a student is to be allowed to carry and self-administer prescription diabetes medication, auto-injectable epinephrine, or prescription inhaled asthma medication during school hours, the authorized health care provider's written statement shall include:

- 1. Clear identification of the student (Education Code 49414.7, 49423, 49423.1; 5 CCR 602)
- 2. The name of the medication (Education Code 49414.7, 49423, 49423.1; 5 CCR 602)
- 3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49414.7, 49423, 49423.1; 5 CCR 602)

4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49423, 49423.1; 5 CCR 602)

(cf. 5141.23 - Asthma Management) (cf. 5141.27 - Food Allergies/Special Dietary Needs)

***Note: Items #5-7 below are optional and may be revised to reflect district practice. ***

- 5. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
- 6. Possible side effects of the medication
- 7. Name, address, telephone number, and signature of the student's authorized health care provider

***Note: Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), adds the following requirements for the health care provider's written statement when an emergency antiseizure medication is involved.

When authorizing a district employee to administer emergency antiseizure medication to a student, the authorized health care provider's written statement shall also include the following: (Education Code 49414.7)

- 1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary
- 2. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class, the length of time for direct observation, and a requirement to contact the school nurse and the student's parent/guardian to continue the observation plan

District Responsibilities

***Note: The following section should be modified to reflect district practice. ***

The school nurse or other designated school personnel shall:

- 1. Administer or assist in administering medications in accordance with the authorized health care provider's written statement
- 2. Accept delivery of medications from parents/guardians and count and record them upon receipt

- 3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medications, and note on the list the type of medication and the times and dosage to be administered
- ***Note: 5 CCR 601 specifies items that districts may, but are not required to, include in the medication log, as provided in item #4 below. ***
- 4. Maintain a medication log which may:
- a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
- b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
- ***Note: 5 CCR 601 specifies items that may be included in the medication record, as detailed below. In addition, 5 CCR 607 authorizes the district to establish policies regarding documentation of medication, including the maintenance of the medication record. ***
- 5. Maintain a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
- 6. Ensure that student confidentiality is appropriately maintained

(cf. 5125 - Student Records)

7. Coordinate the administration of medication during field trips and after-school activities

(cf. 5148.2 - Before/After School Programs)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

- 8. Report to the parent/guardian and the site administrator any refusal by the student to take his/her medication
- 9. Keep all medication to be administered by the district in a locked drawer or cabinet
- 10. As needed, communicate with the authorized health care provider and pharmacist regarding the medication and its effects
- 11. Counsel other designated school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose

***Note: 5 CCR 609 authorizes the district to establish policies regarding unused, discontinued, or outdated medication. ***

- 12. Ensure that unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
- 13. Provide immediate medical assistance, if needed, and report to the site administrator and parent/guardian instances when the medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Upon receiving such notification, the site administrator may notify the student's authorized health care provider and shall document the error in the medication log.

Additional Requirements for Management of Epileptic Seizures

***Note: Pursuant to Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), any district that chooses to participate in a program to train nonmedical district employees who volunteer to provide emergency medical assistance to students suffering from epileptic seizures when licensed health care professionals are not available onsite is required to satisfy specific requirements, including developing a district plan with certain components. The requirements of Education Code 49414.7 that are similar to the requirements for administration of other types of medication are addressed in previous sections. Other requirements that are unique to this program are reflected in the following optional section. ***

In addition to other applicable provisions in preceding sections, the Superintendent or designee shall make arrangements for assisting students with epilepsy who may suffer a seizure at school. Such arrangements shall include the following: (Education Code 49414.7)

1. The notification of any parent/guardian who requests that a nonmedical district employee be trained to provide emergency medical assistance to his/her child that the child may qualify for services or accommodations under a Section 504 plan or an individualized education program (IEP).

The Superintendent or designee shall assist the parent/guardian to explore that option and shall encourage him/her to adopt the option if the student is determined to be eligible for such service or accommodation.

(cf. 6159 - Individualized Education Program) (cf. 6164.6 - Identification and Education Under Section 504)

2. The creation of an individualized health plan, seizure action plan, or other appropriate health plan designed to acknowledge and prepare for the child's health care needs in school, if a parent/guardian refuses to have his/her child assessed for services or accommodations under the Section 504 plan or an IEP.

3. The distribution of an electronic notice to school staff, no more than twice per school year, for each student whose parent/guardian has requested provision of emergency medical assistance pursuant to Education Code 49414.7. The notice shall be in bold print and, in accordance with Education Code 49414.7, shall contain a description of the volunteer request, the training that the volunteer will receive, the voluntary nature of the program, and the timelines for the volunteer to rescind his/her offer.

If no employee volunteers to administer emergency antiseizure medication to a student, the Superintendent or designee shall renotify the student's parent/guardian of the option to be assessed for services and accommodations under Section 504 and the federal Individuals with Disabilities Education Act.

- 4. An assurance that any employee who volunteers to administer an emergency antiseizure medication receives training from a licensed health care professional before administering such medication. When a trained employee has not administered an emergency antiseizure medication to a student within two years after completing the training, he/she shall attend a new training program to retain the ability to administer an emergency antiseizure medication.
- 5. An assurance that any training provided for district employees who volunteer to administer emergency antiseizure medications to students includes, but is not limited to:
- a. Recognition and treatment of different types of seizures
- b. Administration of an emergency antiseizure medication
- c. Basic emergency follow-up procedures, including, but not limited to, a requirement for the principal or designee to call the emergency 911 telephone number and to contact the student's parent/guardian, but not necessarily to transport the student to an emergency room
- d. Techniques and procedures to ensure student privacy
- (cf. 5022 Student and Family Privacy Rights)
- 6. A process for notifying the credentialed school nurse, or the Superintendent or designee as applicable, whenever an employee administers an emergency antiseizure medication to a student at a school site.

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Administrative Regulation

Specialized Health Care Services

AR 5141.24 Students

***Note: Pursuant to 20 USC 1412 and 34 CFR 300.101, a student with disabilities must be provided with special education and related services identified in the student's individualized education program (IEP). 34 CFR 300.34 defines "related services" to include school health and school nurse services. Whether a specific medical service needed by a student with disabilities must be provided by the district, at the district's expense, is a fact-specific analysis. Districts with questions should consult with legal counsel. ***

Definitions

Specialized physical health services means those health services prescribed by the student's licensed physician requiring medically related training for the individual who performs the services and which are necessary during the school day to enable the student to attend school. These services include catheterization, gastric tube feeding, suctioning, or other services that require medically related training. (Education Code 49423.5; 5 CCR 3051.12)

Qualified means the ability to demonstrate competence in cardio-pulmonary resuscitation, current knowledge of community emergency medical resources, and skill in the use of equipment and performance of techniques necessary to provide specialized physical health care services for individuals with disabilities. In addition, for designated school personnel, qualified means trained in the procedures to a level of competence and safety which meets the objectives of the training as provided by the school nurse, public health nurse, licensed physician, or other programs which provide the training. (Education Code 49423.5; 5 CCR 3051.12)

Training means preparation in the appropriate delivery and skillful performance of specialized physical health care services. (5 CCR 3051.12)

Supervision means review, observation, and/or instruction of a designated school person's performance and of physical health care services, but does not necessarily require the immediate presence of the supervisor at all times. (5 CCR 3051.12)

Provision of Services

A student with disabilities who requires specialized health care services during the school day, as identified in his/her individualized education program (IEP), may be assisted by any of the following individuals: (Education Code 49423.5, 56345)

***Note: AB 342 (Ch. 12, Statutes of 2007) amended Education Code 49423.5 to add a person

holding a certificate of public health nursing to the list of persons qualified to provide specialized services.***

1. Qualified persons who possess an appropriate credential pursuant to Education Code 44267 (service credential with specialization in health), Education Code 44267.5 (service credential with specialization in health for school nurse), or a valid certificate of public health nursing issued by the Board of Registered Nursing

***Note: Education Code 49423.5 permits school nurses to train and supervise school personnel who do not possess a nursing license to provide specialized physical health care services to special education students during the school day. ***

***Note: AB 342 (Ch. 12, Statutes of 2007) amended Education Code 49423.5 to add a public health nurse to the list of people qualified to supervise other school personnel, as specified below. ***

- 2. Qualified designated school personnel trained in the administration of specialized physical health care if they perform those services under the supervision of a credentialed school nurse, public health nurse, or licensed physician and the services are determined by the credentialed school nurse or licensed physician, in consultation with the physician treating the student, to meet all of the following criteria:
 - a. Constitute routine care for the student
 - b. Pose little potential harm for the student
 - c. Are performed with predictable outcomes, as defined in the student's IEP
- d. Do not require a nursing assessment, interpretation, or decision making by the designated school personnel

(cf. 6159 - Individualized Education Program)

Specialized health care or other services that require medically related training shall be provided pursuant to Education Code 49423. (Education Code 49423.5)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

Schools shall provide appropriate accommodations for safety and necessary physical care services. The student's personal privacy and dignity shall be assured. (5 CCR 3051.12)

A qualified school nurse, public health nurse, or licensed physician responsible for supervising the physical health care of students with disabilities in the school setting shall: (5 CCR 3051.12)

1. Coordinate the health care services to the students with disabilities on the school site

- 2. Consult with appropriate personnel regarding management of health care services for students with disabilities
- 3. Make appropriate referrals and maintain communication with health agencies providing care to students with disabilities
- 4. Maintain or review licensed physician and parent/guardian requests and daily documentation records

The licensed physician of a student with disabilities who is required to receive physical health care services shall provide a written statement detailing the procedure and time schedule by which such procedures are to be given. In addition, the student's parent/guardian shall provide a written statement indicating his/her desire that the district assist the student in the matters set forth in the physician's statement and granting consent for the delivery of such services. (5 CCR 3051.12)

For each student with disabilities, the district shall maintain the physician and parent/guardian statements, as well as the specific standardized procedures to be used if the services are provided. The district shall also maintain daily documentation of specific services provided and shall include the signatures of the personnel who performed the procedure. This documentation shall be maintained in accordance with the requirements for confidentiality of student records and shall be classified as mandatory interim student records. (5 CCR 3051.12)

(cf. 5125 - Student Records)

Legal Reference:

EDUCATION CODE

44267 Services credential with specialization in health

44267.5 Services credential with specialization in health for school nurse

49423 Administration of prescribed medication for student

49423.5 Specialized physical health care services

49426 School nurses

56000-56606 Special education programs, especially:

56345 Individualized education program contents

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

CODE OF REGULATIONS, TITLE 5

3051.12 Health and nursing services

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34
300.1-300.818 Individuals with Disabilities Education Act, especially:
300.34 Related services
COURT DECISIONS
Cedar Rapids Community School District v. Garret F., (1999) 526 U.S. 66
Clovis Unified School District v. Office of Administrative Hearings, (1990) 903 F.2d 635
Taylor v. Honig, (1990) 910 F.2d 627

Management Resources:

WEB SITES

California Department of Education, Health Services and School Nursing:

http://www.cde.ca.gov/ls/he/hn

California School Nurses Organization: http://www.csno.org

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Administrative Regulation

Food Allergies/Special Dietary Needs

AR 5141.27 Students

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

Definitions

Note: The following definitions are based on Education Code 49414, resources from Food Allergy Research and Education, and guidance from the U.S. Department of Agriculture, Accommodating Children with Special Dietary Needs in the School Nutrition Programs: Guidance for School Food Service Staff.

Special dietary needs include food intolerances, allergies, and other medical needs that may require avoidance of specific foods.

Food allergies are abnormal responses of the body's immune system to certain foods or ingredients.

Anaphylaxis is a potentially life-threatening hypersensitivity to a substance and may be caused by a food allergy. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

Epinephrine auto-injector is a disposable drug delivery system with a spring-activated concealed needle that is designed for emergency administration of epinephrine to persons suffering a potentially fatal reaction to anaphylaxis. (Education Code 49414)

Notification by Parent/Guardian

The parents/guardians of any student who has a known food allergy or other special dietary need shall notify the Superintendent or designee, in writing, and provide written medical documentation, signed by the student's health care provider, that describes the nature of the student's condition, instructions, and necessary medications. If the student's condition requires food substitutions or modifications in school meals, the written statement shall also describe the specific foods to be restricted and the foods that should be substituted.

Health Plan

Upon receiving notice of a student's food allergy or other special dietary need, the

Superintendent or designee shall ensure that a written health plan is developed, in consultation with the student's parents/guardians and health provider, to manage the student's needs while at school or at a school-sponsored activity. The plan shall seek to minimize the student's risk of exposure to the allergen and address actions to be taken if exposure occurs.

As appropriate, the plan may include specific food prohibitions and substitutions, an identification of common school rooms where the student may be exposed, staff responsibilities, information and training to be provided to staff, accommodations and services to facilitate the student's participation in the educational program, and medical/emergency protocols.

Note: Pursuant to Section 504 of the federal Rehabilitation Act (29 USC 794) and the Americans with Disabilities Amendments Act of 2008 (42 USC 12102), a student with a food allergy or food intolerance that substantially limits one or more major life activities may be considered "disabled" and require accommodations, even if his/her allergy is being managed by mitigating measures; see the accompanying Board policy. Thus, in such circumstances the district is obligated to conduct a Section 504 evaluation in accordance with AR 6164.6 - Identification and Evaluation Under Section 504. The U.S. Department of Education's Office for Civil Rights (OCR), in its January 2012 Dear Colleague Letter and accompanying Questions and Answers on ADA Amendments Act of 2008 for Students with Disabilities Attending Public Elementary and Secondary Schools, states that an existing individualized health care plan may be insufficient if it does not comply with current Section 504 requirements for evaluation, placement, and procedural safeguards.

When a student with a food allergy or other special dietary need has been identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act, necessary accommodations and services shall be identified as part of the student's Section 504 services plan or individualized education program, as appropriate.

(cf. 5141.24 - Specialized Health Care Services) (cf. 6159 - Individualized Education Program) (cf. 6164.6 - Identification and Education Under Section 504)

Prevention Strategies

To minimize students' exposure to foods to which they are allergic, the Superintendent or designee shall, at a minimum, implement the following preventive measures:

1. Notification to District Staff

When notified by the parent/guardian that a student has a food allergy, the Superintendent or designee shall inform the student's principal, teacher(s), bus driver, school nurse, coach, and/or any other personnel responsible for supervising the student.

The principal or designee shall notify substitute staff of the identity of any students with known food allergies and the school's response plan.

(cf. 5125 - Student Records)

Note: Item #2 below is for use by districts that participate in the federal National School Lunch and/or School Breakfast Program (42 USC 1751-1769h, 1771-1791; 7 CFR 210.1-210.31, 220.1-220.21, 225.16) and may be adapted by other districts. 5 CCR 15562 provides that federal and state meal reimborsements may be claimed for substitutions made due to medical reasons provided that such substitutions are authorized in writing by a health care provider and the authorization is on file at the school.

2. Food Services

The district's food services program shall make food substitutions in breakfasts, lunches, and after-school snacks when students are considered to have a disability under Section 504 that restricts their diet and when a health care provider has signed a statement of need that includes recommended alternate foods. (7 CFR 210.10, 220.8)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 5148.2 - Before/After School Programs)

Substitutions may be made on a case-by-case basis for students who do not have a disability under Section 504 but who cannot consume the regular breakfast, lunch, or after-school snack because of medical or other special dietary needs, when supported by a statement of need signed by a health care provider. (7 CFR 210.10, 220.8, 225.16)

Note: The remainder of item #2 reflects guidance from the U.S. Department of Agriculture, Accommodating Children with Special Dietary Needs in the School Nutrition Programs: Guidance for School Food Service Staff. The guidance clarifies that schools have a responsibility to provide a safe meal to a student when it has been determined that the student's food allergy is disabling, which may require checking food labels or specifications or seeking additional information when the label is insufficient.

The district's food services staff shall check food labels or specifications to ensure that foods do not contain traces of substances to which the student is allergic.

Under no circumstances shall food services staff prescribe nutritional requirements or revise a diet order prescribed by a health care provider.

Food substitutions shall not result in any additional cost to the student.

3. Class Parties/School Activities

Without identifying the student, the principal or teacher may notify parents/guardians of other students in the class that a student is allergic to a specific food and may request that certain foods

not be provided at class parties or other school events.

Whenever the ingredients in any food served at class parties or other school activities are unknown, the student shall be encouraged to avoid the food.

4. Sanitation and Cleaning

To avoid spreading allergens, cafeteria tables and classroom surfaces shall be cleaned with fresh cloth or disposable paper towels utilizing cleaning products known to effectively remove food proteins, excluding waterless cleaners or instant hand sanitizers that do not involve a wet-wash step. Cross-contact from a sponge or cloth used to clean allergen-containing tabletops shall be avoided.

Staff shall use and promote hand-washing using soap and water before and after food handling.

Students shall be notified that exchanging meals or utensils is prohibited.

5. Professional Development

Schoolwide professional development shall be provided to appropriate staff on the identification and management of food allergies, including avoidance measures, typical symptoms, the proper use of epinephrine auto-injectors, documentation and storage of medication, and emergency drills.

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(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
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6. Supervision of Students

When available, staff who are trained and knowledgeable about symptoms of anaphylaxis and actions to take in an emergency shall provide supervision in the classroom and cafeteria, on the playground, and on field trips or other school activities whenever students known to have a food allergy are present.

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(cf. 6153 - School-Sponsored Trips)
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7. Health Education

The district's health education curriculum may include instruction on food allergies in order to assist food-allergic students in taking responsibility for monitoring their diet and to teach other students about the dangers of sharing foods or utensils with others.

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(cf. 6142.8 - Comprehensive Health Education)
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Emergency Response

Note: For language regarding a student's ability to carry and self-administer medication, including epinephrine auto-injectors, see BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions.

Note: Pursuant to Education Code 49407, no district, Board member, school principal, health care provider, or hospital treating any child shall be held liable for the reasonable treatment of a child without the consent of a parent/guardian when the child is ill or injured during regular school hours, requires reasonable medical treatment, and the parent/guardian cannot be reached, unless the parent/guardian has previously filed with the school district a written objection to any medical treatment other than first aid.

Epinephrine auto-injectors or other medicine provided for use in the event of an anaphylactic shock reaction shall be stored and used in accordance with law and BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions.

(cf. 4119.43 - Universal Precautions) (cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

In addition, staff shall call 911 and seek immediate medical attention for a student experiencing an anaphylactic shock reaction.

(cf. 5141 - Health Care and Emergencies)

As soon as possible, school staff shall contact the student's parents/guardians or other person identified as an emergency contact.

When a student with a known allergy will be off school grounds, such as on a field trip, he/she shall be accompanied by a kit containing at least two doses of epinephrine, other medications as noted by the student's health care provider, and, as appropriate, the student's individualized food allergy plan.

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Board Policy

Food Allergies/Special Dietary Needs

BP 5141.27 Students

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

The Governing Board desires to prevent students' exposure to foods to which they are allergic or intolerant and to provide for prompt and appropriate treatment in the event that a severe allergic reaction occurs at school.

The Superintendent or designee shall develop guidelines for the care of food-allergic students. Such guidelines shall include, but are not limited to, strategies for identifying students at risk for allergic reactions, avoidance measures, education of staff regarding typical symptoms, and actions to be taken in the event of a severe allergic reaction.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 3554 - Other Food Sales)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5030 - Student Wellness)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

Parents/guardians shall be responsible for notifying the Superintendent or designee, in writing, regarding any food allergies or other special dietary needs of their child in accordance with administrative regulation.

(cf. 5125 - Student Records)

***Note: If a student's food allergy or food intolerance substantially limits one or more major life activities, the student may be considered "disabled" in accordance with Section 504 of the federal Rehabilitation Act (29 USC 794), even if he/she does not require services pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482). For Section 504 purposes, the definitions of "disability" and "substantially limits" contained in 42 USC 12102, as amended by the Americans with Disabilities Amendments Act of 2008, require that a determination of disability be made without regard to the ameliorative effects of mitigating measures. For example, if a student has a severe allergy that is managed through allergy shots, frequent hand washing, bringing a lunch from home, or other measures, he/she may still be considered disabled under Section 504 if the allergy would substantially limit a major life activity without those

mitigating measures. The district would need to evaluate the student to determine if he/she has a disability and to develop an accommodation plan if necessary. See BP/AR 6164.6 - Identification and Education Under Section 504.***

Note: The U.S. Department of Education's Office for Civil Rights (OCR), in its January 2012 Dear Colleague Letter and accompanying Questions and Answers on ADA Amendments Act of 2008 for Students with Disabilities Attending Public Elementary and Secondary Schools, clarifies that under the new rules, many students with allergies would be considered to have a disability because their allergies are likely to substantially limit the major life activities of breathing and respiratory function without mitigating measures. Furthermore, an existing individualized health care plan may be insufficient if it does not comply with current Section 504 requirements for evaluation, placement, and procedural safeguards. Some regional offices of OCR have taken the position that a Section 504 plan is required because of the inherent danger that can result from an allergic reaction.

Note: The types of accommodations that may be considered reasonable vary depending on the individual needs of the student and the severity of the allergy. The National School Boards Association's Legal and Practical Issues Relating to Accommodating Students with Peanut Allergies cites cases in which the accommodations imposed by administrative hearing officers ranged from providing an allergy-free table in the cafeteria to banning peanuts in a classroom.

When a student's food allergy or food intolerance substantially limits one or more major life activities, his/her parents/guardians shall be informed of the district's obligation to evaluate the student to determine if he/she requires accommodations pursuant to Section 504 of the federal Rehabilitation Act. The student shall be evaluated in accordance with law and the procedures specified in AR 6164.6 - Identification and Education Under Section 504. If that process results in the development of a Section 504 plan, the district shall provide the accommodations and/or aids and services identified in the plan.

(cf. 6145 - Extracurricular and Cocurricular Activities) (cf. 6164.6 - Identification and Education Under Section 504)

If a student's diet restrictions and needed services are addressed in an individualized education program (IEP), the Superintendent or designee shall ensure compliance with the IEP including any necessary food substitutions.

(cf. 6159 - Individualized Education Program)

Note: Section 504 and other federal and state laws prohibit discrimination on the basis of disability. If an allergic student is determined to be disabled" as discussed above, he/she is entitled to protection under the nondiscrimination provisions of Section 504, even if he/she does not need any special education or related services as a result of the allergy. In addition, Education Code 234.1 requires districts to adopt a process for receiving and investigating student complaints involving discrimination, harassment, intimidation, and bullying based on specified characteristics, including disability; see AR 1312.3 - Uniform Complaint Procedures.

Students shall not be excluded from school activities nor otherwise discriminated against, harassed, intimidated, or bullied because of their food allergy.

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

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

Any complaint of alleged noncompliance with this policy shall be addressed through appropriate district complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3555 - Nutrition Program Compliance)

The district's food services program may, but is not required to, accommodate individual student preferences or diets that are not supported by a statement from the student's health care provider.

Legal Reference:

EDUCATION CODE

234.1 Prohibition against discrimination, harassment, intimidation, and bullying

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49423 Administration of prescribed medication for student

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

15562 Reimbursement for meals, substitutions

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

701-795a Rehabilitation Act, including:

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

1751-1769h National School Lunch Program

1771-1791 Child nutrition, especially:

1773 School Breakfast Program

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

225.16 Meal programs, individual substitutions

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004

FOOD ALLERGY RESEARCH AND EDUCATION PUBLICATIONS School Guidelines for Managing Students with Food Allergies

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Legal and Practical Issues Relating to Accommodating Students with Peanut Allergies, Inquiry and Analysis, April 2009

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Accommodating Children with Special Dietary Needs in the School Nutrition Programs: Guidance for School Food Service Staff, 2001

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter and Questions and Answers on ADA Amendments Act of 2008 for
Students with Disabilities Attending Public Elementary and Secondary Schools, January 2012
WEB SITES

California Department of Education, Health Services: http://www.cde.ca.gov/ls/he/hn Food Allergy Research and Education: http://www.foodallergy.org

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

U.S. Department of Agriculture: http://www.fns.usda.gov

U.S. Department of Education, Office for Civil Rights: http://www2.ed.gov/about/offices/list/ocr

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Administrative Regulation

Immunizations

AR 5141.31 Students

Required Immunizations

Note: The following optional paragraph may be revised to reflect district practice. The California Department of Public Health's (CDPH) California Immunization Handbook for Schools and Child Care Programs recommends that districts provide parents/guardians with a written notice of immunization requirements. The CDPH's Guide to the Requirements of the California School Immunization Law for Parents of Children in or Entering School or Child Care, which is available in English and Spanish, may be used for this purpose.

The Superintendent or designee shall provide parents/guardians, upon school registration, a written notice summarizing the state's immunization requirements.

Note: The following paragraph should be revised to reflect the grade levels and programs offered by the district. See 17 CCR 6020 and the CDPH's Guide to Immunizations Required for School Entry and California Immunization Handbook for Schools and Child Care Programs for details regarding the ages/grades at which specific immunizations are required and the doses needed.

The Superintendent or designee shall not unconditionally admit any student to a district elementary or secondary school, preschool, or child care and development program nor advance a student to specified grade levels unless the student has presented documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR 6020)

- 1. Measles, mumps, and rubella (MMR)
- 2. Diphtheria, tetanus, and pertussis (whooping cough) (DTP, DTaP, or Tdap)
- 3. Poliomyelitis (polio)
- 4. Hepatitis B
- 5. Varicella (chickenpox)
- 6. Haemophilus influenza type b (Hib meningitis)

7. Any other disease designated by the CDPH

(cf. 5141.22 - Infectious Diseases)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

Note: According to the CDPH's Guide to Immunizations Required for School Entry, the immunization record must be either a personal record with entries made by an authorized health care provider or a school immunization record from the student's previous school (either the California School Immunization Record or another state's school record). Pursuant to 17 CCR 6070, the record must include at least the month and year each dose was received. However, for measles, mumps, and rubella vaccine administered during the month of the first birthday, the record must show the month, day, and year.

The student's immunization record shall be provided by the student's health care provider or from the student's previous school immunization record. The record must show the date that each dose was administered.

Exemptions

Exemption from immunization requirements shall be granted under either of the following circumstances: (Health and Safety Code 120365, 120370; 17 CCR 6051)

- 1. The student's parent/guardian provides a written statement by a licensed physician that, due to the physical condition or medical circumstances of the student, one or more immunizations are considered unsafe or are permanently not indicated. The physician's statement shall indicate the specific nature and probable duration of the medical condition or circumstances that contraindicate immunization. In such circumstances, the student shall be exempted from one or more vaccines to the extent indicated by the physician's statement.
- ***Note: Health and Safety Code 120365 exempts a student from one or more immunization requirements if the parent/guardian states in writing that the immunizations are contrary to his/her beliefs. AB 2109 (Ch. 821, Statutes of 2012) amended Health and Safety Code 120365 to require that this written statement also document which immunizations have been given and to specify which immunizations are contrary to the parent/guardian's beliefs. On or after January 1, 2014, the parent/guardian statement must be accompanied by (1) a CDPH form signed by a physician attesting that he/she has provided certain information to the parent/guardian, as provided below, and (2) the parent/guardian's acknowledgment of the receipt of the information.***
- 2. The student's parent/guardian provides a letter or affidavit documenting which immunizations required by Health and Safety Code 120355 have been given and which immunizations have not been given on the basis that they are contrary to the parent/guardian's beliefs.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

When immunization(s) are contrary to the parent/guardian's personal beliefs but there is good cause to believe that the student has been exposed to one of the communicable diseases listed in Health and Safety Code 120325, the student may be temporarily excluded from school until the local public health officer is satisfied that the student is no longer at risk of developing the disease.

On or after January 1, 2014, the parent/guardian shall also submit a form prescribed by the CDPH which includes a signed attestation by a health care practitioner that indicates he/she has provided the parent/guardian with information regarding the benefits and risks of the immunization and the health risks of the communicable diseases listed in Health and Safety Code 120335 to the person and the community. The parent/guardian shall sign a statement indicating that he/she has received this information. Neither the health care practitioner nor the parent/guardian shall sign these statements more than six months prior to the date that the student is subject to the immunization requirement. In lieu of the original form, the district shall accept a photocopy of the signed form or a letter by a health care practitioner that includes all information and attestations included on the form.

Exclusions Due to Lack of Immunizations

Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or an exemption is granted in accordance with the section "Exemptions" above.

(cf. 5112.2 - Exclusions from Attendance) (cf. 6183 - Home and Hospital Instruction)

Before an already admitted student is excluded from school attendance because of lack of immunization, the Superintendent or designee shall notify the parent/guardian that he/she has 10 school days to supply evidence of proper immunization or an appropriate exemption. (Education Code 48216; 17 CCR 6040)

This notice shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any. (Education Code 48216)

(cf. 5141.6 - School Health Services)

The Superintendent or designee shall exclude from further attendance any already admitted student who fails to obtain the required immunization within 10 school days following the parent/guardian's receipt of the notice specified above, unless the student is exempt from immunization for medical reasons or personal beliefs. The student shall remain excluded from school until he/she provides written evidence that he/she has received a dose of each required vaccine due at that time. The student shall also be reported to the attendance supervisor or principal. (17 CCR 6055)

Conditional Enrollment

The Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that: (Health and Safety Code 120340; 17 CCR 6000, 6035)

- 1. The student has received some but not all required immunizations and is not due for any vaccine dose at the time of admission.
- 2. The student has a temporary exemption from immunization for medical reasons.

The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses when they become due as specified in 17 CCR 6035.

The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, he/she shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6070)

Records

Note: The CDPH requires that school staff record all immunization dates from each student's personal immunization record onto the California School Immunization Record (often referred to as the "blue card") and then complete the documentation section of the card which includes the type of record provided and the status of the student's immunizations. The record also may be maintained electronically.

Note: An immunization record that is directly related to a student is an "education record" subject to the Family Educational Rights and Privacy Act (20 USC 1232g; 34 CFR 99.1-99.67) and therefore generally requires parent/guardian consent to be lawfully disclosed. However, pursuant to 20 USC 1232g and 34 CFR 99.31 and 99.36, an exception exists when knowledge of the information is necessary to address an articulable and significant threat to the health or safety of the student or other individuals.

The Superintendent or designee shall record each new entrant's immunizations in the California School Immunization Record and retain it as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070)

(cf. 5125 - Student Records)

Board Policy

School Health Services

BP 5141.6 Students

***Note: The following optional policy should be revised to reflect district practice. This policy addresses the provision of health services at or near school sites, such as through a school-based or school-linked health center or mobile van. Districts maintaining or planning to establish school health services are encouraged to read CSBA's policy brief entitled Expanding Access to School Health Services: Policy Considerations for Governing Boards. ***

***Note: Other CSBA sample policies and/or administrative regulations address specific health requirements and services for students. For example, see BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions, AR 5141.24 - Specialized Health Care Services, BP/AR 5141.3 - Health Examinations, and AR 5141.32 - Health Screening for School Entry. ***

The Governing Board recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive health services. The district may provide access to health services at or near district schools through the establishment of a school health center and/or mobile van(s) that serve multiple campuses.

The Board and the Superintendent or designee shall collaborate with local and state agencies and health care providers to assess the health needs of students in district schools and the community. Based on the results of this needs assessment and the availability of resources, the Superintendent or designee shall recommend for Board approval the types of health services to be provided by the district.

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(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.23 - Asthma Management)
(cf. 5141.24 - Specialized Health Care Services)
(cf. 5141.25 - Availability of Condoms)
(cf. 5141.26 - Tuberculosis Testing)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.33 - Head Lice)
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(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5141.52 - Suicide Prevention)
(cf. 6145.2 - Athletic Competition)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)
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***Note: School health centers generally are funded by a combination of insurance reimbursements; state, federal, and county grants; district funds; subsidies from community clinics or hospitals; and/or private donations. In some cases, the provision of school health services has been supported by grants provided through the state's Healthy Start program (Education Code 8800-8807) although districts are expected to sustain programs and services after the grant period expires. ***

Board approval shall be required for any proposed use of district resources and facilities to support school health services. The Superintendent or designee shall identify funding opportunities available through grant programs, private foundations, and partnerships with local agencies and organizations.

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(cf. 1260 - Educational Foundation)
(cf. 1330.1 - Joint Use Agreement)
(cf. 3100 - Budget)
(cf. 7000 - Facilities Master Plan)
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***Note: The following optional paragraph may be revised to reflect district practice. Health and Safety Code 124174.6 establishes a grant program within the Public School Health Center Support Program to award funds to school health centers, if and when funds are appropriated in the State Budget. Preference for grant funding shall be given in accordance with the priorities specified below. ***

The Board may prioritize school health services to schools with the greatest need, including schools with medically underserved populations, a high percentage of low-income and uninsured children and youth, large numbers of English learners, Academic Performance Index rankings in deciles 1-3, and/or a shortage of health professionals in the community.

School health services shall be provided or supervised by a licensed health care professional. The Board may employ or contract with health care professionals or partner with community health centers to provide the services under the terms of a written contract or memorandum of understanding.

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(cf. 1020 - Youth Services)
(cf. 3312 - Contracts)
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If a school nurse is employed by the school or district, he/she shall be involved in planning and implementing the school health services as appropriate.

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

California Department of Education's Health Framework for California Public Schools recommends a coordinated school health approach which integrates health services, health education, physical education, parent/community involvement, nutrition services, psychological and counseling services, a safe and healthy school environment, and health promotion for staff.

The Superintendent or designee shall coordinate the provision of school health services with other student wellness initiatives, including health education, nutrition and physical fitness programs, and other activities designed to create a healthy school environment. The Superintendent or designee shall encourage joint planning and regular communications among health services staff, district administrators, teachers, counselors, other staff, and parents/guardians.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Counseling/Guidance Services)

Consent and Confidentiality

***Note: Family Code 6920-6929 specify exceptions under which minors do not need parent/guardian consent prior to receiving services. As amended by AB 499 (Ch. 652, Statutes of 2011), Family Code 6926 authorizes a minor age 12 years or older to consent to medical care related to the prevention of a sexually transmitted disease. In addition, Health and Safety Code 124260 allows a minor age 12 or older to consent to outpatient mental health services if, in the opinion of a professional person, as defined, the minor is mature enough to participate intelligently in the mental health treatment or counseling services. In this case, the child's parent/guardian must be involved unless the professional person determines it would be inappropriate. ***

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant to Family Code 6920-6929, Health and Safety Code 124260, or other applicable law.

***Note: The Health Insurance Portability and Accountability Act (HIPAA) (45 CFR 164.500-164.534) mandates actions that "covered entities" must take to protect the privacy of an individual's health information. Generally, entities covered by HIPAA may release or receive "protected health information" about an individual only if that individual gives permission or the Act expressly permits its release. Districts with questions about the applicability of HIPAA should consult legal counsel as appropriate. ***

***Note: In addition, 22 CCR 51270 requires districts serving as Medi-Cal providers (see section entitled "Payment/Reimbursement for Services" below) to comply with confidentiality requirements specified in 42 USC 1320c-9, 42 CFR 431.300, Welfare and Institutions Code 14100.2, Education Code 49073-49079, and 22 CCR 51009. ***

The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

(cf. 5125 - Student Records)

Payment/Reimbursement for Services

***Note: Some school health services, such as medical and related services specified in an individualized education program for students with disabilities, must be provided free of charge. For other services, districts may charge a fee and are entitled to seek third-party reimbursement from students' private insurance and state or federal programs such as Medi-Cal, the low-cost Healthy Families insurance program, and the Child Health and Disability Prevention program. See the accompanying administrative regulation. ***

The Board desires that costs not be a barrier to student access to services. Services may be provided free of charge or on a sliding scale in accordance with law.

The Superintendent or designee shall establish procedures for billing public and private insurance programs and other applicable programs for reimbursement of services as appropriate.

(cf. 5143 - Insurance)

***Note: The following optional paragraph is for use by districts that have received approval from the California Department of Health Care Services to serve as Medi-Cal providers. A program that receives funding through the Healthy Start program is required by Education Code 8804 to seek designation as a Medi-Cal provider. ***

***Note: Pursuant to Welfare and Institutions Code 14132.06 and 22 CCR 51051 and 51190.1, to the extent that federal funding is available, local educational agencies (LEAs) may receive partial Medi-Cal reimbursement through the LEA Medi-Cal Billing Option for health services provided to an enrolled student under age 22 who is certified for Medi-Cal and/or an eligible member of his/her family. In addition, pursuant to Welfare and Institutions Code 14132.47, LEAs may be reimbursed through the Medi-Cal Administrative Activities (MAA) program for some of their administrative costs associated with school-based health and outreach activities that are not claimable under the LEA Medi-Cal Billing Option or other programs. See the accompanying administrative regulation. ***

***Note: Districts may receive assistance with Medi-Cal and Medicaid billing through CSBA's PractiCal program; see CSBA's web site for further information. ***

The district shall serve as a Medi-Cal provider to the extent feasible, comply with all related legal requirements, and seek reimbursement of costs to the extent allowed by law.

***Note: The following optional paragraph is for use by districts that choose to engage in outreach and enrollment efforts to encourage eligible students' participation in no-cost or

low-cost health coverage programs. See E 514Y.6 for a related sample board resolution. ***

***Note: Education Code 49557.2 authorizes the district to include on the application for free and reduced-price meals information about the Medi-Cal program and a student's potential eligibility. Pursuant to Education Code 49558, districts may release information on the free and reduced-price meals application to the local agency that determines eligibility under the Medi-Cal program, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information. See BP/AR 3553 - Free and Reduced Price Meals. ***

***Note: Students who do not qualify for Medi-Cal may be eligible for low-cost insurance through the state Healthy Families program, a part of the federal State Children's Health Insurance Program (SCHIP) (42 USC 1397aa/1397jj), which provides coverage for a variety of health, dental, and vision services, with the exception of early and periodic screening, diagnosis, and treatment services. ***

To further encourage student access to health care services, the Superintendent or designee shall develop and implement outreach strategies to increase enrollment of eligible students from low-to moderate-income families in affordable, comprehensive state or federal health coverage programs and local health initiatives. Such strategies may include, but not be limited to, providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law and providing students and parents/guardians with information about the low-cost Healthy Families insurance program.

(cf. 3553 - Free and Reduced Price Meals)

Program Evaluation

In order to continuously improve school health services, the Board shall evaluate the effectiveness of such services and the extent to which they continue to meet student needs.

The Superintendent or designee shall provide the Board with periodic reports that may include, but not necessarily be limited to, rates of participation in school health services; changes in student outcomes such as school attendance or achievement; feedback from staff and participants regarding program accessibility and operations, including accessibility to low-income and linguistically and culturally diverse students and families; and program costs and revenues.

(cf. 0500 - Accountability)

Legal Reference:
EDUCATION CODE
8800-8807 Healthy Start support services for children
49073-49079 Privacy of student records
49423.5 Specialized physical health care services
49557.2-49558 Eligibility for free and reduced-price meals; sharing information with

Medi-Cal

FAMILY CODE

6920-6929 Consent by minor for medical treatment

GOVERNMENT CODE

95020 Individualized family service plan

HEALTH AND SAFETY CODE

104830-104865 School-based application of fluoride or other tooth decay-inhibiting agent

121020 HIV/AIDS testing and treatment; parental consent for minor under age 12

123110 Minor's right to access health records

123115 Limitation on parent/guardian access to minor's health records

123800-123995 California Children's Services Act

124025-124110 Child Health and Disability Prevention Program

124172-124174.6 Public School Health Center Support Program

124260 Mental health services; consent by minors age 12 and older

130300-130317 Health Insurance Portability and Accountability Act (HIPAA)

WELFARE AND INSTITUTIONS CODE

14059.5 Definition of "medically necessary"

14100.2 Confidentiality of Medi-Cal information

14115 Medi-Cal claims process

14124.90 Third-party health coverage

14132.06 Covered benefits; health services provided by local educational agencies

14132.47 Administrative claiming process and targeted case management

CODE OF REGULATIONS, TITLE 10

2699.6500-2699.6905 Healthy Families Program

CODE OF REGULATIONS, TITLE 17

2951 Testing standards for hearing tests

6800-6874 Child Health and Disability Prevention Program

CODE OF REGULATIONS, TITLE 22

51009 Confidentiality

51050-51192 Definitions of Medi-Cal providers and services

51200 Requirements for providers

51231.2 Wheelchair van requirements

51270 Local educational agency provider; conditions for participation

51304 Limitations on specified benefits

51309 Psychology, physical therapy, occupational therapy, speech pathology, audiological services

51323 Medical transportation services

51351 Targeted case management services

51360 Local educational agency; types of services

51491 Local educational agency eligibility for payment

51535.5 Reimbursement to local educational agency providers

UNITED STATES CODE, TITLE 20

1232g Family Educational and Privacy Rights Act (FERPA)

UNITED STATES CODE, TITLE 42

1320c-9 Prohibition against disclosure of records

1397aa-1397jj State Children's Health Insurance Program

CODE OF FEDERAL REGULATIONS, TITLE 42

431.300 Use and disclosure of information on Medicaid applicants and recipients CODE OF FEDERAL REGULATIONS, TITLE 45

164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

Management Resources:

CSBA PUBLICATIONS

Expanding Access to School Health Services: Policy Considerations for Governing Boards, Policy Brief, November 2008

Promoting Oral Health for California's Student: New Role, New Opportunities for Schools, Policy Brief, November 2008

Providing School Health Services in California: Perceptions, Challenges and Needs of District Leadership Teams, 2008

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES PUBLICATIONS

LEA Medi-Cal Provider Manual

California School-Based Medi-Cal Administrative Activities Manual

DEPARTMENT OF HEALTH SERVICES POLICY LETTERS

00-06 Managed Care Plan Relationships with Local Education Agency Providers, December 11, 2000

NATIONAL ASSEMBLY ON SCHOOL-BASED HEALTH CARE PUBLICATIONS

A Guidebook for Evaluating School-Based Health Centers

NATIONAL CENTER FOR YOUTH LAW PUBLICATIONS

Minor Consent, Confidentiality, an Child Abuse Reporting in California, October 2006 WEB SITES

CSBA: http://www.csba.org

CSBA, PractiCal Program:

http://www.csba.org/Services/Services/DistrictServices/PractiCal.aspx

California County Superintendents Educational Services Association: http://www.ccsesa.org

California Department of Education, Health Services and School Nursing:

http://www.cde.ca.gov/ls/he/hn

California Department of Health Care Services: http://www.dhcs.ca.gov

California Department of Public Health: http://www.cdph.ca.gov

California School Health Centers Association: http://www.schoolhealthcenters.org

California School Nurses Organization: http://www.csno.org

Center for Health and Health Care in Schools: http://www.healthinschools.org

Centers for Disease Control and Prevention, School Health Policies and Programs (SHPPS)

Study: http://www.cdc.gov/HealthyYouth/shpps

Centers for Medicare and Medicaid Services; http://www.cms.hhs.gov

Healthy Families Program: http://www.healthyfamilies.ca.gov

National Assembly on School-Based Health Care: http://www.nasbhc.org

National Center for Youth Law: http://www.youthlaw.org

Administrative Regulation

School Health Services

AR 5141.6 Students

Types of Health Services

***Note: The following optional section may be revised to reflect district practice. Health and Safety Code 124174.6 establishes a grant program within the Public School Health Center Support Program to award funds, if and when funds are appropriated in the State Budget, to school health centers that provide the following services. ***

In accordance with student and community needs and available resources, school health services offered by the district may include, but are not limited to:

1. Physical examinations, immunizations, and other preventive medical services

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

2. First aid and administration of medications

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

- 3. Diagnosis and treatment of minor injuries and acute medical conditions
- 4. Management of chronic medical conditions

(cf. 5141.23 - Asthma Management)

- 5. Basic laboratory tests
- 6. Referral to and follow-up for specialty care
- 7. Emergency response procedures

(cf. 5141 - Health Care and Emergencies)

8. Nutrition services

(cf. 3550 - Food Service/Child Nutrition Program) (cf. 5030 - Student Wellness)

9. Oral health services that may include preventive services, basic restorative services, and referral to specialty services

***Note: Pursuant to Health and Safety Code 104830-104865, elementary and secondary students must be offered an opportunity each school year to receive a topical application of fluoride or other decay-inhibiting agent by a dentist or dental assistant, under a program organized and operated by the county health officer. Districts are required to cooperate with the county health officer in carrying out the program in any school in their jurisdiction and to provide notification to parents/guardians regarding the availability of the program, as provided below. ***

The Superintendent or designee shall notify all parents/guardians of the opportunity pursuant to Health and Safety Code 104830-104865 for their child to receive the topical application of fluoride, including fluoride varnish, or other decay-inhibiting agent to the teeth during the school year. This notification may be returned by the parent/guardian to consent to the treatment or to indicate that the student shall not receive treatment because he/she has received the treatment from a dentist or the treatment is not desired. (Health and Safety Code 104830, 104850, 104855)

(cf. 5145.6 - Parental Notifications)

10. Mental health services, which may include assessments, crisis intervention, counseling, treatment, and referral to a continuum of services including emergency psychiatric care, community support programs, inpatient care, and outpatient programs

(cf. 1020 - Youth Services) (cf. 5141.52 - Suicide Prevention) (cf. 6164.2 - Counseling/Guidance Services)

11. Substance abuse prevention and intervention services

(cf. 5131.6 - Alcohol and Other Drugs) (cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

***Note: Item #12 may be deleted by districts that offer only elementary grades. ***

12. Reproductive health services

(cf. 5141.25 - Availability of Condoms)

13. Screening of students to identify the need for physical, mental, and oral health services

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- 14. Referrals and linkage to services not offered on-site
- 15. Public health and disease surveillance
- 16. Individual and family health education
- 17. School or districtwide health promotion

Medi-Cal Billing

***Note: The following optional section is for use by districts that have contracted with the California Department of Health Care Services (DHCS) in order to provide services as a Medi-Cal provider as authorized by Welfare and Institutions Code 14132.06; see the accompanying Board policy. To the extent that the district contracts with health care practitioners or clinics to provide the services, the practitioner or clinic is considered the provider of services and is the entity billing and receiving Medi-Cal payments for services. ***

In order to provide services as a Medi-Cal provider, the district shall enter into and maintain a contract with the California Department of Health Care Services (DHCS). (Welfare and Institutions Code 14132.06; 22 CCR 51051, 51270)

***Note: With the exception of health care aides who provide specialized physical health care services pursuant to Education Code 49423.5, any practitioner whom the district employs or with whom it contracts must be credentialed to practice as a physician, registered nurse, psychologist, school counselor, or one of 17 other professions listed in 22 CCR 51190.3 in order for the district to receive Medi-Cal reimbursement. ***

The Superintendent or designee shall ensure that all practitioners employed by or under contract with the district possess the appropriate license, certification, registration, or credential and provide only those services that are within their scope of practice. (22 CCR 51190.3, 51270, 51491)

***Note: Pursuant to Welfare and Institutions Code 14132.06 and 22 CCR 51535.5, reimbursement under Medi-Cal is limited to the services specified in 22 CCR 51190.4 and 51360. Also, Medi-Cal will not reimburse providers for services given to Medi-Cal beneficiaries if the same services are offered for free to non-Medi-Cal beneficiaries. ***

***Note: 22 CCR 51360 provides that off-campus nursing or school health aide services will be reimbursable when specified in an individualized education program (IEP), individualized family service plan (IFSP), or individualized health and support plan (IHSP); however, the DHCS discontinued reimbursement for IHSP-linked services effective July 1, 2001. Its action was based on a decision by the Centers for Medicare and Medicaid Services (CMS) that IHSP services are not covered by the federal Medicaid program. Thus, such services must be specified in an IEP or IFSP to be reimbursable. ***

***Note: The district may apply for Medi-Cal reimbursement for medical transportation

services for students with or without an IEP or IFSP pursuant to 22 CCR 51323. ***

The Superintendent or designee shall submit a claim for Medi-Cal reimbursement whenever the district provides a covered preventive, diagnostic, therapeutic, or rehabilitative service specified in 22 CCR 51190.4 or 51360 to a Medi-Cal-eligible student under age 22 and/or a member of his/her family. (Welfare and Institutions Code 14132.06; 22 CCR 51096, 51098, 51190.1, 51190.4, 51309, 51360, 51535.5)

(cf. 5141.24 - Specialized Health Care Services) (cf. 6159 - Individualized Education Program)

The district shall maintain records and supporting documentation including, but not limited to, records of the type and extent of services provided to a Medi-Cal beneficiary in accordance with law. (22 CCR 51270, 51476)

(cf. 3580 - District Records) (cf. 5125 - Student Records)

***Note: 22 CCR 51270 requires that districts submit an annual report, as described below, as a condition of continued participation as a Medi-Cal provider. The deadline for this annual report is specified in the program provider participation agreement that districts enter into with DHCS.

The Superintendent or designee shall submit an annual report to DHCS identifying participants in the community collaborative, containing a financial summary including reinvestment expenditures, and describing service priorities for the future. (22 CCR 51270)

***Note: 22 CCR 51270 requires federal reimbursements to be reinvested in health and social services for students and their families, as provided below. This requirement does not apply to reimbursements received under the Medi-Cal Administrative Activities (MAA) program described in the following section. ***

Any federal funds received by the district as reimbursement for the costs of services under the Medi-Cal billing option shall be reinvested in services for students and their families as specified in Education Code 8804(g). The Superintendent or designee shall consult with a local school-linked services collaborative group, such as that defined in Education Code 8806, regarding decisions on reinvestment of federal funds. (22 CCR 51270)

Medi-Cal Administrative Activities

***Note: The following optional section is for use by districts that participate in the MAA program administered by the DHCS pursuant to Welfare and Institutions Code 14132.47. Under this program, districts providing Medi-Cal-covered health services may be reimbursed for some of their administrative and outreach costs. School staff is required to complete a time survey indicating the time spent on specified MAA activities. This section reflects program requirements described in the California School-Based Medi-Cal Administrative Activities

Manual and time survey forms published by DHCS. ***

***Note: Districts may receive assistance with Medi-Cal and Medicaid administrative billing through CSBA's PractiCal program; see CSBA's web site for further information. ***

Designated school staff shall document, on a time survey form, the amount of time spent on activities identified by DHCS which are related to the administration of the Medi-Cal program. Such activities include, but are not be limited to, outreach, referral of health and mental health services, translation services, facilitation of applications, scheduling and arranging emergency and medical transportation of eligible individuals, contracting for services, program planning and policy development, claims administration, and general administration.

***Note: The district must submit claims through either a local educational agency consortium (i.e., one of the service regions of the California County Superintendent Educational Services Association) or a local governmental agency (i.e., county or chartered city) that has contracted with DHCS. The district may modify the following paragraph to reflect the appropriate entity or agency. ***

The Superintendent or designee shall, on a quarterly basis, submit an invoice to the local educational consortium or local governmental agency through which the district has contracted to receive reimbursement.

***Note: The program requires the local educational consortium or local governmental agency to provide training to participating districts prior to the time survey. District staff to be included in the time survey must participate in training as described in the following paragraph. ***

Staff responsible for completing the time survey shall annually participate in training regarding eligible activities and the time survey methodology, and shall receive additional training whenever there are changes or updates in administrative claiming categories and activities. New or reassigned staff shall receive training before beginning their duties completing time surveys.

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The Superintendent or designee shall maintain an audit file containing original time survey documentation and other records specified by DHCS. Such documentation shall be kept for three years after the end of the quarter in which expenditures were incurred or, if an audit is in progress, until the completion of the audit.

(7/04 11/08) 3/12

Administrative Regulation

Identification And Reporting Of Missing Children

AR 5142.1 Students

Notices of Missing Children

Note: Pursuant to Education Code 38139, schools are required to post a poster issued each month by the Department of Justice (DOJ) which contains photographs and information on up to six children reported missing. The poster is available on the DOJ's web site.

Every school shall post in an appropriate area the monthly poster on missing children provided by the Department of Justice (DOJ). For elementary schools, the poster shall be posted in an area restricted to adults. (Education Code 38139; Penal Code 14208)

Note: The following paragraph is optional. Education Code 49068.5 encourages, but does not require, elementary school principals to review a quarterly missing person bulletin produced by the DOJ whenever a new student enrolls or transfers into the district. The bulletin is available on the DOJ's web site.

Whenever a new student enrolls or transfers into an elementary school in the district, the principal or designee is encouraged to review the missing person bulletins provided by the DOJ to determine if the student resembles a child listed as missing. (Education Code 49068.5)

(cf. 5111 - Admission)

Note: The following paragraph is optional. The "Amber Alert" system uses radio, television, the Internet, and highway information signs to provide the public with information needed to locate abducted children. Cell phone users also may sign up to receive Amber Alert notifications via text messages. Further information is available on the web site of the California Highway Patrol.

School staff are also encouraged to monitor "Amber Alerts" issued by law enforcement agencies in serious, time-critical child abduction cases.

Note: Education Code 49068.6 requires the law enforcement agency responsible for the investigation of a missing child to inform the school in which the child is enrolled. The notice must be in writing, include a photograph if available, and be given within 10 days of the child's disappearance. Upon being so notified, the school must take the actions specified in the following paragraph.

If a law enforcement agency notifies the district that a child enrolled in the district has been

reported missing, the principal or designee of the school in which the child is enrolled shall place a notice on the front of the child's school record indicating that he/she has been reported missing. If a school receives a record inquiry or request from any person or entity regarding a missing child about whom the school has been notified, the principal or designee shall immediately notify the law enforcement agency that informed the school of the missing child's status. (Education Code 49068.6)

(cf. 5125 - Student Records)

Reporting Missing Children

Any district employee who recognizes a child who has been reported missing through a DOJ notice, an Amber Alert, or other means shall immediately notify law enforcement using the hotline telephone number listed.

In the event that a district employee witnesses a child abduction, he/she shall immediately contact law enforcement and provide the agency with information on the location of the abduction and a description of the victim, the suspect, and any vehicle involved. He/she shall also notify the Superintendent or designee who shall implement steps, as needed, to ensure the safety of other students.

(cf. 0450 - Comprehensive Safety Plan) (cf. 5142 - Safety)

Fingerprinting Program

Note: The following optional section is for use by districts that elect, pursuant to Education Code 32390, to offer a voluntary fingerprinting program for those students enrolled in kindergarten and newly enrolled in the district.

The district may offer a voluntary fingerprinting program for all entering kindergarten students and for all students newly enterlied in the district. The district may contract with any public or private agency, including any appropriate civic or community organization, and/or may seek to obtain private funding and volunteer assistance to perform the fingerprinting. (Education Code 32390; 5 CCR 640)

(cf. 1240 - Volunteer Assistance) (cf. 3312 - Contracts)

Students shall not be fingerprinted without parent/guardian consent. At the time of students' enrollment in the district, the Superintendent or designee shall notify the parents/guardians of the availability of the voluntary fingerprinting program and ask them to declare, in writing, whether or not they want their child to participate. At the same time, the Superintendent or designee shall notify parents/guardians in writing that they may reverse their declaration on fingerprinting in writing at any time. (Education Code 32390)

(cf. 5145.6 - Parental Notifications)

Parents/guardians of students who consent to the fingerprinting shall be charged a fee calculated to reimburse the district only for actual costs associated with the program. (Education Code 32390)

(cf. 3260 - Fees and Charges)

Note: Standards for fingerprinting services are detailed in 5 CCR 641. These standards include, but are not limited to, the use of Department of Justice fingerprint forms, fingerprint equipment, and training in the taking of the fingerprints.

Fingerprint services shall be provided in accordance with the standards specified in 5 CCR 641.

Any report or document containing a student's fingerprints shall be given to the parents/guardians. It may be given with the child's report card or any other document routinely mailed to parents/guardians, or may be given in person at any parent-teacher conference. No report or document containing a student's fingerprints shall be kept by the district or given to any other private or public entity. (Education Code 32390)

(cf. 5022 - Student and Family Privacy Rights)

Legal Reference:

EDUCATION CODE

32390 Voluntary program for fingerprinting students

38139 Posting of information about missing children

48980 Parental notification of district programs, rights and responsibilities

49068.5-49068.6 Missing children; transfers

49370 Legislative intent re: reporting of missing children

PENAL CODE

14200-14213 Violent crime information center

CODE OF REGULATIONS, TITLE 5

640-641 Student fingerprinting program

Management Resources:

WEB SITES

California Department of Justice, Missing Persons: http://oag.ca.gov/missing California Highway Patrol, Amber Alert: http://www.chp.ca.gov/amber National Center for Missing and Exploited Children: http://www.missingkids.com

Board Policy

Discipline

BP 5144 Students

Note: The following policy is optional. In amending Education Code 48900 through AB 1729 (Ch. 425, Statutes of 2012), the legislature declared that the public policy guiding the development of discipline policies for California schools should be for the creation of a safe, positive, supportive, and equitable school environment which enables students to learn rather than unnecessary exclusion of students from instruction and other school activities. As amended, Education Code 48900 authorizes the use of age-appropriate alternatives to suspension and expulsion of students. In addition, Education Code 48900.5, as amended by AB 1729, provides alternative methods of discipline that should be considered before suspension is imposed. Such alternative methods include conferences with the student and his/her parents/guardians, use of study teams, and participation in restorative justice programs. Education Code 48900.5 also authorizes a district to document in a student's records other means of correction that may have been used to address the student's behavior,

Note: For further information about disciplinary strategies, see the accompanying administrative regulation and CSBA's publication Safe Schools: Strategies for Governing Boards to Ensure Student Success.

The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline.

The Superintendent or designee shall approve, for each school, a complement of effective, age-appropriate strategies for correcting student behavior. Such strategies may include, but are not limited to, conferences with students and their parents/guardians; use of study, guidance, or other intervention-related teams; enrollment in a program teaching prosocial behavior or anger management; and participation in a restorative justice program. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed. (Education Code 48900.5)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5145.9 - Hate-Motivated Behavior)

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(cf. 6020 - Parent Involvement)
(cf. 6164.5 - Student Success Teams)
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Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices.

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(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.2 - Bullying)
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Note: Education Code 35291.5 authorizes, but does not require, school sites to adopt rules and procedures for student discipline. The following paragraph is optional.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs. However, the rules shall be consistent with law, Board policy, and district regulations. The Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5)

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(cf. 9320 - Meetings and Notices)
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At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health and opportunity to learn.

Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation.

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(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police/Security Department)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5136 - Gangs)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)
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Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

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(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
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The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.

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(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
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At the beginning of every school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in each school in the immediately preceding school year and their effect on student learning in the school.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

However, corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)

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(cf. 4158/4258/4358 - Employee Security)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 6145.2 - Athletic Competition)
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Legal Reference: EDUCATION CODE 32280-32288 School safety plans 35146 Closed sessions 35291 Rules 35291.5-35291.7 School-adopted discipline rules 37223 Weekend classes 44807.5 Restriction from recess 48900-48926 Suspension and expulsion 48980-48985 Notification of parent/guardian 49000-49001 Prohibition of corporal punishment 49330-49335 Injurious objects CIVIL CODE

1714.1 Parental liability for child's misconduct

CODE OF REGULATIONS, TITLE 5

307 Participation in school activities until departure of bus

353 Detention after school

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, October 2011 Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

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Administrative Regulation

Discipline

AR 5144 Students

Site-Level Rules

Note: The following section is optional. Pursuant to Education Code 35291.5, schools are authorized, but not required, to adopt site-level student discipline rules and procedures. Schools that choose to adopt student discipline rules, or that are directed by the Governing Board to do so, must solicit input from groups specified in items #1-5 below. If the school develops student discipline rules, Education Code 32282 requires that they be included in the comprehensive safety plan; see BP/AR 0450 - Comprehensive Safety Plan.

In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

- 1. Parents/guardians
- 2. Teachers
- 3. School administrators
- 4. School security personnel, if any

(cf. 3515.3 - District Police/Security Department)

Note: Item #5 below may be deleted by elementary districts.

5. For junior high and high schools, students enrolled in the school

Note: The following paragraph is optional.

Each school shall file a copy of its rules with the Superintendent or designee.

Note: Education Code 35291.5 provides that schools may adopt discipline rules at least every four years. The following optional paragraph, including the timelines for review of the school's discipline rules, may be revised to reflect district practice.

Each school shall review its site-level discipline rules at least every four years.

8. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

(cf. 5148.2 - Before/After School Programs)

- 9. Recess restriction as provided in the section below entitled "Recess Restriction"
- 10. Detention after school hours as provided in the section below entitled "Detention After School"
- 11. Community service as provided in the section below entitled "Community Service"
- 12. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities
- (cf. 6145 Extracurricular/Cocurricular Activities)
- 13. Reassignment to an alternative educational environment
- (cf. 6158 Independent Study)
- (cf. 6181 Alternative Schools/Programs of Choice)
- (cf. 6184 Continuation Education)
- (cf. 6185 Community Day School)
- 14. Suspension and expulsion in accordance with law, Board policy, and administrative regulation
- (cf. 5144.1 Suspension and Expulsion/Due Process)
- (cf. 5144.2 Suspension and Expulsion/Due Process (Students with Disabilities))

Recess Restriction

Note: Education Code 44807.5 authorizes the district to adopt reasonable regulations allowing a teacher to restrict recess time for disciplinary purposes. The following optional section should be revised to reflect district practice.

A teacher may restrict a student's recess time only when he/she believes that this action is the most effective way to bring about improved behavior. When recess restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.

- 2. The student shall remain under a certificated employee's supervision during the period of restriction.
- 3. Teachers shall inform the principal of any recess restrictions they impose.

(cf. 5030 - Student Wellness) (cf. 6142.7 - Physical Education and Activity)

Detention After School

Note: 5 CCR 353 limits after-school detention to one hour after the close of the maximum school day except as otherwise provided by 5 CCR 307. 5 CCR 307 allows schools to require students to stay at school and participate in school activities until the departure of the school transportation to which the student has been assigned. The California Department of Education's legal counsel has interpreted these regulations to mean that a school may detain a student up to an hour after school even if the student misses his/her bus, and may require a student to remain at school for more than one hour if the school bus leaves more than one hour after the end of the school day. For safety purposes, when a student will miss his/her transportation due to detention, the school should notify the parent/guardian at least one day in advance so that alternative arrangements may be made.

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

Note: The following paragraph should be modified to reflect district practice.

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee notifies the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of detention.

Note: The following optional paragraph is offered for districts that use Saturday classes for purposes of detention. Education Code 37223 authorizes the use of Saturday classes; however, except in the case of truants, attendance at such classes must be at the election of the student or parent/guardian.

Students may be offered the choice of serving their detention on Saturday rather than after school.

(cf. 6176 - Weekend/Saturday Classes)

Community Service

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, at his/her discretion, require a student to perform community service during nonschool hours on school grounds, or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

Note: Education Code 48900.6 provides that the community service option is not available for those students who have been suspended, pending expulsion, for acts qualifying for either "mandatory recommendation for expulsion" or "mandatory expulsion" pursuant to Education Code 48915. See AR 5144.1 - Suspension and Expulsion/Due Process.

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall also provide written notice of the rules related to discipline to transfer students at the time of their enrollment in the district.

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Board Policy

Suspension And Expulsion/Due Process

BP 5144.1 Students

Note: Education Code 35291 requires the Governing Board to prescribe rules and regulations for maintaining discipline in the schools under its jurisdiction. In addition, Education Code 48918 mandates the setting of rules and regulations for student expulsion; see the accompanying administrative regulation.

Note: While recognizing that suspension or expulsion of students is sometimes necessary, the California State Legislature has made its intent clear that instructional time should be used for student learning purposes and that school discipline should be imposed in a way that, as much as possible, would not exclude students from school or limit their ability or opportunity to learn. Pursuant to Education Code 48900.5, as amended by AB 1729 (Ch. 425, Statutes of 2012), a district is not authorized to suspend a student for certain specified violations unless other means of correction have failed to bring about proper conduct. Such other means of correction include, but are not limited to, conferences between school personnel and the student and his/her parents/guardians; use of study, guidance, or other intervention teams to develop a plan to address the behavior in partnership with the student; and participation in a restorative justice program. Education Code 48900.5, as amended, also authorizes a district to document in a student's records the alternative means of correction used to address the student's behavior. For further information about specific disciplinary strategies, see BP/AR 5144 - Discipline.

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf. 5131 - Conduct) (cf. 5131.1 - Bus Conduct) (cf. 5131.2 - Bullying)

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144 - Discipline. (Education Code 48900.5)

(cf. 1020 - Youth Services) (cf. 5138 - Conflict Resolution/Peer Mediation) (cf. 5144 - Discipline) (cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

Note: The following optional paragraph reflects the Legislature's intent, expressed in Education Code 48900, concerning disciplinary actions against truant, tardy, or absent students.

Alternatives to suspension or expulsion also shall be used with students who are truant, tardy, or otherwise absent from assigned school activities.

(cf. 5113 - Absences and Excuses) (cf. 5113.1 - Chronic Absence and Truancy)

Note: The following optional paragraph may be revised to reflect district practice. Although the term "zero tolerance" does not appear in law, the federal Gun-Free Schools Act (20 USC 7151) requires a district to expel for one year a student who brings a firearm to school without permission. This requirement has commonly been labeled as "zero tolerance." Education Code 48915(c) also requires the mandatory suspension and recommendation for expulsion of students who possess, sell, or furnish a firearm, brandish a knife, sell a controlled substance, commit or attempt to commit a sexual assault or sexual battery, or possess an explosive. However, as amended by AB 2537 (Ch. 431, Statutes of 2012), Education Code 48915(c) clarifies that a student's possession of an "imitation firearm" does not require expulsion. See accompanying administrative regulation and BP/AR 5131.7 - Weapons and Dangerous Instruments.

Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others.

(cf. 5131.7 - Weapons and Dangerous Instruments)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be those specified in law and administrative regulation.

Note: The following optional paragraph highlights the importance of ensuring fairness in the dispensing of suspension and/or expulsion to students who violate school rules. As part of its justification for passing AB 1729 (Ch. 425, Statutes of 2012), the Legislature noted in its findings that suspension and expulsion are disproportionately imposed on some vulnerable student populations. The U.S. Department of Education's Office for Civil Rights' (OCR) March 2012 publication, Civil Rights Data Collection Summary, indicates that males, certain ethnic minority students, and students with disabilities are being suspended or expelled at a disproportionately higher rate than other students.

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, and in accordance with the district's nondiscrimination policies.

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

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5)

(cf. 5119 - Students Expelled from Other Districts) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Removal from Class by a Teacher and Parental Attendance

Note: The following section is for use by any district that chooses to require parents/guardians to attend a portion of the school day when their child is removed from class for specified behaviors, as authorized by Education Code 48900.1. As noted in its findings in AB 1729 (Ch. 425, Statutes of 2012), the Legislature has indicated its preference for disciplinary strategies that keep students engaged in school and from losing instructional time. For any district using this disciplinary option, the Board is required to include the components specified in this section. Districts that do not require parental attendance should delete this section.

When suspending a student from class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or otherwise willfully defying valid staff authority, the teacher of the class may require any parent/guardian who lives with the student to attend a portion of the school day in the class from which the student is being suspended, to assist in resolving the classroom behavior problems. (Education Code 48900.1)

Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the teacher and the student and his/her parents/guardians and to improve the student's behavior.

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is required pursuant to law. (Education Code 48900.1)

(cf. 5145.6 - Parental Notifications)

***Note: For any district that authorizes parental attendance as a disciplinary option, Education Code 48900.1 mandates that the district's policy include procedures to ensure that

parents/guardians who attend school meet with the principal or designee after completing the classroom visitation and before leaving the school.***

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

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

At the meeting with the student's parent/guardian, the principal or designee shall explain the district's and school's discipline policies, including the disciplinary strategies that may be used to achieve proper student conduct.

Note: For any district that authorizes parental attendance as a disciplinary option, Education Code 48900.1 mandates that the district's policy include procedures for contacting parents/guardians who do not respond to the request to attend. The following paragraph may be revised to reflect district practice.

When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by telephone, mail, or other method that maintains the confidentiality of the student's records.

(cf. 5125 - Student Records)

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

Supervised Suspension Classroom

Note: As an alternative to off-campus suspension, Education Code 48911.1 authorizes a supervised suspension classroom program for students who pose no imminent danger to anyone at school and who have not been recommended for expulsion, as specified below. Education Code 48911.2 states that if the number of students suspended during the prior year exceeds 30 percent of the school's enrollment, the district should consider implementing this program and/or another program of on-campus progressive discipline. However, Education Code 48900.5, as amended by AB 1729 (Ch. 425, Statutes of 2012), requires a district to try other means of correction, under certain circumstances, before imposing a supervised suspension.

Note: The following optional section is for use by districts implementing a supervised suspension classroom program; such districts may continue to claim apportionments for students so assigned, provided they meet specific criteria which are set forth under "Supervised Suspension Classroom" in the accompanying administrative regulation.

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent

danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Decision Not to Enforce Expulsion Order

Note: Pursuant to Education Code 48917, the Board may decide to suspend the enforcement of an order for expulsion if a student satisfies specific conditions. See the accompanying administrative regulation for criteria. In addition, the Attorney General opined in 80 Ops.Cal.Atty.Gen. 85 (1997) that a board may suspend the enforcement of an expulsion even in those cases where the student has committed an offense for which expulsion is required by law. Legal counsel should be consulted as appropriate.

Note: Option 1 below is for use by boards that choose not to suspend the enforcement of an order for expulsion in cases where the student has committed an offense for which expulsion is mandatory pursuant to Education Code 48915(c). Option 2 is for use by boards that, on a case-by-case basis, may determine that an order for expulsion be suspended for any type of offense.

OPTION 1: In cases where expulsion is mandatory pursuant to Education Code 48915(c), the enforcement of an expulsion order shall not be suspended by the Board. In all other cases of expulsion, the order for expulsion may be suspended by the Board, on case-by-case basis, pursuant to the requirements of law and administrative regulation.

OPTION 2? On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law and administrative regulation. (Education Code 48917)

Monitoring the Use of Suspension and Expulsion

Note: The following section is optional. Pursuant to Education Code 48900.8 and 48916, the district is required to maintain data related to suspensions and expulsions and to report them to the Superintendent of Public Instruction upon request. For the specific information required, see the accompanying administrative regulation.

At the end of each school year, the Superintendent or designee shall present a report to the Board regarding the use of suspension and/or expulsion in district schools. The report shall include, but is not limited to, outcome data which the district is required by law to collect and data related to the effect of suspension and/or expulsion on the district's minority student populations or groupings.

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(cf. 9320 - Meetings and Notices)

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48667 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

- 286 Sodomy defined
- 288 Lewd or lascivious acts with child under age 14
- 288a Oral copulation
- 289 Penetration of genital or anal openings
- 417.27 Laser pointers
- 422.55 Hate crime defined
- 422.6 Interference with exercise of civil rights
- 422.7 Aggravating factors for punishment
- 422.75 Enhanced penalties for hate crimes
- 626.2 Entry upon campus after written notice of suspension or dismissal without permission
- 626.9 Gun-Free School Zone Act of 1995
- 626.10 Dirks, daggers, knives, razors, or stun guns
- 868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

7151 Gun-free schools

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T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal. App. 4th 1321

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

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84 Ops.Cal.Atty.Gen. 146 (2001)

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U.S. Department of Education, Office of Safe and Drug-Free Schools:

http://www.ed.gov/about/offices/list/osdfs

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Board Policy

Nondiscrimination/Harassment

BP 5145.3 Students

Note: The following mandated policy reflects various provisions of state and federal law which prohibit discrimination against students in educational programs and activities based on certain actual or perceived characteristics of an individual, including Education Code 220, which prohibits discrimination based on race, nationality, ethnicity, gender, sex, sexual orientation, religion, or any other characteristic contained in the definition of hate crimes in Penal Code 422.55; Title VI (42 USC 2000d-2000e-17), which prohibits discrimination based on race, color, or national origin; and Title IX (20 USC 1681-1688), which prohibits discrimination based on sex. Education Code 260 gives the Governing Board primary responsibility for ensuring that district programs and activities are free from discrimination based on age or any of these characteristics. See also BP 0410 - Nondiscrimination in District Programs and Activities.

***Note: Education Code 234.1, as amended by AB 9 (Ch. 728, Statutes of 2011), mandates that districts adopt policy prohibiting discrimination, harassment, intimidation, and bullying based on the foregoing characteristics, as well as gender identity and gender expression, at school or in any school activity related to school attendance or under the authority of the district. The California Department of Education (CDE), through its compliance monitoring program, reviews districts' uniform complaint procedures and other related policies and practices to ensure compliance with these requirements.

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6164.6 - Identification and Education Under Section 504)

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal,

nonverbal, or written conduct based on one of the categories listed above that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Note: In its October 2010 Dear Colleague Letter: Harassment and Bullying, the U.S. Department of Education's Office for Civil Rights (OCR) identifies training of the school community as one of the key measures for minimizing discriminatory and harassing behavior in school. Such training should include how to recognize prohibited behaviors and what to do when they occur. The following paragraph is optional and may be modified to reflect district practice.

The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

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(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
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In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

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(cf. 1240 - Volunteer Assistance)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6164.2 - Guidance/Counseling Services)
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Note: In some situations, the district may need to provide individualized accommodation to a student to protect him/her from harassment or bullying. For example, to protect a student from discrimination on the basis of his/her gender identity or gender expression pursuant to Education Code 210.7, the district may need to provide the student with access to appropriate facilities, such as restrooms. However, each situation will need to be analyzed to determine the most appropriate course of action to meet the safety needs of the student, based on the circumstances involved. See CSBA's policy brief Providing a Safe, Nondiscriminatory School Environment for All Students.

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Note: Policies related to discrimination or harassment must be consistent with First Amendment rights to free speech. Education Code 48950 prohibits a district from subjecting a high school student to disciplinary sanctions solely on the basis of speech or other communication that would be constitutionally protected if engaged in outside of campus. However, Education Code 48950 also specifies that the law does not prohibit discipline for harassment, threats, or intimidation unless constitutionally protected. Whether such speech might be entitled to constitutional protection would be determined on a case-by-case basis, with consideration for the specific words used and the circumstances involved. The district should consult legal counsel as necessary.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

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

(cf. 5144 - Discipline)

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

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

(cf. 5145.2 - Freedom of Speech/Expression)

Grievance Procedures

Note: Education Code 234.1, as amended by AB 9 (Ch. 723, Statutes of 2011), mandates that districts adopt a process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying based on specified actual or perceived characteristics. Such a process, which is required to be consistent with the uniform complaint procedures specified in 5 CCR 4600-4687, must include (1) a requirement that school personnel who witness an act take immediate steps to intervene when safe to do so, (2) a timeline for investigating and resolving complaints, (3) an appeal process, and (4) translation of forms when required by Education Code 48985.

Note: Pursuant to 34 CFR 104.7 and 106.8, the district is required to designate the person(s) responsible for the overall implementation of the requirements of Title IX and Section 504, which prohibit discrimination on the bases of sex and disability. This individual may be the same person designated in the district's uniform complaint procedures to ensure compliance with specified programs and to receive complaints; see AR 1312.3 - Uniform Complaint Procedures. In addition, districts may designate more than one person to receive complaints (e.g., one person at each school).

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries

regarding the district's nondiscrimination policies:

(position title) Superintendent

(address) 390/ North Masa School Road, Som's CA

(telephone number) (805) 485-1411

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Note: As part of its responsibility to monitor district compliance with legal requirements concerning discrimination pursuant to Education Code 234.1, the CDE is required to ensure that the district posts its nondiscrimination policies in all schools, offices, staff lounges, and student government meeting rooms. The following paragraph may be revised to specify the means by which the district posts its nondiscrimination policies.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

B

(cf. 1113 - District and School Web Sites) (cf. 1114 - District-Sponsored Social Media) (cf. 6163.4 - Student Use of Technology)

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common

Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004 U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

CSBA: http://www.csba.org

California Department of Education: http://www.cde.ca.gov California Safe Schools Coalition: http://www.casafeschools.org First Amendment Center: http://www.firstamendmentcenter.org National School Boards Association: http://www.nsba.org

U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

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CSBA Sample

Board Policy

Parental Notifications

BP 5145.6 Students

The Governing Board recognizes that notifications are essential to effective communication between the school and the home. The Superintendent or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights, and any other notifications he/she believes will promote parental understanding and involvement.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6020 - Parent Involvement)

Note: Education Code 48981 and 48982, as amended by AB 2262 (Ch. 17, Statutes of 2012), authorize annual parental notifications to be sent electronically upon request, as provided below.

The notice required pursuant to Education Code 48980 shall be sent at the beginning of each academic year and may be provided either by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 48981, 48982)

If any activity specified in Education Code 48980 will be undertaken by any school during the forthcoming school term, the notice shall state that fact and the approximate date on which any such activity will occur. No such activity shall be undertaken with respect to any particular student unless his/her parent/guardian has been informed of such action through the annual notification or other separate special notification. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

***Note: Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parents/guardians of these students must also be written in the primary language and may be answered by the parent/guardian in either language. As amended by AB 2262 (Ch. 17, Statutes of 2012), Education Code 48981 requires notifications sent electronically to conform to the primary language requirements of Education Code 48985. In addition, 20 USC 6311 and 6312

require that districts receiving Title I funds provide parent/guardian notices in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians understand.***

The following paragraph should be modified to reflect district practice.

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. (Education Code 48981, 48985; 20 USC 6311, 6312)

Whenever an employee learns that a student's parent/guardian is, for any reason, unable to understand the district's printed notifications, the principal or designee shall work with the parent/guardian to establish other appropriate means of communication.

Legal Reference:

EDUCATION CODE

- 221.5 Prohibited sex discrimination
- 231.5 Sexual harassment policy
- 262.3 Appeals for discrimination complaints; information regarding availability of civil remedies
- 310 Structured English immersion program
- 440 English language proficiency assessment; instruction in English language development
- 17288 Building standards for university campuses
- 17612 Notification of pesticide use
- 32221.5 Insurance for athletic team members
- 32255-32255.6 Right to refuse harmful or destructive use of animals
- 32390 Fingerprint program; contracts; funding; consent of parent/guardian
- 35160.5 Extracurricular and cocurricular activities
- 35178.4 Notice of accreditation status
- 35183 School dress codes; uniforms
- 35186 Complaints concerning deficiencies in instructional materials and facilities
- 35256 School Accountability Report Card
- 35291 Rules for student discipline
- 37254 Intensive instruction for students who have not passed High School Exit Examination
- 37616 Consultation regarding year-round schedule
- 39831.5 School bus rider rules and information
- 44808.5 Permission to leave school grounds
- 46010.1 Notice regarding excuse to obtain confidential medical services
- 46014 Regulations regarding absences for religious purposes
- 46600-46611 Interdistrict attendance agreements
- 48000 Minimum age of admission
- 48070.5 Promotion or retention of students
- 48204 Residency requirements
- 48205 Absence for personal reasons
- 48206.3 Students with temporary disabilities; individual instruction; definitions

- 48207-48208 Students with temporary disabilities in hospitals
- 48213 Prior notice of exclusion from attendance
- 48216 Immunization
- 48260.5 Notice regarding truancy
- 48262 Need for parent conference regarding truancy
- 48263 Referral to school attendance review board or probation department
- 48354 Option to transfer from school identified under Open Enrollment Act
- 48357 Status of application for transfer from school identified under Open Enrollment Act
- 48432.5 Involuntary transfers of students
- 48900.1 Parental attendance required after suspension
- 48904 Liability of parent/guardian for willful student misconduct
- 48904.3 Withholding grades, diplomas, or transcripts
- 48906 Notification of release of student to peace officer
- 48911 Notification in case of suspension
- 48911.1 Assignment to supervised suspension classroom
- 48912 Closed sessions; consideration of suspension
- 48915.1 Expelled students; enrollment in another district
- 48916 Readmission procedures
- 48918 Rules governing expulsion procedures
- 48980 Required notification at beginning of term
- 48980.3 Notification of pesticide use
- 48981 Time and means of notification
- 48982 Parent signature acknowledging receipt of notice
- 48983 Contents of notice
- 48984 Activities prohibited unless notice given
- 48985 Notices to parents in language other than English
- 48987 Child abuse information
- 49013 Use of uniform complaint procedures for complaints regarding student fees
- 49063 Notification of parental rights
- 49067 Student evaluation; student in danger of failing course
- 49068 Transfer of permanent enrollment and scholarship record
- 49069 Absolute right to access
- 49073 Release of directory information
- 49076 Access to student records
- 49077 Access to information concerning a student in compliance with court order
- 49403 Cooperation in control of communicable disease and immunization
- 49423 Administration of prescribed medication for student
- 49451 Physical examinations: parent's refusal to consent
- 49452.5 Screening for scoliosis
- 49452.7 Information on type 2 diabetes
- 49452.8 Oral health assessment
- 49456 Results of vision or hearing test
- 49472 Insurance
- 49475 Student athletes; concussions and head injuries
- 49480 Continuing medication regimen for nonepisodic conditions
- 49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970

- 1232g Family Educational and Privacy Rights Act
- 1232h Privacy rights
- 1415 Procedural safeguards
- 6311 State plans
- 6312 Local education agency plans
- 6316 Academic assessment and local education agency school improvement
- 6318 Parental involvement
- 7012 Instruction in English language development
- 7908 Armed forces recruiter access to students
- UNITED STATES CODE, TITLE 42
- 1758 Child nutrition programs
- CODE OF FEDERAL REGULATIONS, TITLE 7
- 245.5 Eligibility criteria for free and reduced-price meals
- 245.6a Verification of eligibility for free and reduced-price meals
- CODE OF FEDERAL REGULATIONS, TITLE 34
- 99.7 Student records, annual notification
- 99.34 Student records, disclosure to other educational agencies
- 99.37 Disclosure of directory information
- 104.32 District responsibility to provide free appropriate public education
- 104.36 Procedural safeguards
- 104.8 Nondiscrimination
- 106.9 Dissemination of policy, nondiscrimination on basis of sex
- 200.61 Teacher qualifications
- 300.300 Parent consent for special education evaluation
- 300.322 Parent participation in IEP team meetings
- 300.502 Independent educational evaluation of student with disability
- 300.503 Prior written notice regarding identification, evaluation, or placement of student with disability
- 300.504 Procedural safeguards notice for students with disabilities
- 300.508 Due process complaint
- 300.530 Discipline procedures
- CODE OF FEDERAL REGULATIONS, TITLE 40
- 763.84 Asbestos inspections, response actions and post-response actions
- 763.93 Asbestos management plans

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Parental Notifications

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.

Cautionary Notice 2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 and Government Code 17581.5 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under those sections. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.

***Note: The following exhibit lists notices which the law requires be provided to parents/guardians. Unless otherwise indicated, code numbers below refer to Education Code sections.

I. Annually

When to notify: Beginning of each school year Education or other legal code: 17612, 48980.3

Board Policy/Administrative Regulation: AR 3514.2

Subject: Use of pesticide product, active ingredients, Internet address to access information

When to notify: By February 1

Education or other legal code: 35256

Board Policy/Administrative Regulation: BP 0510 Subject: School Accountability Report Card provided

When to notify: Beginning of each school year Education or other legal code: 35291, 48980

Board Policy/Administrative Regulation: AR 5144, AR 5144.1

Subject: District and site discipline rules

When to notify: Beginning of each school year

Education or other legal code: 46010.1

Board Policy/Administrative Regulation: BP 5113 Subject: Absence for confidential medical services

When to notify: Beginning of each school year

Education or other legal code: 48980

Board Policy/Administrative Regulation: BP 6111

Subject: Schedule of minimum days

When to notify: Beginning of each school year

Education or other legal code: 48980, 231.5; 5 CCR 4917 Board Policy/Administrative Regulation: AR 5145.7 Subject: Sexual harassment policy as related to students

When to notify: Beginning of each school year

Education or other legal code: 48980, 32255-32255.6 Board Policy/Administrative Regulation: AR 5145.8

Subject: Right to refrain from harmful or destructive use of animals

When to notify: Beginning of each schoolyear

Education or other legal code: 48980, 35160.5, 46600-46611, 48204

Board Policy/Administrative Regulation: AR 5111.1, AR 5116.1, AR 5117

Subject: All statutory attendance options, available local attendance options, options for meeting

residency

When to notify: Beginning of each school year, if Board allows such absence

Education or other legal code: 48980, 46014

Board Policy/Administrative Regulation: BP 5113, AR 5113

Subject: Absence for religious exercises or purposes,

When to notify: Beginning of each school year Education or other legal code: 48980, 48205

Board Policy/Administrative Regulation: BP 5113, AR 5113, AR 6154

Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or

test has been completed

When to notify: Beginning of each school year

Education or other legal code: 48980, 48206.3, 48207, 48208

Board Policy/Administrative Regulation: AR 6183

Subject: Availability of home/hospital instruction for students with temporary disabilities

When to notify: Beginning of each school year Education or other legal code: 48980, 49403

Board Policy/Administrative Regulation: BP 5141.31 Subject: Consent to school immunization program

When to notify: Beginning of each school year Education or other legal code: 48980, 49423, 49480 Board Policy/Administrative Regulation: AR 5141.21 Subject: Administration of prescribed medication

When to notify: Beginning of each school year

Education or other legal code: 48980, 49451; 20 USC 1232h

Board Policy/Administrative Regulation: AR 5141.3 Subject: Right to refuse consent to physical examination

When to notify: Beginning of each school year Education or other legal code: 48980, 49472 Board Policy/Administrative Regulation: BP 5143

Subject: Availability of insurance

When to notify: Beginning of each school year Education or other legal code: 49013; 5 CCR 4622 Board Policy/Administrative Regulation: AR 1312.3

Subject: Uniform complaint procedures, available appeals, civil law remedies

When to notify: Beginning of each school year

Education or other legal code: 49063

Board Policy/Administrative Regulation: AR 5125, AR 5125.3

Subject: Challenge, review, and expunging of records

When to notify: Beginning of each school year

Education or other legal code: 49063, 49069; 20 USC 1232g; 34 CFR 99.7

Board Policy/Administrative Regulation: AR 5125

Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine

legitimate educational interest, course prospectus availability

When to notify: Beginning of each school year

Education or other legal code: 49063, 49073; 20 USC 1232g; 34 CFR 99.37

Board Policy/Administrative Regulation: AR 5125.1

Subject: Release of directory information

When to notify: Beginning of each school year

Education or other legal code: 49520, 48980; 42 USC 1758; 7 CFR 245.5

Board Policy/Administrative Regulation: AR 3553

Subject: Free and reduced price meals

When to notify: Beginning of each school year

Education or other legal code: 56301

Board Policy/Administrative Regulation: BP 6164.4

Subject: Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to notify: Beginning of each school year Education or other legal code: 58501, 48980 Board Policy/Administrative Regulation: AR 6181

Subject: Alternative schools

When to notify: Beginning of each school year

Education or other legal code: Health and Safety Code 104855

Board Policy/Administrative Regulation: AR 5141.6

Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When to notify: Annually

Education or other legal code: 5 CCR 4622

Board Policy/Administrative Regulation: AR 1312.3

Subject: Uniform complaint procedures, available appeals, civil law remedies, and identity of

coordinator

When to notify: Beginning of each school year Education or other legal code: 20 USC 1232h

AR 5022, BP 6162.8

Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities

When to notify: Beginning of each school year, if district receives Title I funds

Education or other legal code: 20 USC 6311; 34 CFR 200.61 Board Policy/Administrative Regulation: AR 4112.24, AR 4222

Subject: Right to request information re: professional qualifications of child's teacher and

paraprofessional

When to notify: Beginning of each school year, if district schools have been identified for program program improvement or corrective action

Education or other legal code: 20 USC 6316

Board Policy/Administrative Regulation: AR 0520.2

Subject: Availability of supplemental educational services, identity of providers, description of

services, qualifications, effectiveness of providers

When to notify: Beginning of each school year Education or other legal code: 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation: BP 0410, BP 6178

Subject: Nondiscrimination

When to notify: Annually to parent, teacher, and employee organizations or, in their absence, individuals

Education or other legal code: 40 CFR 763.84, 763.93 Board Policy/Administrative Regulation: AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or

post-response actions planned or in progress

II. At Specific Times During the Student's Academic Career

When to notify: Beginning in grade 7, at least once prior to course selection and career counseling

Education or other legal code: 221.5, 48980

Board Policy/Administrative Regulation: AR 6164.2

Subject: Course selection and selection and career counseling

When to notify: When child first enrolls in a public school, if the school offers a fingerprinting program

Education or other legal code: 32390, 48980

Board Policy/Administrative Regulation: AR 5142.1

Subject: Fingerprinting program

When to notify: Upon registration in K-6, if students have not previously been transported

Education or other legal code: 39831.5

Board Policy/Administrative Regulation: AR 3543

Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to notify: Beginning of each school year for high school students, if high school is open campus

Education or other legal code: 44808.5, 48980

Board Policy/Administrative Regulation: AR 5112.5

Subject: Open campus

When to notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement

Education or other legal code: 48980, 51225.3

Board Policy/Administrative Regulation: AR 6146.1

Subject: How each high school graduation requirement does or does not satisfy college entrance

a-g course criteria; list of district CTE courses that satisfy a-g course criteria

When to notify: Beginning of each school year, for high school students

Education or other legal code: 48980, 52244

Board Policy/Administrative Regulation: AR 6141.5

Subject: Availability of state funds to cover costs of advanced placement exam fees

When to notify: Beginning of each school year in grades 9-12 and when high school student

transfers into the district

Education or other legal code: 48980, 60850

Board Policy/Administrative Regulation: AR 6162.52

Subject: Requirement to pass the high school exit exam including: date of exam, requirements

for passing, consequences of not passing, and that passing is a condition of graduation

When to notify: When students entering grade 7

Education or other legal code: 49452.7

Board Policy/Administrative Regulation: AR 5141.3 Subject: Specified information on type 2 diabetes

When to notify: When in kindergarten, or first grade if not previously enrolled in public school

Education or other legal code: 49452.8

Board Policy/Administrative Regulation: AR 5141.32

Subject: Requirement for oral health assessment, explanation of law, importance of oral health,

agency contact, privacy rights

When to notify: Beginning of each school year for students in grades 9-12

Education or other legal code: 51229, 48980 Board Policy/Administrative Regulation: AR 6143

Subject: College admission requirements, UC and CSU web sites that list certified courses,

description of CTE, CDE Internet address, how students may meet with counselors

When to notify: Beginning of each school year for students in grades 7-12

Education or other legal code: 51938, 48980

Board Policy/Administrative Regulation: AR 6142.1

Subject: Explanation of sex and HIV/AIDS instruction; right to view A/V materials, who's

teaching, request specific Education Code sections, right to excuse

When to notify: Within 20 working days of receiving results of standardized achievement tests

Education or other legal code: 60641; 5 CCR 863 Board Policy/Administrative Regulation: AR 6162.51

Subject: Results of tests; test purpose, individual score and intended use

When to notify: When child is enrolled in kindergarten

Education or other legal code: Health & Safety Code 124100

Board Policy/Administrative Regulation: AR 5141.32

Subject: Health screening examination

When to notify: To students in grades 11-12, early enough to enable registration for fall test

Education or other legal code: 5 CCR 11523

Board Policy/Administrative Regulation: AR 6146.2

Subject: Notice of proficiency examination provided under Education Code 48412

When to notify: To secondary students, if district receives Title I funds

Education or other legal code: 20 USC 7908

Board Policy/Administrative Regulation: AR 5125.1

Subject: Notice that parents may request district to not release name, address, phone number of

child to military recruiters without prior written consent

III. When Special Circumstances Occur

When to notify: When student has been placed in structured English immersion program

Education or other legal code: 310-311, 5 CCR 11309 Board Policy/Administrative Regulation: AR 6174 Subject: Placement of child in program and opportunity to apply for parental exception waiver, other rights of student relative to such placements

When to notify: When determining whether an English learner should be reclassified as fluent

English proficient

Education or other legal code: 313; 5 CCR 11303 Board Policy/Administrative Regulation: AR 6174

Subject: Description of reclassfication process, opportunity for parent/guardian to participate

When to notify: When student is identified as English learner and district receives Title III funds, not later than 30 days after beginning of school year or within two weeks of placement if

identified during school year

Education or other legal code: 440; 20 USC 7012 Board Policy/Administrative Regulation: AR 6174

Subject: Reason for classification, level of English proficiency, description of program(s), option

to decline program or choose alternate, exit requirements of program

When to notify: Before high school student attends specialized secondary program on a

university campus

Education or other legal code: 17288

Board Policy/Administrative Regulation: None

Subject: University campus buildings may not meet Education Code requirements for structural

safety

When to notify: At least 72 hours before use of pesticide product use of pesticide product not

included in annual list

Education or other legal code: 17612

Board Policy/Administrative Regulation: AR 3514.2

Subject: Intended use of pesticide product

When to notify: To members of athletic teams

Education or other legal code: 32221.5

Board Policy/Administrative Regulation: AR 5143

Subject: Offer of insurance; no-cost and low-cost program options

If school has lost its WASC accreditation status

Education or other legal code: 35178.4

Board Policy/Administrative Regulation: BP 6190 Subject: Loss of status, potential consequences

When to notify: At least six months before implementing a schoolwide uniform policy

Education or other legal code: 35183

Board Policy/Administrative Regulation: AR 5132

Subject: Dress code policy requiring schoolwide uniform

When to notify: Beginning of each term, when student has not passed the exit exam by the end of

grade 12

Education or other legal code: 37254

Board Policy/Administrative Regulation AR 6179

Subject: Availability of intensive instruction and services for two consecutive academic years

and right to file complaint

When to notify: Before implementing a year-round schedule

Education or other legal code: 37616

Board Policy/Administrative Regulation: BP 6117

Subject: Year-round schedule

When to notify: When interdistrict transfer is requested and not approved or denied within 30

days

Education or other legal code: 46601

Board Policy/Administrative Regulation: AR 5117

Subject: Appeal process

When to notify: Before early entry to kindergarten, if offered

Education or other legal code: 48000

Board Policy/Administrative Regulation: AR 5111

Subject: Effects, advantages and disadvantages of early entry

When to notify: When student identified as being at risk of retention

Education or other legal code: 48070.5

Board Policy/Administrative Regulation: AR 5123

Subject: Student at risk of retention

When to notify: When student excluded due to quarantine, contagious or infectious disease,

danger to safety or health

Education or other legal code: 48213

Board Policy/Administrative Regulation: AR 5112.2, BP 5141.33

Subject: Student has been excluded from school

When to notify: Before student is excluded for lack of immunization

Education or other legal code: 48216; 17 CCR 6040 Board Policy/Administrative Regulation: AR 5141.31

Subject: Need to submit evidence of immunization or exemption within 10 school days; referral

to medical care

When to notify: When a student is classified a truant Education or other legal code: 48260.5, 48262 Board Policy/Administrative Regulation: AR 5113.1

Subject: Truancy, parental obligation, availability of alternative programs, student consequences,

need for conference

When to notify: When a truant is referred to a SARB or probation department

Education or other legal code: 48263

Board Policy/Administrative Regulation: AR 5113.1

Subject: Name and address of SARB or probation department and reason for referral

When to notify: When a school is identified on the state's Open Enrollment List

Education or other legal code: 48354; 5 CCR 4702 Board Policy/Administrative Regulation: AR 5118 Subject: Student's option to transfer to another school

When to notify: Within 60 days of receiving application for transfer out of open enrollment school

Education or other legal code: 48357; 5 CCR 4702 Board Policy/Administrative Regulation: AR 5118

Subject: Whether student's transfer application is accepted or rejected; reasons for rejection

When to notify: Prior to involuntary transfer prior to continuation school

Education or other legal code: 48432.5

Board Policy/Administrative Regulation: AR 6184

Subject: Right to require meeting to involuntary transfer to continuation school

When to notify: When student is removed from class and teacher requires parental attendance at school

Education or other legal code: 48900.1

Board Policy/Administrative Regulation: BP 5144.1, AR 5144.1 Subject: Parental attendance required; timeline for attendance

When to notify: Prior to withholding grades, diplomas, or transcripts

Education or other legal code: 48904

Board Policy/Administrative Regulation: AR 5125.2

Subject: Damaged school property

When to notify: When withholding grades, diplomas or transcripts from transferring student

Education or other legal code: 48904.3

Board Policy/Administrative Regulation: AR 5125.2

Subject: Next school will continue withholding grades, diplomas, or transcripts

When to notify: When student is released to peace officer

Education or other legal code: 48906

Board Policy/Administrative Regulation: BP 5145.11

Subject: Release of student to peace officer

When to notify: At time of suspension Education or other legal code: 48911

Board Policy/Administrative Regulation: BP 5144.1, AR 5144.1

Subject: Notice of suspension

When to notify: When original period of suspension is extended

Education or other legal code: 48911

Board Policy/Administrative Regulation: AR 5144.1

Subject: Extension of suspension

When to notify: At the time a studen tis assigned to a supervised suspension classroom

Education or other legal code: 48911.1

Board Policy/Administrative Regulation: AR 5144.1

Subject: The student's assignment to a supervised classroom

When to notify: Before holding a closed session re: suspension

Education or other legal code: 48912

Board Policy/Administrative Regulation: AR 5144.1 Subject: Intent to hold a closed session re: suspension

When to notify: When student expelled from another district for certain acts seeks admission

Education or other legal code: 48915.1, 48918 Board Policy/Administrative Regulation: BP 5119

Subject: Hearing re: possible danger presented by expelled student

When to notify: When readmission is denies

Education or other legal code: 48916

Board Policy/Administrative Regulation: AR 5144.1

Subject: Reasons for denial; determination of assigned program

When to notify: When expulsion occurs Education or other legal code: 48916

Board Policy/Administrative Regulation: AR 5144.1 Subject: Description of readmission procedures

When to notify: 10 calendar days before expulsion hearing

Education or other legal code: 48918

Board Policy/Administrative Regulation: AR 5144.1

Subject: Notice of expulsion hearing

When to notify: When expulsion or suspension of expulsion occurs

Education or other legal code: 48918

Board Policy/Administrative Regulation: AR 5144.1

Subject: Decision to expel; right to appeal to county board; obligation to inform new district of

status

When to notify: One month before the scheduled minimum day

Education or other legal code: 48980

Board Policy/Administrative Regulation: BP 6111

Subject: When minimum days scheduled after beginning of the school year

When to notify: When parents request guidelines for filing complaint of child abuse at a school

site

Education or other legal code: 48987

Board Policy/Administrative Regulation: AR 5141.4

Subject: Guidelines for filing complaint of child abuse at a school site with local child protective

agencies

When student in danger of failing a course

Education or other legal code: 49067

Board Policy/Administrative Regulation: AR 5121 Subject: Student in danger of failing a course

When student transfers from another district or private school

Education or other legal code: 49068

Board Policy/Administrative Regulation: AR 5125

Subject: Right to receive copy of student's record and to challenge its content

When to notify: Within 24 hours of release of information to a judge or probation officer

Education or other legal code: 49076

Board Policy/Administrative Regulation: AR 5125

Subject: Release of student record to a judge or probation officer for conducting truancy

mediation program or for presenting evidence at a truancy petition

When to notify: Before release of information pursuant to court order or subpoena

Education or other legal code: 49077

Board Policy/Administrative Regulation: AR 5125

Subject: Release of information pursuant to court order or subpoena

When to notify: When screening results in suspicion that student has scoliosis

Education or other legal code: 49452.5

Board Policy/Administrative Regulation: AR 5141.3

Subject: Scoliosis screening

When to notify: When test results in discovery of visual or hearing defects

Education or other legal code: 49456

Board Policy/Administrative Regulation: AR 5141.3

Subject: Vision or hearing test

When to notify: Annually to parents/guardians of student athletes before their first practice or

competition

Education or other legal code: 49475

Board Policy/Administrative Regulation: AR 6145.2 Subject: Information on concussions and head injuries

When to notify: Before any test questioning personal beliefs

Education or other legal code: 51513

Board Policy/Administrative Regulation: AR 5022

Subject: Permission for test, survey questioning personal beliefs

When to notify: Within 14 days of instruction if arrangement made for guest speaker after

beginning of school year

Education or other legal code: 51938

Board Policy/Administrative Regulation: AR 6142.1

Subject: Instruction in HIV/AIDS or sexual health education by guest speaker or outside

consultant

When to notify: Prior to administering survey regarding health risks and behaviors to students in

7-12

Education or other legal code: 51938

Board Policy/Administrative Regulation: AR 5022 Subject: Notice that the survey will be administered

When to notify: 30 calendar days of receipt of results of assessment or reassessment of English

proficiency

Education or other legal code: 52164.1, 52164.3, 5 CCR 11511.5

Board Policy/Administrative Regulation: AR 6174 Subject: Result of state test of English proficiency

When to notify: When migrant education program is established

Education or other legal code: 54444.2

Board Policy/Administrative Regulation: BP 6175, AR 6175 Subject: Parent advisory council membership composition

When to notify: When child participates in licensed child care and development program

Education or other legal code: Health & Safety Code 1596.857

Board Policy/Administrative Regulation: AR 5148

Subject: Parent right to enter facility

When to notify: When sharing student immunization information with an immunization system

Education or other legal code: Health & Safety Code 120440

Board Policy/Administrative Regulation: AR 5125

Subject: Types of information to be shared, name and address of agency, acceptable use of the

information, right to examine, right to refuse to share

When to notify: When hearing is requested by person asked to leave school premises

Education or other legal code: Penal Code 627.5 Board Policy/Administrative Regulation: AR 3515.2

Subject: Notice of hearing

When to notify: Prior to student participation in gifted and talented program

Education or other legal code: 5 CCR 3831

Board Policy/Administrative Regulation: AR 6172

Subject: Gifted and talented student program

When to notify: When providing written decision in response to a complaint re: discrimination;

special education, or noncompliance with law regulating educational programs

Education or other legal code: 5 CCR 4631

Board Policy/Administrative Regulation: AR 1312.3

Subject: Appeal rights and procedures

When to notify: Within 30 calendar days of receipt of CELDT results

Education or other legal code: 5 CCR 11511.5 Board Policy/Administrative Regulation: AR 6174

Subject: CELDT test results

When to notify: When child participates in licensed child care and development program

Education or other legal code: 5 CCR 18066

Board Policy/Administrative Regulation: AR 5148

Subject: Policies re: unexcused absences

When to notify: When district substantively changes policy on student privacy rights

Education or other legal code: 20 USC 1232h Board Policy/Administrative Regulation: AR 5022

Subject: Notice of any substantive change in policy or regulation

When to notify: For districts receiving Title I funds, when child has been taught for four or more

consecutive weeks by a teacher who is not "highly qualified"

Education or other legal code: 20 USC 6311

Board Policy/Administrative Regulation: AR 4112.24 Subject: Timely notice to parent of child's assignment

When to notify: When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress

Education or other legal code: 20 USC 6312

Board Policy/Administrative Regulation: AR 0520.2

Subject: Notice of failure to parents of English language learners

When to notify: For districts receiving Title I funds, not later than 30 days after beginning of

school year, to parents of English learners Education or other legal code: 20 USC 6312

Board Policy/Administrative Regulation: AR 6174

Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

When to notify: When school identified for program improvement or corrective action

Education or other legal code: 20 USC 6316

Board Policy/Administrative Regulation: AR 0520.2, AR 5116.1

Subject: Explanation of identification, reasons, how problem will be addressed, how parents

can become involved, transfer option, availability of supplemental services

When to notify: When district identified for program improvement

Education or other legal code: 20 USC 6316

Board Policy/Administrative Regulation: AR 0520.3

Subject: Explanation status, reasons for identification, how parents can participate in upgrading

district

When to notify: For schools receiving Title I funds, upon development of parent involvement

Education or other legal code: 20 USC 6318

Board Policy/Administrative Regulation: AR 6020

Subject: Notice of policy

When to notify: For districts receiving Title III funds, within 30 days of the release of state Title

III accountability report

Education or other legal code: 20 USC 7012

Board Policy/Administrative Regulation: AR 6174

Subject: Notification of any failure to make progress on state's annual measurable achievement

objectives for English learners

When to notify: When household is selected for verification of eligibility for free or

reduced-price meals

Education or other legal code: 42 USC 1758; 7 CFR 245.6a

Board Policy/Administrative Regulation: AR 3553

Subject: Notice of need to submit verification information; any subsequent change in benefits; right to appeal

When to notify: When student transfers out of state and records are disclosed without consent

pursuant to 34 CFR 99.30

Education or other legal code: 34 CFR 99.34 Board Policy/Administrative Regulation: AR 5125

Subject: Right to review records

IV. Special Education Notices

When to notify: Prior to conducting initial evaluation

Education or other legal code: 56301, 56321, 56321.5, 56321.6, 56329; 34 CFR 300.502

Board Policserious property damage

Education or other legal code: 5 CCR 3052

Board Policy/Administrative Regulation: AR 6159.4

Subject: Emergency intervention

When to notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services

Education or other legal code: 20 USC 1415(c); 34 CFR 300.300, 300.503

Board Policy/Administrative Regulation: AR 6159, AR 6159.1

Subject: Prior written notice

When to notify: Initial referral for evaluation

Education or other legal code: 20 USC 1415(d); 34 CFR 300.503

Board Policy/Administrative Regulation: AR 6159.1

Subject: Prior written notice and procedural safeguards notice

When to notify: Registration of complaint

Education or other legal code: 20 USC 1415(d); 34 CFR 300.504

Board Policy/Administrative Regulation: AR 6159.1

Subject: Procedural safeguards notice

When to notify: Disciplinary action taken for dangerous behavior Education or other legal code: 20 USC 1415(k); 34 CFR 300.530

Board Policy/Administrative Regulation: AR 5144.2 Subject: Decision and procedural safeguards notice When to notify: Suspension or change of placement for more than 10 days

Education or other legal code: 20 USC 1415(k); 34 CFR 300.530

Board Policy/Administrative Regulation: AR 5144.2 Subject: Decision and procedural safeguards notice

When to notify: Upon requesting a due process hearing

Education or other legal code: 20 USC 1415(k); 34 CFR 300.508

Board Policy/Administrative Regulation: AR 6159.1

Subject: Child's name, address, school, description of problem, proposed resolution

When to notify: Eligibility for services under Section 504 Education or other legal code: 34 CFR 104.32, 104.36 Board Policy/Administrative Regulation: AR 6164.6

Subject: District responsibilities, district actions, procedural safeguards

V. Classroom Notices

When to notify: In each classroom in each school

Education or other legal code: 35186

Board Policy/Administrative Regulation: AR/E 1312.4

Subject: Complaint rights re: sufficiency of instructional materials, teacher vacancy and misassignment, maintenance of facilities, and, for classrooms with grades 10-12, right of students who did not pass exit exam to receive intensive instruction after grade 12

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CSBA Sample

Board Policy

Married/Pregnant/Parenting Students

BP 5146 Students

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 these 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-Adminstrative Discretion Regarding Board Policy.

The Governing Board recognizes that early marriage, pregnancy or parenting may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to provide instruction and services designed to assist in pregnancy prevention. The Board also desires to support male and female expectant and parenting students to attain strong academic and parenting skills and to promote the healthy development of their children.

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6011 - Academic Standards)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Note: Title IX (20 USC 1681-1688) forbids gender discrimination in any school receiving federal assistance. No school may deny participation in a class or extracurricular activity because of a student's pregnancy, childbirth, false pregnancy, abortion, parenthood or marital status unless the student requests to participate in a separate portion of the program or activity. The school cannot require a student to take a course or participate in special programs or schools for expectant and parenting students; student participation must be voluntary and such programs or schools must be comparable to programs and schools offered to other students.

***Note: In addition, under 34 CFR 106.40, a school may not require a physician's certificate from a pregnant student unless the school imposes the same requirement on all other students with physical or emotional conditions requiring a physician's care. Pregnancy must be treated as

any other medical condition or "temporary disability" with regards to health plans, medical benefits and related services.***

Married, expectant and parenting students shall have the same educational and extracurricular opportunities as all students. Participation in special programs or schools shall be voluntary.

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

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 6145 - Extracurricular and Cocurricular Activities)

For school-related purposes, married students under the age of 18 are emancipated minors and have all the rights and privileges of students who are 18, even if the marriage has been dissolved. (Family Code 7002)

Expectant and Parenting Students

***Note: Education Code 54740-54749.5 establishes the California School Age Families Education (Cal-SAFE) program. AB 1818 (Ch. 1168, Statutes of 2002) amended Education Code 54743 and 54745-54747 to extend eligibility to male students who voluntarily identify themselves as the parent of an unborn child, as well as pregnant female students, parenting students and their children. ***

***Note: Pursuant to Education Code 54745, as amended, a district applying for a Cal-SAFE grant is mandated to adopt a policy or resolution declaring its commitment to provide a comprehensive, continuous, community-linked program for expectant and parenting students and their children that reflects the cultural and linguistic diversity of the community. The following section fulfills this mandate and reflects the goals and purposes of this program. The following section is optional for districts not receiving Cal-SAFE grants. ***

The Board is committed to providing to expectant and parenting students and their children a comprehensive, continuous, community-linked program that reflects the cultural and linguistic diversity of the community.

The Superintendent or designee shall collaborate with the County Superintendent of Schools and other community agencies and organizations to ensure that appropriate educational and related support services are available to meet the needs of expectant and parenting students their children.

(cf. 1020 - Youth Services)

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

Expectant and parenting students retain the right to participate in any comprehensive school or educational alternative programs. School placement and instructional strategies for participating students shall be based on the needs and learning styles of individual students. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the individual student and/or child. (Education Code 54745)

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(cf. 6158 - Independent Study)
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(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

(cf. 6200 - Adult Education)

In addition to providing a quality education program for expectant and parenting students, the district's program shall provide parenting education and life skills instruction, special school nutrition supplements for pregnant and lactating students, and a child care and development program on or near the school site for the children of enrolled students. The district's program may provide other support services authorized by Education Code 54746 as necessary to meet the needs of students and their children. (Education Code 54745)

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(cf. 3550 - Food Service/Child Nutrition Program)
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(cf. 5141.6 - School Health Services)

(cf. 5148 - Child Care and Development)

(cf. 5148.1 - Child Care Services for Parenting Students)

(cf. 6164.2 - Guidance/Counseling Services)

Pregnancy Prevention Program

Note: The following optional section may be deleted or revised as desired to reflect district practice.

The Superintendent or designee shall ensure that age-appropriate, culturally sensitive and community-sensitive instruction and services are available to assist in the prevention of pregnancy among minors. The district's program shall be based on strategies that have proven effective in delaying the onset of sexual activity and reducing the incidence of pregnancy among school-age youth. Instruction shall be consistent with the district's family life/sex education curriculum.

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(cf. 5141.25 - Availability of Condoms)
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(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

Legal Reference:

EDUCATION CODE

2551.3 Determination of state aid for pregnant minors program

17293 School facilities for pregnant/parenting teen programs

48220 Compulsory education requirement

48410 Persons exempted from continuation classes

49553 Nutrition supplements for pregnant/lactating students

49558 Confidentiality of applications and records for free or reduced price meals

51220.5 Parenting skills and education

51745 Independent study

52610.5 Enrollment of pregnant and parenting students in adult education

54740-54749.5 California School Age Families Education Program (Cal-SAFE)

FAMILY CODE

7002 Description of emancipated minor

7050 Purposes for which emancipated minor considered an adult

HEALTH AND SAFETY CODE

124175-124200 Adolescent and Family Life Act

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.40 Marital or parental status

Management Resources:

CDE PUBLICATIONS

Pregnant and Parenting Students: A Report to the Legislature, April 1996

SBE POLICIES

Policy statement on adolescent pregnancy and parenting, July 9, 1993

WEB SITES

CDE: http://www.cde.ca.gov

California Department of Public Health: http://www.cdph.ca.gov Department of Social Services: http://www.dss.cahswnet.gov

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CSBA Sample

Administrative Regulation

Married/Pregnant/Parenting Students

AR 5146 Students

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 these requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also, see BP 2210-Administrative Discretion Regarding Board Policy.

The Superintendent or designee may grant a student a leave of absence due to pregnancy, childbirth or abortion for as long as it is deemed medically necessary. At the conclusion of the leave, the student shall be reinstated to the status she held when the leave began. (34 CFR 106.40)

(cf. 5112.3 - Student Leave of Absence)

A pregnant or parenting student also may request exemption from attendance because of a physical or mental condition or because of personal services that must be rendered to a dependent. (Education Code 48410)

(cf. 5112.1 - Exemptions from Attendance)

Cal-SAFE Program

Note: The following section reflects requirements of the California School Age Families Education (Cal-SAFE) program for expectant and parenting students (Education Code 54740-54749.5). The following section is optional for districts not receiving Cal-SAFE grants.

***Note: AB 1818 (Ch. 1168, Statutes of 2002) amended Education Code 54747 to clarify that a student with an IEP is eligible only if he/she is also an expectant parent, custodial parent, or noncustodial parent taking an active role in the care and supervision of the child, and has not earned a high school diploma or its equivalent. ***

A male or female student shall be eligible to enroll in the district's California School Age Families Education (Cal-SAFE) program if he/she: (Education Code 54747, 56026)

- 1. Is an expectant parent, custodial parent, or noncustodial parent taking an active role in the care and supervision of the child
- 2. Has not earned a high school diploma or its equivalent
- 3. Meets one of the following additional conditions:
- a. Is age 18 years of age or younger.
- b. Is age 19 and has been continuously enrolled in the program since before his/her 19th birthday. Such a student may be enrolled in the program for one additional semester.
- c. The student is below age 22 and has an active individualized education plan.

(cf. 6159 - Individualized Education Program)

Students shall be enrolled in the program on an open-entry and open-exit basis. (Education Code 54745)

A student shall not be denied initial or continuous enrollment because of having had multiple pregnancies, more than one child, or a change in eligibility status from expectant to parenting. (Education Code 54747)

No fees shall be charged to students or their families for services provided through the district's Cal-SAFE program. (Education Code 54745)

(cf. 3260 - Fees and Charges)

The Superintendent or designee shall complete an intake procedure regarding each student upon entry into the program, and periodically thereafter as necessary, to determine appropriate levels and types of services to be provided. (Education Code 54746)

The Superintendent or designee shall provide staff development and conduct community outreach in order to establish a positive learning environment and supportive school policies. (Education Code 54745)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall participate in the development of the county service coordination plan for providing educational and related support services to expectant and

parenting teens and their children. He/she also shall participate in data collection and evaluation of the program. (Education Code 54744, 54745)

(cf. 5148.1 - Child Care Services for Parenting Students)

(cf. 6190 - Evaluation of the Instructional Program)

(cf. 9000 - Role of the Board)

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CSBA Sample

Board Policy

Concepts And Roles

BP 6000 Instruction

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

The Governing Board desires to provide a comprehensive, research-based curriculum that motivates every student to succeed. The district's educational program shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful in school and develop to their full potential.

(cf. 9000 - Role of the Board)

Strategies for improving the educational program shall take into consideration the needs of individual students and subpopulations of students. Students who are failing or at risk of failing to meet academic standards shall be provided with alternative programs and/or supplemental assistance designed to raise achievement.

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 6158 - Independent Study)

(cf. 6159 - Individualized Education Program)

(cf. 6164.5 - Student Success Teams)

(cf. 6164.6 - Identification and Education Under Section 504)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer School)

(cf. 6179 - Supplemental Instruction)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

Inasmuch as parents/guardians are critical partners in their children's education, parents/guardians shall be provided with opportunities to be meaningfully involved both in support of their children's education program at school and with learning at home.

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(cf. 5020 - Parent Rights and Responsibilities) (cf. 6020 - Parent Involvement)
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The Board shall:

1. Establish standards of student achievement for core subjects at each grade level that are aligned with the district?'s vision for student learning, the specific needs and strengths of the students, the expectations of parents/guardians and the community, and available resources

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(cf. 0100 - Philosophy)(cf. 0200 - Goals for the School District)(cf. 5123 - Promotion/Acceleration/Retention)(cf. 6011 - Academic Standards)
```

2. Establish graduation requirements

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(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.5 - Elementary/Middle School Graduation Requirements)
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3. Ensure that a process is in place, involving teachers, administrators, students, and parents/guardians, for the development and review of the district's curriculum

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(cf. 6141 - Curriculum Development and Evaluation)
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4. Adopt the district curriculum and courses of study to be offered

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(cf. 6143 - Courses of Study)
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5. Adopt textbooks and other instructional materials

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(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 6161 - Equipment, Books and Materials)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
```

6. Support the professional staff?'s implementation of the curriculum by providing consistent policy direction, allocating resources based on educational program priorities, ensuring that collective bargaining agreements do not constrain the district?'s ability to achieve curricular goals, recognizing staff accomplishments, and including reasonable annual goals related to student learning in the Superintendent evaluation process

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(cf. 2140 - Evaluation of the Superintendent)
(cf. 3100 - Budget)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 9310 - Board Policies)
```

- 7. Provide a continuing program of professional development to keep instructional staff, administrators, and Board members updated about current issues and research pertaining to curriculum, instructional strategies, and student assessment
- (cf. 4131 Staff Development)
- (cf. 4222 Teacher Aides/Paraprofessionals)
- (cf. 4331 Staff Development)
- (cf. 9240 Board Development)
- 8. Review and evaluate the educational program on the basis of state and federal accountability measures, disaggregated student achievement data, and other indicators and ensure that evaluation results are used to improve programs, curriculum, and/or instructional practices as necessary to enhance student achievement

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(cf. 0500 - Accountability)
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- (cf. 6162.5 Student Assessment)
- (cf. 6162.51 Standardized Testing and Reporting Program)
- (cf. 6162.52 High School Exit Examination)
- (cf. 6190 Evaluation of the Instructional Program)
- 9. Communicate clear information about district instructional goals, programs, and progress in student achievement to the community and media

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(cf. 0510 - School Accountability Report Card)
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- (cf. 1100 Communication with the Public)
- (cf. 1112 Media Relations)

The Superintendent or designee shall:

- 1. Review research related to curriculum issues
- 2. Select and/or develop curricula for recommendation to the Board in accordance with the district's curriculum development and review process
- 3. Ensure the articulation of the curriculum between grade levels and with postsecondary education and the workplace
- (cf. 1700 Relations between Private Industry and the Schools)
- 4. Determine the general methods of instruction to be used
- 5. Assign instructors and schedule classes for all curricular offerings

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(cf. 4113 - Assignment)
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(cf. 6112 - School Day)

(cf. 6117 - Year-Round Schedules)

6. Recommend instructional materials to the Board and direct the purchase of approved materials and equipment

(cf. 3310 - Expenditures and Purchases)

7. Evaluate and report to the Board on student achievement as demonstrated through testing and other types of appraisal, and recommend necessary changes in curriculum, programs, and instruction as indicated by student performance data

Comparability in Instruction

***Note: The following section is optional. 5 CCR 4424 requires districts to demonstrate comparability of services as a condition of receiving grants for compensatory education programs. In addition, 20 USC 6321 mandates districts receiving Title I funds to have policy on comparability in instruction; see BP/AR 6471 - Title I Programs for language fulfilling this mandate. ***

The district shall provide comparable educational opportunities for all students. Instruction in the core curriculum shall be in no way diminished when students receive supplementary services funded by special governmental programs. Services funded by any categorical program shall supplement, not supplant, the district-provided core curriculum and any services which may be provided by other categorical programs.

(cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 6171 - Title I Programs)

Legal Reference:
EDUCATION CODE
51000-51007 Legislative intent, educational program
CODE OF REGULATIONS, TITLE 5
3940 Maintenance of effort
4424 Comparability of services
UNITED STATES CODE, TITLE 20
6321 Fiscal requirements/comparability of services

Management Resources:
CSBA PUBLICATIONS
Maximizing School Board Leadership: Curriculum, 1996
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov

Board Policy

School Day

BP 6112
Instruction

Note: The following optional policy may be revised to reflect district practice. California law specifies the minimum length of the school day for elementary and secondary schools; see the accompanying administrative regulation.

Note: The Governing Board may extend the school day under the incentive funding offered pursuant to Education Code 46200-46205 and in accordance with collective bargaining agreements. Education Code 46201.2 provides that, between the 2009-10 and 2014-15 school years, any district receiving this incentive funding may reduce the school year by up to five instructional days or the equivalent number of instructional minutes without incurring financial penalties; also see BP 6111 - School Calendar.

The Governing Board shall fix the length of the school day subject to the provisions of law. (Education Code 46100)

(cf. 6111 - School Calendar)

The length of the school day shall apply equally to students with disabilities unless otherwise specified in the student's individualized education program or Section 504 plan.

(cf. 6159 - Individualized Education Program) (cf. 6164.6 - Identification and Education Under Section 504)

Note: The following optional paragraph is for use by districts that maintain elementary schools and may be modified to reflect district practice. Pursuant to Education Code 33350, the California Department of Education encourages districts to provide daily recess periods for elementary students, featuring time for unstructured but supervised play. The Superintendent of Public Instruction's Task Force on Obesity, Type 2 Diabetes, and Cardiovascular Disease recommends that students in grades K-6 be provided with recess or other physical activity breaks at least once per 120 minutes of instruction. The National Association for Sport and Physical Education recommends daily recess breaks of at least 20 minutes each day.

The schedule for elementary schools shall include at least one daily period of recess of at least 20 minutes in length in order to provide students with unstructured but supervised opportunities for physical activity.

(cf. 5030 - Student Wellness) (cf. 6142.7 - Physical Education and Activity) ***Note: The remainder of this policy applies to districts that maintain secondary schools and may be modified to reflect district practice.***

In establishing the daily instructional schedule for each secondary school, the Superintendent or designee shall give consideration to course requirements and curricular demands, availability of school facilities, and applicable legal requirements.

The Board encourages flexibility in scheduling so as to provide longer time blocks or class periods when appropriate and desirable to support student learning, provide more intensive study of core academic subjects or extended exploration of complex topics, and reduce transition time between classes.

Prior to implementing a block schedule program in which secondary students attend class for fewer school days, the Board shall consult with the certificated and classified employees of the school in a good faith effort to reach agreement and shall also consult with parents/guardians of the students who would be affected by the change and the community at large. Such consultation shall include at least one public hearing for which the Board has given adequate notice to the employees and to the parents/guardians of affected students. (Education Code 46162)

(cf. 9320 - Meetings and Notices)

Legal Reference:

EDUCATION CODE

8970-8974 Early primary program, including extended-day kindergarten

37202 Equal time in all schools

37670 Year-round schools

46010 Total days of attendance

46100 Length of school day

46110-46119 Kindergarten and elementary schools, day of attendance

46140-46147 Junior high school and high school, day of attendance

46160-46162 Alternative schedule - junior high and high school

46170 Continuation schools, minimum day

46180 Opportunity schools, minimum day

46190-46192 Adult education classes, day of attendance

46200-46206 Incentives for longer instructional day and year

48200 Compulsory attendance for minimum school day

48663 Community day school, minimum school day

48800-48802 Concurrent enrollment in community college

51222 Physical education, instructional minutes

51760-51769.5 Work experience education

52325 Regional occupational center, minimum day

Management Resources:

NATIONAL ASSOCIATION FOR SPORT AND PHYSICAL EDUCATION POSITION STATEMENTS

Recess for Elementary School Students, 2006

STATE BOARD OF EDUCATION POLICY STATEMENTS

99-03 Physical Education (PE) Requirements for Block Schedules, July 2006

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Extending Learning Time for Disadvantaged Students, August 1995

WEST ED PUBLICATIONS

Full-Day Kindergarten: Expanding Learning Opportunities, Policy Brief, April 2005 WEB SITES

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

National Association for Sport and Physical Education: http://www.aahperd.org/naspe

State Board of Education: http://www.cde.ca.gov/re/lr/wr/waiverpolicies.asp

U.S. Department of Education: http://www.ed.gov

WestEd: http://www.wested.org

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School Day

Note: The following optional administrative regulation specifies minimum and maximum school days for each grade level as provided by law. The district may revise this regulation to reflect district practice.

***Note: Pursuant to Education Code 46114, the minimum school day in grades K-8 may be computed by determining the average number of minutes over 10 consecutive school days (i.e., the number of minutes of attendance in any 10 consecutive school days, divided by 10). Education Code 46142 authorizes the minimum school day in junior high and high schools to be computed by averaging the number of minutes over two consecutive school days. The district will be in compliance if the average is at least the minimum day required by law, even if the number of minutes in any one school day is less than the minimum required school day specified below. However, Education Code 46114 and 46142 provide that no single school day may be less than 60 minutes for kindergarten, 170 minutes for grades 1-3, or 180 minutes for grades 4-12 ***

Kindergarten

***Note: The following section is for use by districts that maintain kindergarten classes. Education Code 46117 establishes a minimum school day of three hours (180 minutes) for kindergarten students as provided below. However, pursuant to Education Code 46119, if a district has less than a total of 40 kindergarten students, the Governing Board may apply to the Superintendent of Public Instruction to maintain two kindergarten classes of 150 minutes each, including recesses, taught on the same day by the same teacher.

Except as otherwise provided by law, the average school day established for kindergarten students shall be at least three hours, including recesses but excluding noon intermissions, but no longer than four hours, excluding recesses. (Education Code 46111, 46114, 46115, 46117)

Note: The following paragraph is optional. Although Education Code 46111 provides that recess shall be excluded from determining the maximum school day, it is the interpretation of the California Department of Education that recess time may be counted as instructional minutes, at the district's discretion, if teacher supervision occurs.

Recess may be counted as instructional minutes for purposes of determining the maximum school day if teacher supervision occurs.

Note: The following optional paragraph is for use by districts that maintain multitrack yearround schools pursuant to Education Code 37670(a).

In any multitrack year-round school operating pursuant to Education Code 37670(a), the kindergarten school day may be up to 265 minutes, excluding recesses. (Education Code 46111)

(cf. 6117 - Year-Round Schedules)

Note: The following optional paragraph is for use by districts that have established an early primary program pursuant to Education Code 8970-8974 in order to provide an integrated, experiential, and developmentally appropriate educational program with specified components for students in prekindergarten through grade 3. Education Code 8973 provides that the kindergarten school day in such programs may exceed four hours under the conditions described below, although districts do not receive additional apportionment funds.

In any district school operating an early primary program pursuant to Education Code 8970-8974, the kindergarten school day may exceed four hours, excluding recess, if both of the following conditions are met: (Education Code 8973)

- 1. The Governing Board has declared that the extended-day kindergarten program does not exceed the length of the primary school day.
- 2. The extended-day kindergarten program includes ample opportunity for both active and quiet activities within an integrated, experiential, and developmentally appropriate educational program.

Grades 1-8

Note: The following section is for use by districts that maintain any of grades 1-8 and should be modified to reflect the grade levels offered by the district.

Except as otherwise provided by law, the school day for elementary and middle school students shall be:

- 1. At least 230 minutes for students in grades 1-3, unless the Board has prescribed a shorter school day because of lack of school facilities requiring double sessions, in which case the minimum school day shall be 200 minutes. (Education Code 46112, 46142)
- 2. At least 240 minutes for students in grades 4-8 (Education Code 46113, 46142)

In determining the number of minutes for purposes of compliance with the minimum school day for students in grades 1-8, both noon intermissions and recesses shall be excluded. (Education Code 46115)

Grades 9-12

Note: The following section is for use by districts that maintain any of grades 9-12 and may be modified to reflect the grade levels offered by the district.

The school day for students in grades 9-12 shall be at least 240 minutes. (Education Code 46141, 46142)

Note: The following list should be revised to reflect programs offered by the district.

However, the school day may be less than 240 minutes when authorized by law. Programs that have a minimum school day of 180 minutes include, but are not necessarily limited to:

1. Continuation high school or classes (Education Code 46141, 46170)

(cf. 6184 - Continuation Education)

- 2. Opportunity school or classes (Education Code 46141, 46180)
- 3. Regional occupational center (Education Code 46141, 52325)

(cf. 6178.2 - Regional Occupational Center/Program)

4. Work experience education program approved pursuant to Education Code 51760-51769.5 (Education Code 46141, 46144)

A student in grade 12 who is enrolled in work experience education and is in his/her last semester or quarter before graduation may be permitted to attend school for less than 180 minutes per school day if he/she would complete all requirements for graduation, except physical education courses, in less than 180 minutes each day. (Education Code 46147)

(cf. 6178.1 - Work-Based Learning)

Concurrent enrollment in a community college pursuant to Education Code 48800-48802 or, for students in grades 11-12, part-time enrollment in classes of the California State University or University of California, provided academic credit will be awarded upon satisfactory completion of enrolled courses (Education Code 46146)

(cf. 6172.1 - Concurrent Enfollment in College Classes)

Note: SB 1316 (Ch. 67, 2012) amended Education Code 46141 and added Education Code 46146.5 to exempt early college high schools and middle college high schools from the 240minute minimum school day requirement under the circumstances described in item #6 below.

- An early college high school or middle college high school, provided the students are enrolled in community college or college classes in accordance with item #5 above (Education Code 46141, 46146.5)
- 7. Special day or Saturday vocational training program conducted under a federally approved plan for career technical education (Education Code 46141, 46144)

(cf. 6178 - Career Technical Education)

8. Adult education classes (Education Code 46190)

(cf. 6200 - Adult Education)

Note: The following optional paragraph is for use by districts that operate an evening high school pursuant to Education Code 51720-51724.

For an evening high school operated pursuant to Education Code 51720-51724, the number of days, specific days of the week, and number of hours during which the program shall be in session shall be determined by the Board, (Education Code 46141, 51721)

Students in grade 12 shall be enrolled in at least five courses each semester or the equivalent number of courses each quarter. This requirement shall not apply to students enrolled in regional occupational centers or programs, courses at accredited postsecondary institutions, independent study, special education programs in which the student's individualized education program establishes a different number of courses, continuation education classes, work experience education programs, or any other course of study authorized by the Board that is equivalent to the approved high school course of study. (Education Code 46145)

(cf. 6158 - Independent Study) (cf. 6159 - Individualized Education Program)

Alternative Block Schedule for Secondary Schools

Note: The following optional section is for use by districts that choose to create a block schedule pursuant to Education Code 46160-46162; see the accompanying Board policy. In establishing a block schedule, the district should be aware of state law (Education Code 51222) that requires secondary students to attend physical education courses for at least 400 minutes each 10 school days; see AR 6142.7 - Physical Education and Activity. Although the daily alternating block schedule, often referred to as the A/B block schedule, does fulfill the requirement for physical education minutes, other block schedules do not and thus require a waiver from the State Board of Education (SBE). See SBE Waiver Policy #99-03 for waiver criteria.

In order to establish a block or other alternative schedule or to accommodate career technical education and regional occupational center/program courses, the district may authorize students to attend fewer than the total number of days in which school is in session provided that students attend classes for at least 1,200 minutes during any five school day period or 2,400 minutes during any 10 school day period. (Education Code 46160)

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Board Policy

Year-Round Schedules

BP 6117
Instruction

Note: The following optional policy is for use by districts that operate or are considering the establishment of a year-round calendar in one or more schools, as authorized by Education Code 37610. Like schools on traditional calendar, year-round schools can have 180 days of instruction. However, they maintain a different pattern of instruction and vacations than schools on traditional calendar. While traditional calendar schools have nine months of instruction and three months of vacation during the summer, year-round schools operate on shorter blocks of time for instruction and vacation, such as 60 days of instruction followed by 20 days of vacation. Some year-round schools operate a "multitrack" plan as defined in Education Code 17017.7. Such a program is designed to increase the enrollment capacity of the school by dividing the student body and staff into groups or tracks (usually three to five groups) and rotating attendance so that, at any time during the school year, at least one group or track is on vacation while the other groups are attending school.

Note: Pursuant to Education Code 37693, the multitrack year-round program whereby a school operates on a three-track year-round calendar, with each track offering as few as 163 days of instruction per school year (Concept 6 program), has been eliminated.

The Governing Board believes that a year-round school schedule could benefit the district and its students by providing continuous instruction and reducing learning loss in students over extended vacations, allowing timely interventions to improve academic achievement, and alleviating overcrowding in schools through efficient use of school facilities. The Board shall consider the feasibility of establishing year-round schedules based on current and projected enrollments, facilities needs, and instructional needs.

(cf. 6111 - School Calendar) (cf. 7110 - Facilities Master Plan)

Before approving a year-round program in any district school, the Board shall consult in good faith, in an effort to reach agreement with certificated and classified employees of the school, parents/guardians of students who would be affected by the change, and the community at large. Such consultation shall include at least one public hearing. (Education Code 37616)

(cf. 0420 - School Plans/Site Councils) (cf. 4143/4243 - Negotiations/Consultation) (cf. 9320 - Meetings and Notices)

When the Board is considering a year-round schedule for any school, the Superintendent or

designee shall submit to the Board a comprehensive proposal that, at a minimum, shall address the schedule to be operated, the number of tracks the school will have, any needed facilities modifications, a communications system for notifying off-track families of school activities and developments, and how the ethnic and socioeconomic composition of the school will be maintained within each track.

If the Board determines to operate a year-round program in a manner that would require any student to enroll, the Superintendent or designee shall publish, not later than November 1 of the school year preceding the commencement of the program, notice of the district's intention to operate the program. Such notice shall be published in a newspaper of general circulation within the district, or if there is no such newspaper, then in any newspaper of general circulation that is regularly circulated in the district. The notice shall be published once each week for three successive weeks or, if the newspaper is regularly published once a week or more often, at least three times with at least five days intervening between the respective publication dates not counting the publication dates. (Education Code 37611)

(cf. 5116.1 - Intradistrict Open Enrollment)

Note: Pursuant to Education Code 37612, after the district has published the above notice, residents may request that the school not establish such a schedule by presenting a petition to the County Superintendent of Schools. This petition must be signed by at least 25 percent of the registered voters of the district and be submitted no later than December 10 of the year in which the notice is given. If the County Superintendent finds the petition to be sufficient as required by law, he/she will order a proposition to be placed upon the ballot of the appropriate election as provided in Education Code 37613. Irrespective of whether or not a petition is presented, the Board may request that an election be called and conducted.

On the Board's order, or upon a sufficient petition by the public to the County Superintendent of Schools after the above notice of intention is given by the district, an election shall be called to determine whether to permit a year-round program to be operated. (Education Code 37612)

Note: Education Code 37620 and 41420 establish 175 days of instruction as the minimum requirement to receive full average daily attendance reimbursement. Districts have the ability to increase to 180 days of instruction with longer day or year incentives pursuant to Education Code 46200-46206. The following paragraph provides for 180 days of instruction. Districts that provide fewer than 180 days should modify the following paragraph accordingly.

Each year-round school shall offer 180 days of instruction per school year, except for any school year in which the district and employee organization(s) agree to have fewer days of instruction pursuant to the authorization in Education Code 46201.2. (Education Code 37620)

(cf. 1431 - Waivers) (cf. 6112 - School Day)

Each school operating on a year-round schedule shall be closed for all students and employees on regular school holidays. (Education Code 37619)

(cf. 6115 - Ceremonies and Observances)

The Superintendent or designee shall annually submit a report to the Board regarding each district school operating a year-round schedule. The report shall include results of the school's academic assessments and how they compare with those of other schools, necessary facilities maintenance or repairs, and costs incurred or saved on account of operating a year-round schedule at the school.

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(cf. 0500 - Accountability)
(cf. 0510 - School Accountability Report Card)
(cf. 3460 - Financial Reports and Accountability)
(cf. 3517 - Facilities Inspection)
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Assignment to Year-Round Tracks

The Superintendent or designee shall establish an unbiased process for determining assignment of students to tracks based on the following criteria:

1. Students of the same family shall be placed in the same group or track unless one or more of such students are enrolled in a special education class or unless the parent/guardian requests that the students be placed in different groups. (Education Code 37617)

Note: Item #2 below lists optional criteria for assigning students to tracks and may be revised to reflect district practice.

2. Assignment based on ability level shall be minimized except when necessary to accommodate special education needs or other specialized programs.

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(cf. 6159 - Individualized Education Program)
(cf. 6172 - Gifted and Talented Student Program)
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After assignment based on the above priorities, remaining students shall be chosen on a lottery basis when the number of students requesting a particular track exceeds spaces available. Second preferences shall be accommodated to the extent possible.

The Superintendent or designee shall give parents/guardians adequate notice regarding their child's schedule.

Note: The following paragraph is optional and may be modified to reflect district practice. In its Year-Round Education Program Guide, the California Department of Education lists an appeal process among track assignment considerations for implementing a year-round educational program.

Any parent/guardian who is dissatisfied with the track assignment of his/her child may appeal the assignment to the Superintendent or designee within five business days, stating why a different

track is more appropriate for his/her child. The Superintendent or designee shall respond to the parent/guardian within five business days. The Superintendent's decision shall be final.

Once students are assigned to a track, priority shall be placed on keeping students on the same track each year unless the parent/guardian requests a change.

Legal Reference:

EDUCATION CODE

17017.5 Approval of applications; year-round education program

17017.6 Substantial enrollment, high school districts

17017.7 Priority for funding new construction

17071.40 Exemption from increase in school building capacity

17088.3 Qualifications for lease; submission of year-round multitrack educational program study

37202 Equity length of term, exceptions

37220-37223 Saturdays and holidays

37600-37644 Continuous school programs

37670-37672 Multi-track year round scheduling

41420 Minimum number of instructional days per year

42250.1 Funding for air conditioning

46200-46206 Incentives for longer instructional day and year

CODE OF REGULATIONS, TITLE 5

855 Testing period

884 Primary language testing period

14030 School housing standards for multitrack programs

Management Resources:

WEB SITES

California Department of Education, Multitrack Year-Round Education:

http://www.cde.ca.gov/ls/fa/yr

National Association for Year-Round Education: http://www.nayre.org

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Board Policy

Environmental Education

BP 6142.5 Instruction

Note: Pursuant to Public Resources Code 71300-71305, the California Office of Education and the Environment, within the California Department of Resources, Recycling, and Recovery (CalRecycle), has developed a model curriculum based on environmental education principles which will be incorporated into the state's criteria for textbook adoption and, pursuant to Education Code 33541, into the science curriculum framework adopted by the State Board of Education.

Note: The following optional policy is consistent with the state's education principles for the environment and may be revised to reflect district practice.

The Governing Board recognizes that schools play a crucial role in educating students about the importance of the environment and in preparing them to be stewards of natural resources. The Board believes that students should value the environment, respect all life forms, understand the basic ecological principles which support the planet, and live an ecologically responsible life-style.

(cf. 6000 - Concepts and Roles) (cf. 6142.3 - Civic Education)

Note: Education Code 51210 requires the adopted course of study for grades 1-6 to include instruction on the relations of persons to their human and natural environment, the wise use of natural resources, and science instruction on the place of humans in the ecological systems. In grades 7-12, Education Code 51220 requires study of the relations of persons to their human and natural environment and science instruction that emphasizes the place of humans in ecological systems. See AR 6143 - Courses of Study.

The Superintendent or designee shall develop an environmental education program that is aligned with state academic standards and curriculum frameworks. The Superintendent or designee shall determine how the district's environmental education program will be integrated into the district's science curriculum and other subjects and courses in which the concepts may be explicitly and systematically taught.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6142.93 - Science Instruction)

(cf. 6143 - Courses of Study)

The goal of the district's environmental education program shall be to provide students with an understanding of the interactions and interdependence of human societies and natural systems, people's dependence and influence on natural systems, the ways that natural systems change and how people can benefit and influence that change, the fact that there are no boundaries to prevent matter from flowing between systems, and the fact that decisions affecting resources and natural systems are complex and involve many factors.

Note: Pursuant to Public Resources Code 71300 and 71304, the California Office of Education and the Environment has developed environmental education resources, including model programs and successful strategies, to help districts coordinate best practices for environment-based education and environmental science and technology. Further information can be found on the CalRecycle's web site.

The district's program shall emphasize a coordination of instructional resources with active student participation in onsite resource conservation and management programs and the promotion of service learning partnerships.

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

(cf. 3511 - Energy and Water Management)

(cf. 3511.1 - Integrated Waste Management)

(cf. 3514 - Environmental Safety)

(cf. 5030 - Student Wellness)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6153 - School-Sponsored Trips)

Legal Reference:

EDUCATION CODE

8700-8707 Environmental education

8720-8723 Conservation education service

8760-8773 Outdoor science, conservation, and forestry

33541 Science requirements

37222.11 John Muir; recognition of his contributions

51210 Areas of study, grades 1-6

51220 Areas of study, grades 7-12

51795-51797 School instructional gardens

60041 Ecological systems and their protection

PUBLIC RESOURCES CODE

71300-71305 Statewide environmental education

Management Resources:

WEB SITES

California Environmental Protection Agency, Education and the Environment Initiative:

http://www.calepa.ca.gov/Education/EEI

California Department of Education, Environmental Education:

http://www.cde.ca.gov/pd/ca/sc/oeeintrod.asp
California Department of Resources, Recycling and Recovery, Education and Assistance:
http://www.calrecycle.ca.gov/Education
California Regional Environmental Education Community: http://www.creec.org

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Board Policy

Visual And Performing Arts Education

BP 6142.6 Instruction

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

Note: The following optional policy may be revised to reflect district practice. Education Code 51210 and 51220 require that visual and performing arts be included in the course of study offered in grades 1-6 and 7-12, respectively, see AR 6143 - Courses of Study. In addition, Education Code 51225.3 requires completion of one course in visual or performing arts, foreign language, or American Sign Language for high school graduation; see BP 6146.1 - High School Graduation Requirements.

The Governing Board believes that visual and performing arts are essential to a well-rounded educational program and should be an integral part of the course of study offered to students at all grade levels. The district's arts education program shall provide opportunities for appreciation, creation, and performance of the arts.

(cf. 6143 - Courses of Study) (cf. 6146.1 - High School Graduation Requirements)

Note: The State Board of Education (SBE) adopted content standards for visual and performing arts in 2001 and the Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve in 2004. These materials provide standards for dance, music, theatre, and visual arts at each grade level for grades K-8 and as a cluster for grades 9-12.

The Board shall adopt academic standards for dance, music, theatre, and visual arts that describe the skills, knowledge, and abilities that students shall be expected to possess at each grade level. The district's standards shall meet or exceed state content standards for each of these disciplines.

(cf. 6011 - Academic Standards)

The Superintendent or designee shall develop a sequential curriculum for dance, music, theatre, and visual arts which is consistent with the state curriculum framework and includes the following strands:

- 1. Artistic perception: processing, analyzing, and responding to sensory information through the use of language and skills unique to each arts discipline
- 2. Creative expression: composing, arranging, and performing a work and using a variety of means to communicate meaning and intent in one's own original works
- 3. Historical and cultural context: understanding the historical contributions and cultural dimensions of an arts discipline
- 4. Aesthetic valuing: analyzing and critically assessing works of dance, music, theatre, and visual arts
- 5. Connections, relations, and applications: connecting, comparing, and applying what is learned in one arts discipline to learning in the other arts, other subject areas, and careers

(cf. 6141 - Curriculum Development and Evaluation)

Note: If the district wants to use state instructional materials allowances to purchase instructional materials for visual and performing arts in grades K-8, Education Code 60200 requires that the Governing Board select materials from among those approved by the SBE. For grades 9-12, Education Code 60400 and 60411 authorize the Board to select district materials that meet criteria specified in law. See BP/AR 6161.11 - Selection and Evaluation of Instructional Materials.

The Board shall adopt standards-based instructional materials for visual and performing arts in accordance with applicable law, Board policy, and administrative regulation. In addition, the Board encourages teachers to incorporate a variety of media and technologies into lessons, presentations, and explorations in each of the arts disciplines.

(cf. 0400 - District Technology Plan)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 6161 - Equipment, Books and Materials)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6161.3 - Toxic Art Materials)

(cf. 6162.6 - Use of Copyrighted Materials)

(cf. 6163.1 - Library Media Centers)

***Note: Education Code 99200-99205 establish The California Arts Project (TCAP), a

statewide professional development project in the visual and performing arts. Professional development resources also may be located at one of four professional arts teacher associations: the California Dance Education Association, the California Association for Music Education, the California Education Association.***

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The Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of and ability to teach the arts and to implement adopted instructional materials.

(cf. 4131 - Staff Development)

The Superintendent or designee shall encourage, as a supplement to teacher instruction, the integration of community arts resources into the educational program. Such resources may include opportunities for students to attend musical and theatrical performances, observe the works of accomplished artists, and work directly with artists-in-residence and volunteers. In addition, the Superintendent or designee may collaborate with community organizations to share resources and seek grant opportunities.

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1260 - Educational Foundation)

(cf. 1700 - Relations between Private Industry and the Schools)

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 6020 - Parent Involvement)

(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall regularly evaluate and report to the Board regarding the implementation of arts education at each grade level and program effectiveness in enabling students to meet academic standards.

(cf. 0500 - Accountability)

Arts and Music Block Grants

Note: The 2007 State Budget trailer bill, uncodified SB 77 (Ch. 171, Statutes of 2007), appropriates arts and music block grants to districts to be used to supplement existing resources for art and music education in grades K-12. The funds, and any carry-over funds from the previous year, may be used for (1) hiring of additional staff; (2) purchase of new materials, books, supplies, and equipment; and (3) implementing or increasing staff development opportunities. As of 2007-08, the Board is required to distribute the funds to all school sites on the basis of an equal amount per student or the minimum school site allocation specified in SB 77, whichever is greatest. However, a district may elect to retain funds for districtwide endeavors that support these purposes on behalf of all of its schools (e.g., to hire teachers or a district coordinator for visual and performing arts; provide districtwide professional development; bulk purchase supplies, books, and equipment), if the Board adopts a resolution at a public meeting as provided below.

Note: By February 2, 2008, as a condition of receipt of funds, the Board must provide a summary report to the California Department of Education (CDE) of how these funds are expended or are proposed to be expended and the number of students and grade levels served. The CDE will provide a template to assist districts in making this report.

Any state funding received through arts and music block grants shall be used only for hiring additional staff, purchasing new materials, books, supplies, and equipment, and/or implementing or increasing staff development opportunities as needed to support standards-aligned arts and music instruction. (SB 77, Item 6110-265-0001, Statutes of 2007)

The Board shall distribute block grant funds to all district schools on the basis of an equal amount per student or the minimum school site allocation specified in the state budget, whichever is greatest. (SB 77, Item 6110-265-0001, Statutes of 2007)

However, the Board may allocate block grant funds for districtwide expenditures that support program purposes on behalf of all district schools. If the Board elects to do so, it shall adopt a resolution at a public meeting which specifies how the funds will be allocated among schools and for districtwide purposes and the reasons for those allocations. Prior to the public meeting, the Board shall inform school site councils, schoolwide advisory groups, or school support groups, as applicable, of the content of the proposed resolution and of the time and location where the resolution is proposed to be adopted. (SB 77, Item 6110-265-0001, Statutes of 2007)

(cf. 1220 - Citizen Advisory Committees) (cf. 9320 - Meetings and Notices)

Legal Reference:

EDUCATION CODE

8820-8830 Arts Work Visual and Performing Arts Educational Program

8950-8957 California summer school of the arts

32060-32066 Toxic art supplies

35330 Field trips

51210 Course of study, grades 1-6

51220 Course of study, grades 7-12

51225.3 Graduation requirements

58800-58805 Specialized secondary programs

60200-60206 Instructional materials, elementary schools

60400-60411 Instructional materials, high schools

99200-99206 Subject matter projects

UNCODIFIED STATUTE

SB 77, Ch. 171, Statutes of 2007, Item 6110-265-0001 Arts and music block grant

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Curriculum Development, 1996 CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Visual and Performing Arts Framework for California Public Schools: Kindergarten through Grade 12, 2004

Visual and Performing Arts Content Standards, January 2001

Arts Education Program Toolkit: A Visual and Performing Arts Program Assessment Process, 2001

WEB SITES:

CSBA: http://www.csba.org

Arts Education Partnership: http://aep-arts.org

California Alliance for Arts Education: http://www.artsed411.org

California Arts Council: http://www.cac.ca.gov

California Art Education Association: http://www.caea-arteducation.org California Association for Music Education: http://www.calmusiced.com California Dance Education Association: http://www.cdeadance.org

California Department of Education, Visual and Performing Arts: http://www.cde.ca.gov/ci/vp

California Educational Theatre Association: http://www.cetoweb.org/ceta_pages

The California Arts Project: http://csmp.ucop.edu/tcap

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Board Policy

Comprehensive Health Education

BP 6142.8
Instruction

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

The Governing Board believes that health education should foster the knowledge, skills, and attitudes that students need in order to lead healthy lives and avoid high-risk behaviors. The district's health education program shall be part of a coordinated school health system which supports the well-being of students and is linked to district and community services and resources.

(cf. 1020 - Youth Services)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3554 - Other Food Sales)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.63 - Steroids)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.3 - Health Examinations)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5141.6 - School Health Services)

(cf. 5141.7 - Sun Safety)

(cf. 5142 - Safety)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6164.2 - Guidance/Counseling Services)

Note: The federal Child Nutrition and Women, Infants and Children (WIC) Reauthorization Act of 2004 (42 USC 1751 Note) requires each district participating in the National School Lunch program (42 USC 1751-1769) or any program in the Child Nutrition Act of 1966, including the School Breakfast Program (42 USC 1771-1791), to adopt a districtwide school wellness policy which includes goals for nutrition education and physical education. See BP 5030 - Student Wellness for language fulfilling this mandate.

Goals for the district's health education program shall be designed to promote student wellness and shall include, but not be limited to, goals for nutrition education and physical activity.

(cf. 0200 - Goals for the School District)

(cf. 5030 - Student Wellness) (cf. 6142.7 - Physical Education)

Note: The following optional paragraph should be revised as necessary to reflect grade levels offered by the district. Education Code 51210 requires that the adopted course of study for grades 1-6 include instruction in health, including instruction in the principles and practices of individual, family, and community health.

Note: Education Code 51202 requires that certain health-related topics be addressed at the appropriate elementary and secondary grade levels and in appropriate subject areas, as determined by the district. Education Code 51934 requires that students be provided HIV/AIDS prevention instruction at least once in middle school or junior high school and at least once in high school. See AR 6143 - Courses of Study and BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction.

Note: In March 2008, the State Board of Education adopted voluntary content standards for health education as required by Education Code 51210.8; see the accompanying administrative regulation. The state's Health Framework for California Public Schools, provides nonprescriptive guidance on the scope and sequence of the health curriculum.

The district shall provide a planned, sequential, research-based, and developmentally appropriate health education curriculum for students in grades K-12 which is aligned with the state's content standards and curriculum framework. The Superintendent or designee shall determine the grade levels and subject areas in which health-related topics will be addressed, in accordance with law, Board policy, and administrative regulation.

(cf. 6011 - Academic Standards)(cf. 6141 - Curriculum Development and Evaluation)(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)(cf. 6143 - Courses of Study)

Note: The following optional paragraph may be revised to reflect district practice. Education Code 51890 defines a "comprehensive health education program" as one that includes community participation in the classroom. Education Code 51891 defines "community participation" as including participation by parents/guardians, practicing health care and public safety personnel, and public and private health care and service agencies in the planning, implementation, and evaluation of the program.

As appropriate, the Superintendent or designee shall involve school administrators, teachers, school nurses, health professionals representing various fields of health care, parents/guardians, community-based organizations, and other community members in the development, implementation, and evaluation of the district's health education program. Health and safety professionals may be invited to provide related instruction in the classroom, school assemblies, and other instructional settings.

(cf. 1220 - Citizen Advisory Committees)

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(cf. 1240 - Volunteer Assistance)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 6020 - Parent Involvement)
(cf. 6145.8 - Assemblies and Special Events)
(cf. 6162.8 - Research)
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The Superintendent or designee shall provide professional development as needed to ensure that health education teachers are knowledgeable about academic content standards and effective instructional methodologies.

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(cf. 4131 - Staff Development)
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Note: The following optional paragraph should be revised to reflect indicators agreed upon by the Governing Board and Superintendent for evaluating the district's health education program.

The Superintendent or designee shall provide periodic reports to the Board regarding the implementation and effectiveness of the district's health education program which may include, but not be limited to, a description of the district's program and the extent to which it is aligned with the state's content standards and curriculum framework, the amount of time allotted for health instruction at each grade level, and student achievement of district standards for health education.

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(cf. 0500 - Accountability)
(cf. 6190 - Evaluation of the Instructional Program)
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Legal Reference:
EDUCATION CODE
8850.5 Family relationships and parenting education
35183.5 Sun protection
49413 First aid training
49430-49436 Pupil Nutrition, Health and Achievement Act of 2001
49490-49494 School breakfast and lunch programs
49500-49505 School meals
51202 Instruction in personal and public health and safety
51203 Instruction on alcohol, narcotics and dangerous drugs
51210 Areas of study
51210.8 State content standards for health education
51220.5 Parenting skills; areas of instruction
51260-51269 Drug education
51513 Personal beliefs
51880-51881.5 Health education, legislative findings and intent
51890-51891 Comprehensive health education programs
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51913 District health education plan

51920 Inservice training, health education

51930-51939 Comprehensive sexual health and HIV/AIDS prevention education

CALIFORNIA CODE OF REGULATIONS, TITLE 5

11800-11801 District health education plan

Management Resources:

CSBA PUBLICATIONS

Asthma Management in the Schools, Policy Brief, March 2008

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Physical Education and California Schools, Policy Brief, rev. October 2007

Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Policy Brief, March 2007

Sun Safety in Schools, Policy Brief, July 2006

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

AMERICAN ASSOCIATION FOR HEALTH EDUCATION PUBLICATIONS

National Health Education Standards: Achieving Excellence, 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008

Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003 WEB SITES

CSBA: http://www.csba.org

American Association for Health Education: http://www.aahperd.org

American School Health Association: http://www.ashaweb.org

California Association of School Health Educators: http://www.cashe.org

California Department of Education, Health Education: http://www.cde.ca.gov/ci/he

California Department of Public Health: http://www.cdph.ca.gov

California Healthy Kids Resource Center: http://www.californiahealthykids.org

California Subject Matter Project, Physical Education-Health Project:

http://csmp.ucop.edu/cpehp

Center for Injury Prevention Policy and Practice: http://www.cippp.org

Centers for Disease Control and Prevention: http://www.cdc.gov

National Center for Health Education: http://www.nche.org

National Hearing Conservation Association: http://www.hearingconservation.org

(11/03 11/05) 7/08

Administrative Regulation

Comprehensive Health Education

AR 6142.8 Instruction

Content of Instruction

Note: Items #1-6 below reflect six content areas delineated in the voluntary content standards for health education adopted by the State Board of Education in March 2008. The district may revise the following list to reflect the topics to be addressed in the district's program.

The district's health education program shall include instruction at the appropriate grade levels in the following content areas:

1. Alcohol, tobacco, and other drugs

(cf. 3513.3 - Tobacco-Free Schools) (cf. 5131.6 - Alcohol and Other Drugs) (cf. 5131.63 - Steroids)

2. Human growth, development, and sexual health

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)

Note: The optional paragraph under item #3 below includes examples of topics that are addressed in the state content standards within the content area of injury prevention and safety. In addition, pursuant to Education Code 51940, districts may, on a voluntary basis, use curricula distributed by the California Healthy Kids Resource Center that focuses on prevention of brain and spinal cord injuries.

3. Injury prevention and safety

Instruction related to injury prevention and safety may include, but is not limited to, first aid, protective equipment such as helmets, prevention of brain and spinal cord injuries, violence prevention, topics related to bullying and harassment, and Internet safety.

(cf. 0450 - Comprehensive Safety Plan) (cf. 3543 - Transportation Safety and Emergencies) (cf. 5131 - Conduct) (cf. 5138 - Conflict Resolution/Peer Mediation) (cf. 5142 - Safety)

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(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
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(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 6163.4 - Student Use of Technology)

4. Mental, emotional, and social health

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(cf. 5137 - Positive School Climate)
(cf. 5141.52 - Suicide Prevention)
(cf. 5149 - At-Risk Students)
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5. Nutrition and physical activity

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(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)
(cf. 6142.7 - Physical Education)
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Note: The optional paragraph under item #6 below includes examples of topics that are addressed in the state content standards within the content area of personal and community health.

6. Personal and community health

Instruction in personal and community health may include, but is not limited to, oral health, personal hygiene, sun safety, hearing protection, transmission of germs and communicable diseases, symptoms of common health problems and chronic diseases such as asthma and diabetes, emergency procedures, and the effect of behavior on the environment.

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(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.23 - Asthma Management)
(cf. 5141.7 - Sun Safety)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6142.5 - Environmental Education)
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Note: Items #1-6 below combine eight "overarching standards" described in the state content standards as essential concepts and skills to be faught to students.

Within each of the above content areas, instruction shall be designed to assist students in developing:

- 1. An understanding of essential concepts related to enhancing health
- 2. The ability to analyze internal and external influences that affect health

3. The ability to access and analyze health information, products, and services

(cf. 5141.6 - School Health Services)

- 4. The ability to use interpersonal communication skills, decision-making skills, and goal-setting skills to enhance health
- 5. The ability to practice behaviors that reduce risk and promote health
- 6. The ability to promote and support personal, family, and community health

Exemption from Health Instruction

Note: Pursuant to Education Code 51513, districts may not administer exams, surveys, or questionnaires containing questions about a student's or his/her family's personal beliefs or practices in sex, family life, morality, and religion unless the student's parent/guardian has provided prior written consent. See AR 5022 - Student and Family Privacy Rights.

Upon written request from a parent/guardian, a student shall be excused from any part of health instruction that conflicts with his/her religious training and beliefs, including personal moral convictions. (Education Code 51240)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6145.8 - Assemblies and Special Events)

Students so excused shall be given an alternative educational activity.

Involvement of Health Professionals

Health care professionals, health care service plans, health care providers, and other entities participating in a voluntary initiative with the district are prohibited from communicating about a product or service in a way that is intended to encourage persons to purchase or use the product or service. However, the following activities may be allowed: (Education Code 51890)

- 1. Health care or health education information provided in a brochure or pamphlet that contains the logo or name of a health care service plan or health care organization, if provided in coordination with the voluntary initiative
- 2. Outreach, application assistance, and enrollment activities relating to federal, state, or county-sponsored health care insurance programs

(cf. 1325 - Advertising and Promotion)

(11/03 11/05) 7/08

Board Policy

Controversial Issues

BP 6144
Instruction

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

The Governing Board recognizes that the district's educational program may sometimes include instruction related to controversial issues that may arouse strong reactions based on personal values and beliefs, political philosophy, culture, religion, or other influences. Instruction concerning such topics shall be relevant to the adopted course of study and curricular goals and should be designed to develop students' critical thinking skills, ability to discriminate between fact and opinion, respect for others, and understanding and tolerance of diverse points of view.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6142.3 - Civic Education)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6143 - Courses of Study)

Note: District criteria for determining the appropriateness of supplementary instructional materials and/or circumstances under which materials should be submitted to the principal or other designee for review prior to their use (e.g., when materials relate to controversial issues or are presented in a controversial manner or context, such as when materials contain nudity, sexual content, graphic violence, or extensive profanity) are addressed in BP 6161.11 - Supplementary Instructional Materials.

The Board expects administrators and teachers to exercise professional judgment when deciding whether or not a particular issue is suitable for study or discussion. They shall consult with the Superintendent or designee as necessary to determine the appropriateness of the subject matter, guest speakers, and/or related instructional materials or resources.

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

When providing instruction related to a controversial issue, the following guidelines shall apply:

- 1. The topic shall be suitable to the age and maturity of the students.
- 2. Instruction shall be presented in a balanced manner, addressing all sides of the issue without

bias or prejudice and without promoting any particular point of view.

- 3. The teacher may express a personal opinion provided he/she identifies it as a personal opinion and clarifies that he/she is not speaking on behalf of the school or district. The teacher shall not express an opinion for the purpose of persuading students to his/her point of view.
- 4. No student's viewpoint shall be suppressed, provided such expression is not malicious or abusive toward others. Students shall be assured of their right to form and express an opinion without jeopardizing their relationship with the teacher or school.

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(cf. 5022 - Student and Family Privacy Rights)
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6145.5 - Student Organizations and Equal Access)
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5. Students shall be informed of conduct expected during such instruction and the importance of being courteous and respectful of the opinions of others.

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(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
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- 6. Adequate factual information shall be provided to help students objectively analyze and evaluate the issue and draw their own conclusions.
- 7. The instruction shall not reflect adversely upon persons because of their race, ethnicity, national origin, sex, sexual orientation, gender identity or expression, disability, religion, or any other basis prohibited by law.

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(cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 5145.9 - Hate-Motivated Behavior)
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8. The subject matter of the instruction shall not otherwise be prohibited by state or federal law.

When a guest speaker is invited to make a presentation related to a controversial issue, the Board requires that he/she be notified of this policy and the expectations and goals regarding the instruction. If the guest speaker is presenting only one point of view on an issue, the teacher shall be responsible for ensuring that students also receive information on opposing viewpoints.

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(cf. 6145.8 - Assemblies and Special Events)
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***Note: Pursuant to Education Code 51938, districts must notify parents/guardians of any sexual health and HIV/AIDS prevention instruction and of the opportunity to request that their child not receive the instruction; see BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction. The following optional paragraph provides that, at the discretion of the teacher or other designated staff, parents/guardians may be notified and asked to give consent for their

child's participation in instruction related to other controversial issues.***

When required by law or otherwise deemed appropriate by the teacher or administrator, parents/guardians shall be notified prior to instruction related to any controversial issue and parent/guardian consent shall be obtained for student participation. Students whose parents/guardians decline such instruction may be offered the option to participate in an alternative activity of similar value.

A student or parent/guardian with concerns regarding instruction about controversial issues shall be directed to appropriate district complaint procedures.

(cf. 1312.1 - Complaints Concerning District Employees) (cf. 1312.2 - Complaints Concerning Instructional Materials)

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

51500 Prohibited instruction or activity

51510 Prohibited study or supplemental materials

51511 Religious matters properly included in courses of study

51530 Prohibition and definition regarding advocating or teaching communism with intent to indoctrinate

51933 Sex education courses

51938 Right of parent/guardian to excuse child from sexual health instruction

60040 Portrayal of cultural and racial diversity

60044 Prohibited instructional materials

60045 Criteria for instructional materials

(5/85 12/89) 8/13

Board Policy

Elementary/Middle School Graduation Requirements

BP 6146.5
Instruction

***Note: Pursuant to Education Code 51400, districts maintaining an elementary school may confer diplomas of graduation from the elementary school and from special day and evening classes of elementary grades. The following policy is for use by districts that choose to confer such diplomas. This sample policy has been expanded to include graduation from middle schools; districts that do not maintain middle schools should revise the policy accordingly. For policy on graduation ceremonies, see BP 5127 - Graduation Ceremonies and Activities. ***

In order to recognize successful completion of elementary and middle school education, the Governing Board shall confer diplomas of graduation from elementary and middle schools and from special day and evening classes of elementary and middle grades.

(cf. 5127 - Graduation Ceremonies and Activities)

***Note: SB 2X (Ch. 1, First Extraordinary Session, Statutes of 1999) repealed Education Code 51215-51218 which required districts to develop standards of proficiency and to assess progress toward those standards at specified grade levels. Therefore, elementary graduation should be based on completion of the prescribed course of study pursuant to Education Code 51402 (see BP/AR 6143 - Courses of Study) as well as district criteria for promotion described in Education Code 48070.5. Education Code 48070.5 requires that districts identify students who should be retained at the end of grades 2, 3, 4, the intermediate grades and the middle grades as identified in BP/AR 5123 - Promotion/Acceleration/Retention. ***

***Note: In addition, Education Code 51400 provides that elementary school diplomas may be awarded by examination. However, pursuant to Education Code 51401, any school accredited by the County Board of Education may issue diplomas without examination. If the district requires a proficiency examination for promotion from elementary or middle schools, the following paragraphs should be revised accordingly. ***

Diplomas shall be awarded only to students who have completed the course of study prescribed by law and the district. (Education Code 51402)

(cf. 6011 - Academic Standards) (cf. 6143 - Courses of Study)

In addition, students shall meet district requirements for promotion based on grades, assessments or other indicators as specified in Board policy and administrative regulation.

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6162.5 - Student Assessment)

Elementary Programs in Adult Schools

Note: The following section is for use by districts that maintain an adult school offering an elementary program.

The Board shall prescribe requirements for eighth-grade graduation from an adult school. (Education Code 52510)

Note: Education Code 52508 authorizes districts to award diplomas or certificates to adults and eligible minors enrolled in adult schools upon satisfactory completion of a prescribed course of study in an elementary school program. See AR 6200 - Adult Education. The following paragraph is optional.

The Board shall award diplomas or certificates to adults and eligible minors enrolled in adult schools upon satisfactory completion of a prescribed course of study in an elementary school program.

(cf. 6209' - Adult Education)

Legal Reference:
EDUCATION CODE
48070-48070.5 Promotion and retention
51400-51403 Elementary school diplomas
52507-52510 Requirements for eighth grade graduation (adult school)
60641-60647 Standardized Testing and Reporting Program
60648 Minimum performance levels

(5/85 12/89) 3/00

Class Assignment

***Note: The following policy is optional and should be modified to reflect district practice. ***

The Governing Board believes students should be assigned to classes and/or grouped in a manner that provides the most effective learning environment for all students.

When assigning students to specific classes, the principal or designee may consider the following criteria:

- Staff recommendation, including, but not limited to, the recommendations of teachers and 1. counselors
- 2. Skills and classroom management style of individual teachers
- 3. Student skill level as indicated by achievement and testing data

(cf. 5121 - Grades/Evaluation of Student Achievement) (cf. 6162.51 - Standardized Testing and Reporting Program)

- 4. Balance of high, medium, and low academic achievers
- 5. Student interests, readiness, behavior, and motivation
- 6. Student/teacher ratios and, if relevant, class size reduction considerations

(cf. 6151 - Class Size)

The principal or designee may accept from parents/guardians any information which would be helpful in making placement decisions. However, a parent/guardian who provides such information shall be informed that a request for a specific teacher shall be one of many factors which may be taken into account when determining his/her child's placement.

During the school year, the principal or designee may make any adjustments in class placement which he/she considers beneficial to the student or the educational program.

Legal Reference: EDUCATION CODE 35020 Duties of employees fixed by governing board 35160 Authority of the board

Management Resources: CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS Elementary Makes the Grade!, 2000 **WEB SITES** California Department of Education, Curriculum and Instruction: http://www.cde.ca.gov/ci National Association for the Education of Young Children: http://www.naeyc.org

(6/87 10/95) 7/06

CSBA Sample

Board Policy

Procedural Safeguards And Complaints For Special Education

BP 6159.1 Instruction

Note: The following mandated policy and mandated administrative regulation reflect the federal Individuals with Disabilities Education Act (IDEA) (20 USC 1400-1482), implementing federal regulations (34 CFR 300.1-300.818, as amended by 73 Fed. Reg. 231), and conforming state legislation. Note that in cases where state law provides greater protections to students, state law supersedes federal law.

Note: Education Code 56195.8 mandates all entities providing special education to adopt policy on procedural safeguards and Education Code 56500.1 requires entities providing special education to establish and maintain all procedural safeguards granted by federal law. For California law related to due process rights and due process hearing rights and procedures, see Education Code 56501-56509 and 5 CCR 3082. For federal due process procedure requirements, see 34 CFR 300-500-300.520.

Note: This policy and accompanying administrative regulation should be revised for consistency with the policy and regulations of the special education local plan area (SELPA) in which the district participates.

The Governing Board desires to protect the rights of students with disabilities in accordance with the procedural safeguards set forth in state and federal law. Parents/guardians shall receive written notice of their rights in accordance with law, Board policy, and administrative regulation.

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

(cf. 5145.6 - Parental Notifications)

(cf. 6159 - Individualized Education Program)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education Students)

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

Note: Education Code 56195.8 authorizes the policy to include provisions for involving district Board members in any due process hearing procedure activities. The following optional paragraph designates the Superintendent or designee as the district representative at the hearing.

The Superintendent or designee shall represent the district in any due process hearing conducted with regard to district students and shall inform the Board about the result of the hearing.

***Note: A compliance complaint, which can be made by anyone, is an allegation of a violation of state or federal law. A complainant may also file such complaints directly with the California Department of Education. These compliance complaints are different from the due process complaint detailed in the accompanying administrative regulation, which is a legal document that must be filed in order to initiate a due process hearing. ***

The Superintendent or designee shall address a complaint concerning compliance with state or federal law regarding special education in accordance with the district's uniform complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

56000 Education for individuals with disabilities

56001 Provision of the special education programs

56020-56035 Definitions

56195.7 Written agreements

56195.8 Adoption of policies for programs and services

56300-56385 Identification and referral, assessment

56440-56447.1 Programs for individuals between the ages of three and five years

56500-56509 Procedural safeguards, including due process rights

56600-56606 Evaluation, audits and information

CODE OF REGULATIONS, TITLE 5

3000-3100 Regulations governing special education

4600-4671 Uniform complaint procedures

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act

UNITED STATES CODE, TITLE 42

11434 Homeless assistance

CODE OF FEDERAL REGULATIONS, TITLE 34

99.10-99.22 Inspection, review and procedures for amending education records

104.36 Procedural safeguards

300.1-300.818 Assistance to states for the education of students with disabilities, especially:

300.500-300.520 Procedural safeguards and due process for parents and students

COURT DECISIONS

Winkelman v. Parma City School District, (2007) 550 U.S. 516

Management Resources:

FEDERAL REGISTER

Final Regulations, December 1, 2008, Vol. 73, No. 231, pages 73006-73029 WEB SITES
California Department of Education, Special Education: http://www.cde.ca.gov/sp/se
U.S. Department of Education, Office of Special Education Programs:
http://www.ed.gov/about/offices/list/osers/osep

(6/98 11/06) 3/09

CSBA Sample

Administrative Regulation

Procedural Safeguards And Complaints For Special Education

AR 6159.1 Instruction

Note: The following mandated administrative regulation reflects the federal Individuals with Disabilities Education Act (IDEA) (20 USC 1400-1482), implementing federal regulations (34 CFR 300.1-300.818, as amended by 73 Fed. Reg. 231), and conforming state legislation. Note that in cases where state law provides greater protections to students, state law supersedes federal law.

***Note: Both federal and state law give parents/guardians the right to due process and require the district to provide procedural safeguards, as specified below. Education Code 56501 extends these rights to the student only if he/she is an emancipated minor or a ward or dependent of the court with no available parent/guardian or surrogate parent. See AR 6159.3 - Appointment of Surrogate Parent for Special Education Students. As part of these rights, districts must provide two different notices, the prior written notice and the procedural safeguards notice, to parents/guardians at specified times detailed below. ***

Prior Written Notice

Note: Pursuant to 20 USC 1415(b)(1), districts are mandated to adopt procedures relative to the prior written notice as specified in 20 USC 1415(c)(1) and listed below.

The Superintendent or designee shall send to the parents/guardians of any student with disabilities a prior written notice within a reasonable time: (20 USC 1415(c); 34 CFR 300.102, 300.300, 300.503; Education Code 56500.4, 56500.5)

- 1. Before the district initially refers the student for assessment
- 2. Before the district proposes to initiate or change the student's identification, assessment, educational placement, or the provision of a free appropriate public education (FAPE) to the student
- 3. Before the district refuses to initiate or change the student's identification, assessment, or educational placement or the provision of FAPE to the student
- 4. Before the student graduates from high school with a regular diploma thus resulting in a change in placement

***Note: As amended by 73 Fed. Reg. 231, 34 CFR 300.300 states that a parent/guardian may revoke consent for the continued provision of special education and related services to his/her

child at any time. Upon receipt of this written revocation, 34 CFR 300.300 requires the district to provide prior written notice and, within a reasonable period of time, discontinue all services to the student. See AR 6159 - Individualized Education Program.***

Upon receipt of the parent/guardian's written revocation of consent for the continued provision of special education and related services to his/her child

This notice shall include: (20 USC 1415(c); 34 CFR 300.503; Education Code 56500.4)

- 1. A description of the action proposed or refused by the district
- 2. An explanation as to why the district proposes or refuses to take the action
- 3. A description of each assessment procedure, test, record, or report the district used as a basis for the proposed or refused action
- 4. A statement that the parents/guardians of the student have protection under procedural safeguards and, if this notice is not an initial referral for assessment, the means by which a copy of the description of procedural safeguards can be obtained
- 5. Sources for parents/guardians to obtain assistance in understanding these provisions
- 6. A description of any other options that the individualized education program (IEP) team considered and why those options were rejected

(cf. 6159 - Individualized Education Program)

7. A description of any other factors relevant to the district's proposal or refusal

(cf. 5145.6 - Parental Notifications)

Procedural Safeguards Notice

***Note: 20 USC 1415(d)(1), 34 CFR 300.504, and Education Code 56501 specify that the procedural safeguards notice must be given to parents/guardians once per school year and upon the occurrence of any of the events specified below. A sample procedural safeguards notice is available on the California Department of Education's (CDE) web site. ***

A procedural safeguards notice shall be made available to parents/guardians of students with disabilities once each school year and: (20 USC 1415(d)(1); 34 CFR 300.504; Education Code 56301)

- 1. Upon initial referral or parent/guardian request for assessment
- 2. Upon receipt of the first state compliance complaint in a school year

(cf. 1312.3 - Uniform Complaint Procedures)

- 3. Upon receipt of the first due process hearing request in a school year
- 4. In accordance with the discipline procedures pursuant to 34 CFR 300.530(h), when a decision is made to remove a student because of a violation of a code of conduct constituting a change of placement

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

5. Upon request by a parent/guardian

Note: 34 CFR 300.504 requires the procedural safeguards notice to include a full explanation of the safeguards available to parents/guardians under the laws listed below, including 34 CFR 300.300 regarding parent/guardian consent. 73 Fed. Reg. 231 amended 34 CFR 300.300 to authorize a parent/guardian to revoke consent to his/her child's continued receipt of special education and related services; thus, the procedural safeguards notice must include a full explanation of that right to revocation.

The procedural safeguards notice shall include a full explanation of all of the procedural safeguards available under 34 CFR 300.148, 300.151-300.153, 300.300, 300.502-300.503, 300.505-300.518, 300.520, 300.530-300.536, and 300.610-300.625 relating to: (20 USC 1415(d)(2); 34 CFR 300.504; Education Code 56301)

1. Independent educational evaluation

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

- 2. Prior written notice
- 3. Parental consent, including a parent/guardian's right to revoke consent, in writing, to his/her child's continued receipt of special education and related services
- 4. Access to educational records

(cf. 5125 - Student Records)

- 5. Opportunity to present complaints and resolve complaints through the due process complaint and state compliance complaint procedures, including the time period in which to file a complaint, the opportunity for the district to resolve the complaint, and the difference between a due process complaint and the state compliance complaint procedures, including the jurisdiction of each procedure, what issues may be raised, filing and decisional timelines, and relevant procedures
- 6. The availability of mediation

- 7. The student's placement during the pendency of any due process complaint
- 8. Procedures for students who are subject to placement in an interim alternative educational setting
- 9. Requirements for unilateral placement by parents/guardians of students in private schools at public expense
- 10. Hearings on due process complaints, including requirements for disclosure of assessment results and recommendations
- 11. State-level appeals
- 12. Civil actions, including the time period in which to file those actions
- 13. Attorney's fees

Note: In addition to the requirements of federal law listed in items #1-13 above, Education Code 56321 requires that the procedural safeguards notice contain the additional information specified below. Education Code 56321 also requires that the notice be attached to any assessment plan which is developed whenever an assessment is to be conducted for the development or revision of the IEP.

Note: As added by AB 2555 (Ch. 245, Statutes of 2008), Education Code 56321.6 requires that the procedural safeguards notice also include information regarding the state special schools for students who are deaf or blind, as specified below.

This notice shall also include the rights and procedures contained in Education Code 56500-56509, including information on the procedures for requesting an informal meeting, prehearing mediation conference, mediation conference, or due process hearing; the timelines for completing each process; whether the process is optional; the type of representative who may be invited to participate; the right of the parent/guardian and/or the district to electronically record the proceedings of IEP meetings in accordance with Education Code 56341; and information regarding the state special schools for students who are deaf, hard of hearing, blind, visually impaired, or deaf-blind. (Education Code 56321, 56321.5, 56321.6)

A copy of this notice shall be attached to the student's assessment plan and referred to at each IEP meeting. (Education Code 56321, 56321.5)

Format of Parent/Guardian Notices

***Note: 20 USC 1415(b) mandates that districts adopt procedures to ensure that the parent/guardian notice is in the native language of the parent/guardian, unless it is clearly not feasible to do so. 34 CFR 300.29 defines "native language" as the language normally used by the individual and, for a child, the language regularly used in the home environment. Pursuant to 34 CFR 300.503 and 300.504, the notice must be in an "understandable language" as specified

below.***

The parents/guardians of a student with a disability shall be provided written notice of their rights in a language easily understood by the general public and in their native language or other mode of communication used by them, unless to do so is clearly not feasible. (34 CFR 300.503; Education Code 56341, 56506)

If the native language or other mode of communication of the parent/guardian is not a written language, the district shall take steps to ensure that: (34 CFR 300.503)

- 1. The notice is translated orally or by other means to the parent/guardian in his/her native language or other mode of communication.
- 2. The parent/guardian understands the contents of the notice.
- 3. There is written evidence that items #1 and #2 have been satisfied.

The district may place a copy of the procedural safeguards notice on the district's web site. (20 USC 1415(d))

Note: The following optional paragraph is for use by districts that wish to grant parents/guardians the option to receive notices electronically pursuant to 34 CFR 300.505.

A parent/guardian of a student with disabilities may elect to receive the prior written notice or procedural safeguards notice by an electronic mail communication. (34 CFR 300.505)

Due Process Complaints

Note: In California, due process hearings required by federal law are held only at the state level. Related rights and procedures are set forth in Education Code 56501-56506 and 5 CCR 3080-3089. Note that in cases where state law provides greater protection, state law supersedes federal law. 20 USC 1415(f)(3)(C) and Education Code 56505, effective October 9, 2006, specify that a due process complaint must be filed within two years of the date that the parent/guardian or district knew or should have known about the situation that forms the basis of the complaint. Both federal law (34 CFR 300.507 and 300.511) and state law (Education Code 56505) provide exceptions to that filing timeline and allow parents/guardians to file a complaint past the two-year deadline if the district has made specific misrepresentations or withheld information.

***Note: When a parent/guardian has revoked consent for the continued provision of special education services to his/her child, 34 CFR 300.300, as amended by 73 Fed. Reg. 231, specifies that a district may not use the due process hearing procedures to obtain an agreement or a ruling to require that services be provided. In the Analysis of Comments and Changes, 73 Fed. Reg. 231, page 73016, the U.S. Department of Education clarifies that this revocation of consent to discontinue services is different from a discontinuation of services based on the determination that the student is no longer a child with a disability. If a district believes that a student is no

longer a child with a disability, then 34 CFR 300.305 requires the district to evaluate the child before making such a determination. If the parent/guardian disagrees with the eligibility determination, then he/she may challenge the decision using the due process procedures.***

Note: 20 USC 1415(b) mandates that the district adopt procedures regarding a party's right to initiate a due process hearing concerning the issues specified in items #1-4 below.

A parent/guardian and/or the district may initiate due process hearing procedures whenever: (20 USC 1415(b); Education Code 56501)

- 1. There is a proposal to initiate or change the student's identification, assessment, or educational placement or the provision of FAPE to the student.
- 2. There is a refusal to initiate or change the student's identification, assessment, or educational placement or the provision of FAPE to the student.
- 3. The parent/guardian refuses to consent to an assessment of his/her child.
- 4. There is a disagreement between a parent/guardian and the district regarding the availability of a program appropriate for the student, including the question of financial responsibility, as specified in 34 CFR 300.148.

Note: Pursuant to 20 USC 1415(b) and 34 CFR 300.508, the district is mandated to adopt procedures (1) requiring either party (the district or the parent/guardian) or their attorney to provide a due process complaint notice to the other party and (2) requiring that the party may not have a due process hearing until that complaint notice has been filed. The CDE has developed model forms to assist parties in filing a complaint and due process complaint notice.

Prior to having a due process hearing, the party requesting the hearing, or the party's attorney, shall provide the opposing party a due process complaint, which shall remain confidential, specifying: (20 USC 1415(b); 34 CFR 300.508; Education Code 56502)

- 1. The student's name
- 2. The student's address or, in the case of a student identified as homeless pursuant to 42 USC 11434, available contact information for that student

(cf. 6173 - Education for Homeless Children)

- 3. The name of the school the student attends
- 4. A description of the nature of the student's problem relating to the proposed or refused initiation or change, including facts relating to the problem
- 5. A proposed resolution to the problem to the extent known and available to the complaining party at the time

Parties filing a due process complaint shall file their request with the Superintendent of Public Instruction or designated contracted agency. (Education Code 56502)

District's Response to Due Process Complaints

Note: 20 USC 1415(c)(1), 34 CFR 300.508, and Education Code 56502 require the district to provide the following notice upon receipt of the due process complaint.

If the district has sent prior written notice to the parent/guardian regarding the subject matter of the parent/guardian's due process complaint, the district shall, within 10 days of receipt of the complaint, send a response specifically addressing the issues in the complaint. (20 USC 1415(c)(1); 34 CFR 300.508)

If the district has not sent a prior written notice to the parent/guardian regarding the subject matter contained in the parent/guardian's due process complaint, the district shall send a response to the parent/guardian within 10 days of receipt of the complaint containing: (20 USC 1415(c)(1); 34 CFR 300.508):

- 1. An explanation of why the district proposed or refused to take the action raised in the complaint
- 2. A description of other options that the IEP team considered and the reasons that those options were rejected
- 3. A description of each evaluation procedure, assessment, record, or report the district used as the basis for the proposed or refused action
- 4. A description of the factors that are relevant to the district's proposal or refusal

Upon the filing of a due process complaint by either party or upon request of the parent/guardian, the district shall inform the parent/guardian of any free or low-cost legal and other relevant services available in the area. (34 CFR 300.507)

Informal Process/Pre-Hearing Mediation Conference

Note: As an alternative to a due process hearing, Education Code 56500.3 provides that the parties may voluntarily participate in a mediation process conducted by a person under contract with the CDE. In addition, Education Code 56502 authorizes an informal meeting process conducted at the local level, as described in the following paragraph.

Prior to or upon initiating a due process hearing, the Superintendent or designee and a parent/guardian may, if the party initiating the hearing so chooses, agree to meet informally to resolve any issue(s) relating to the identification, assessment, education and placement, or provision of FAPE for a student with disabilities. The Superintendent or designee shall have the authority to resolve the issue(s). In addition, either party may file a request with the

Superintendent of Public Instruction for a mediation conference to be conducted by a person under contract with the California Department of Education. (Education Code 56502)

If resolution is reached that resolves the due process issue(s), the parties shall enter into a legally binding agreement that satisfies the requirements of Education Code 56500.3. (Education Code 56500.3)

Attorneys may attend or otherwise participate only in those mediation conferences that are scheduled after the filing of a request for due process hearing. (Education Code 56500.3, 56501)

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Nonpublic, Nonsectarian School And Agency Services For Special Education

***Note: Education Code 56195.8 mandates any entity providing special education to adopt a policy related to its authority to enter into a contract with a nonpublic, nonsectarian school or agency for the provision of education and/or special services to students with disabilities when no appropriate public education program is available to meet the students' special education needs.

Note: The following policy and accompanying regulation should be revised to comply with the policies and regulations of the Special Education Local Plan Area in which the district operates.

The Governing Board recognizes its responsibility to provide all district students, including students with disabilities, a free appropriate public education in accordance with law. When the district is unable to provide direct special education and/or related services to students with disabilities, the Board may enter into a contract with a nonpublic, nonsectarian school or agency to meet the students' needs.

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 4112.23 - Special Education Staff)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

In selecting nonpublic, nonsectarian schools or agencies with which the district may contract for the placement of any district student with disabilities, the Superintendent or designee shall follow the procedures specified in law and accompanying administrative regulation.

Prior to entering into a contract to place any student in a nonpublic, nonsectarian school or agency, the Superintendent or designee shall verify that the school or agency is certified to provide special education and related services to individuals with disabilities in accordance with Education Code 56366. In addition, the Superintendent or designee shall monitor, on an ongoing basis, the certification of any nonpublic, nonsectarian school with which the district has a contract to ensure that the school or agency's certification has not expired.

Note: Education Code 56195.8 mandates that the policy adopted by the entity providing special education include the following paragraph. Education Code 56342.1, as amended by SB 121 (Ch. 571, Statutes of 2012), prohibits a student's referral to, or placement in, a nonpublic, nonsectarian school unless the student's individualized education program team specifies that the placement is appropriate.

No district student shall be placed in a nonpublic, nonsectarian school or agency unless the student's individualized education program (IEP) team has determined that an appropriate public education alternative does not exist and that the nonpublic, nonsectarian school or agency placement is appropriate for the student. In accordance with law, any student with disabilities

placed in a nonpublic, nonsectarian school or agency shall have all the rights and protections to which students with disabilities are generally entitled, including, but not limited to, the procedural safeguards, due process rights, and periodic review of his/her IEP. (Education Code 56195.8, 56342.1)

(cf. 6159 - Individualized Education Program)

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

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

During the period when any student with disabilities is placed in a nonpublic, nonsectarian school or agency, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in his/her IEP.

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

The Superintendent or designee shall notify the Board prior to approving an out-of-state placement for any district student.

In accordance with Education Code 56366.2, the Superintendent or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365. 56366, 56366.3, and 56366.6.

(cf. 1431 - Waivers)

Legal Reference:

EDUCATION CODE

56034-56035 Definitions of nonpublic, nonsectarian school and agency

56042 Placement not to be recommended by attorney with conflict of interest

56101 Waivers

56163 Certification

56168 Responsibility for education of student in hospital or health facility school

56195.8 Adoption of policies

56342.1 Individualized education program; placement

56360-56369 Implementation of special education

56711 Computation of state aid

56740-56743 Apportionments and reports

56760 Annual budget plan; service proportions

56775.5 Reimbursement of assessment and identification costs

FAMILY CODE

7911-7912 Interstate compact on placement of children

GOVERNMENT CODE

7570-7588 Interagency responsibilities for providing services to children with disabilities, especially:

7572.55 Seriously emotionally disturbed child; out-of-state placement

WELFARE AND INSTITUTIONS CODE

362.2 Out-of-home placement for IEP

727.1 Out-of-state placement of wards of court

CODE OF REGULATIONS, TITLE 5

3001 Definitions

3060-3070 Nonpublic, nonsectarian school and agency services

UNITED STATES CODE, TITLE 20

1400-1487 Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34

300.129-300.148 Children with disabilities in private schools

COURT DECISIONS

Agostini v. Felton, (1997) 521 U.S. 203, 117 S.Ct. 1997

Management Resources:

FEDERAL REGISTER

Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845 WEB SITES

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

U.S. Department of Education, Office of Special Education and Rehabilitative

Services: http://www.ed.gov/about/offices/list/osers

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Nonpublic, Nonsectarian School And Agency Services For Special Education

Note: The following administrative regulation is optional and may be revised to reflect district practice. It contains procedures for implementing policy mandated for entities that contract with nonpublic, nonsectarian schools or agencies for the provision of special education services to students with disabilities when no appropriate public education program is available to meet those students' special education needs.

Master Contract

Note: Education Code 56366 and 56366.3 detail the provisions that must be included in a master contract with nonpublic, nonsectarian schools or agencies for the purpose of special education services.

Every master contract with a nonpublic, nonsectarian school or agency shall be made on forms provided by the California Department of Education and shall include an individual services agreement negotiated for each student.

Each master contract shall specify the general administrative and financial agreements for providing the special education and designated instruction and services, including student-teacher ratios, as well as transportation if specified in a student's individualized education program (IEP). The administrative provisions of the contract shall include procedures for recordkeeping and documentation, and the maintenance of school records by the district to ensure that appropriate high school graduation credit is received by any participating student. The contract may allow for partial or full-time attendance at the nonpublic, nonsectarian school. (Education Code 56366)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 6146.1 - High School Graduation Requirements)

Note: The nonpublic school or agency must be certified as meeting state standards pursuant to Education Code 56366. Contracts may be terminated for cause with 20 days' notice; however, the availability of a public education program initiated during the period of the contract cannot give cause for termination unless the parent/guardian agrees to transfer the student to the program.

The master contract shall include a description of the process to be utilized by the district to oversee and evaluate placements in nonpublic, nonsectarian schools. This description shall include a method for evaluating whether each student is making appropriate educational progress. (Education Code 56366)

With mutual agreement of the district and a nonpublic, nonsectarian school or agency, changes may be made to the administrative and financial agreements in the master contract at any time,

provided the change does not alter a student's educational instruction, services, or placement as outlined in his/her individual services agreement. (Education Code 56366)

Placement and Services

Note: In addition to the master contract with a nonpublic, nonsectarian school or agency, Education Code 56366 requires that an individual services agreement as specified in the following section be in place for any student with a disability to be served by any such nonpublic school or agency. Education Code 56342.1, as amended by SB 121 (Ch. 571, Statutes of 2012), prohibits a student's referral to, or placement in, a nonpublic, nonsectarian school unless the student's individualized education program team specifies that the placement is appropriate.

The Superintendent or designee shall develop an individual services agreement for each student to be placed in a nonpublic, nonsectarian school or agency based on the student's IEP. Each individual services agreement shall specify the length of time authorized in the student's IEP for the nonpublic, nonsectarian school services, not to exceed one year. Changes in a student's educational instruction, services, or placement shall be made only on the basis of revisions to the student's IEP. (Education Code 56366)

(cf. 6159 - Individualized Education Program)

The IEP team of a student placed in a nonpublic, nonsectarian school or agency shall annually review the student's IEP. The student's IEP and individual services agreement shall specify the review schedules. (5 CCR 3069)

Note: The following paragraph is for use by elementary school districts.

Prior to the annual review of a student's IEP, the Superintendent or designee shall notify any high school district to which the student may transfer of the student's enrollment in a nonpublic. nonsectarian school or agency. (5 CCR 3069)

When a special education student meets the district requirements for completion of prescribed course of study as designated in the student's IEP, the district shall award the student a diploma taupun terbfishe of completion. of graduation (5 CCR 3070)

(cf. 6146.4 - Differential Graduation and Competency Standards for Individuals with Exceptional Needs)

Out-of-State Placements

Note: Government Code 7572.55 and Welfare and Institutions Code 362.2 and 727.1 address the out-of-state placement of children who are seriously emotionally disturbed and/or wards of the court. Such placements may be made only after in-state alternatives have been considered and found not to meet the child's needs.

Before contracting with a nonpublic, nonsectarian school or agency outside California, the Superintendent or designee shall document the district's efforts to find an appropriate program offered by a nonpublic, nonsectarian school or agency within California. (Education Code 56365)

Within 15 days of any decision for an out-of-state placement, the student's IEP team shall submit to the Superintendent of Public Instruction a report with information about the services provided by the out-of-state program, the related costs, and the district's efforts to locate an appropriate public school or nonpublic, nonsectarian school or agency within California. (Education Code 56365)

If the district decides to place a student with a nonpublic, nonsectarian school or agency outside the state, the district shall indicate the anticipated date of the student's return to a placement within California and shall document efforts during the previous year to return the student to California. (Education Code 56365)

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CSBA Sample

Board Policy

Selection And Evaluation Of Instructional Materials

BP 6161.1
Instruction

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

Note: Pursuant to Education Code 60200 and 60400, the Governing Board is responsible for the adoption of textbooks and other instructional materials, as defined in Education Code 60010, for use in district schools. See the accompanying administrative regulation for required and optional criteria for the selection of instructional materials. See BP 6161.11 - Supplementary Instructional Materials and BP/AR 6163.1 - Library Media Centers for selection processes regarding supplementary materials.

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

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(cf. 0440 - District Technology Plan)
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(cf. 6000 - Concepts and Roles)

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6162.5 - Student Assessment)

(cf. 6163.1 - Library Media Centers)

Note: The following paragraph is for use by districts that maintain any of grades K-8 and may be revised to reflect grade levels offered by the district. Pursuant to Education Code 60200, the State Board of Education (SBE) is required to adopt basic instructional materials in specified subjects that districts may select for use in grades K-8. AB 1246 (Ch. 668, Statutes of 2012) amended Education Code 60200, 60203, 60207, and 60209 to revise the process and timelines used by the state to adopt such materials.

Note: AB 1246 also added Education Code 60210, which authorizes the Board to select materials that have not been approved by the SBE, provided they are aligned with state academic content standards or Common Core Standards. In addition, if the district uses materials not adopted by the SBE, the majority of participants in the review process must be teachers assigned to the subject area or grade level for which the materials will be used; see section below entitled "Review Process."

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8. (Education Code 60200, 60210)

Note: The following paragraph is for use by districts that maintain high schools.

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and administrative regulation. (Education Code 60400)

Note: The following optional paragraph is consistent with priorities established in Education Code 60119 to ensure that each student is provided with sufficient standards-aligned instructional materials in four core curriculum areas: English/language arts, mathematics, science, and history-social science. The Instructional Materials Funding Realignment Program (Education Code 60420-60424), which had provided a block grant for instructional materials with a priority on materials that are aligned to state standards in those core courses, was repealed by AB 1246 (Ch. 668, Statutes of 2012).

The Board's priority in the selection of instructional materials is to ensure that all students are provided with standards-aligned instructional materials in the core curriculum areas of English/language arts, mathematics, science, and history-social science.

Review Process

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

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials.

(cf. 1220 - Citizen Advisory Committees)

Note: Pursuant to Education Code 60002, the Board must provide for "substantial" teacher involvement in the selection of instructional materials and must promote the involvement of parents/guardians and other members of the community in the selection of instructional materials. The Education Code does not define "substantial."

The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002)

In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate.

Note: The following paragraph is for use by districts that maintain any of grades K-8. Education Code 60210, as added by AB 1246 (Ch. 668, Statutes of 2012), adds the following requirement for the review of K-8 materials that have not been adopted by the SBE.

If the district chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

(cf. 9270 - Conflict of Interest)

The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

(cf. 5020 - Parent Rights and Responsibilities)

Note: SBE Policy on Guidelines for Piloting Textbooks and Instructional Materials provides a sample process for piloting instructional materials that addresses the selection of materials to pilot, a chronology of the process, and additional considerations, such as conflict of interest, contacts with publishers, and consideration of standards maps.

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Public Hearing on Sufficiency of Instructional Materials

Note: As a condition of receiving funds for instructional materials from any state source, Education Code 60119 requires the Board to annually hold a public hearing to determine whether each student in the district has sufficient standards-aligned textbooks or instructional materials in English/language arts, mathematics, science, and history-social science that are consistent with the content and cycles of the curriculum framework adopted by the SBE.

Note: Education Code 1240 requires the County Superintendent of Schools to review the textbooks or instructional materials of schools ranked in deciles 1-3 of the Academic Performance Index (API). If the County Superintendent determines that a school does not have sufficient materials, he/she must prepare a report outlining the noncompliance and give the district a chance to remedy the deficiency. If the deficiency is not remedied by the second month of the school year, the County Superintendent may request that the California Department of Education (CDE) purchase textbooks or materials for the district, and the cost must be repaid by the district. The CDE will issue a public statement at an SBE meeting indicating the district's failure to provide instructional materials.

The Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks and other instructional materials. (Education Code 60119)

Note: Education Code 60119 specifies that the hearing must be held within eight weeks of the beginning of the school year. Option 1 is for use by districts without any schools on a multitrack year-round calendar. Option 2 is for use by districts with schools on a multitrack year-round calendar.

OPTION 1: The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

OPTION 2: The hearing shall be held on or before the end of the eighth week from the first day of the school year of any district school that operates on a multitrack year-round calendar that begins its school year in August or September. (Education Code 60119)

Note: The remainder of this policy applies to all districts.

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

***Note: Education Code 60119 requires the Board to adopt a resolution indicating whether or not each student in each school has sufficient standards-aligned textbooks or instructional materials. AB 1246 (Ch. 668, Statutes of 2012) amended Education Code 60119 to provide that the materials may be aligned to either state content standards adopted pursuant to Education

Code 60605 or Common Core Standards adopted pursuant to Education Code 60605.8. See the accompanying Exhibit for a sample resolution.***

Note: Pursuant to Education Code 60119, the determination of the sufficiency of textbooks or instructional materials for mathematics, science, history-social science, and English/language arts is a condition for receipt of state instructional materials funding. The Board must also make a written determination during the hearing as to the sufficiency of textbooks or instructional materials in foreign language and health courses, as well as science laboratory equipment in science laboratory courses, although the provision of the materials or the equipment in these courses is not a condition for receipt of state instructional materials funding.

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials which are aligned to the state content standards adopted pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8 and which are consistent with the content and cycles of the state's curriculum frameworks. Sufficiency of instructional materials shall be determined in each of the following subjects: (Education Code 60119)

1. Mathematics

(cf. 6142.92 - Mathematics Instruction)

2. Science

(cf. 6142.93 - Science Instruction)

3. History-social science

(cf. 6142.94 - History-Social Science Instruction)

4. English language arts, including the English language development component of an adopted program

(cf. 6142.91 - English/Language Arts Instruction) (cf. 6174 - Education for English Language Learners)

5. Foreign language

(cf. 6142.2 - World/Foreign Language Instruction)

6. Health

(cf. 6142.8 - Comprehensive Health Education)

Note: The following paragraph is for use by districts that maintain any of grades 9-12.

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

Note: Education Code 1240.3 and 42605 specify that, for the 2008-09 through 2014-15 fiscal years, "sufficiency" means that all students in the district who are enrolled in the same course have "identical" standards aligned textbooks and instructional materials from the same adoption cycle. However, Education Code 1240.3 does not require districts to purchase all of the instructional materials included in an adoption cycle if the materials that are purchased are made available to all the students for whom they are intended in all of the schools within the district.

Note: For example, fourth-grade students at all district schools must have instructional materials from the same SBE science adoption cycle, though fourth-grade students at different schools could be using materials from different publishers within the same adoption cycle. However, the district may use materials from different adoption cycles for grades K-3 and grades 4-8 since those students are not in the same "course."

The Board shall also make a determination that all students within the district who are enrolled in the same course have "identical" standards-aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3 and 60119. (Education Code 1240.3, 42605)

Note: The following paragraph is optional. Education Code 1240.3 authorizes the district, until July 1, 2015, to purchase the newest adopted instructional materials for the neediest schools in the district without incurring a duty to purchase these materials for students in other district schools. This provision will be used by the County Superintendent through fiscal year 2014-15 whenever he/she visits schools ranked in deciles 1-3 of the API to determine the sufficiency of instructional materials pursuant to Education Code 1240.

However, the district may purchase the newest adopted instructional materials for students in district schools ranked in deciles 1,3 of the base Academic Performance Index in any one of the past three school years without necessarily purchasing these materials for use in other district schools. (Education Code 1240.3)

***Note: Pursuant to Education Code 60119, if the Board makes a determination that there are insufficient textbooks or instructional materials, the Board must take action to ensure that the materials are provided within two months of the beginning of the school year. The CDE's

Instructional Materials FAQ states that, if a district has submitted purchase orders to the publisher to purchase materials to remedy the insufficiency, these materials should be received and made available to students by the end of the second month of the school year. Thus, districts are strongly encouraged to hold the public hearing as early in the school year as possible in order to provide sufficient time to correct any deficiencies.***

If the Board determines that there are insufficient textbooks or instructional materials, it shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

Complaints

Note: Complaints regarding the contents of instructional materials are addressed in BP/AR 1312.2 - Complaints Concerning Instructional Materials. See AR 1312.4 - Williams Uniform Complaint Procedures for language regarding complaints about deficiencies in instructional materials.

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

220 Prohibition against discrimination

1240 County superintendent, general duties

1240.3 Definition of sufficiency for categorical flexibility

33050-33053 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

42605 Tier 3 categorical flexibility

44805 Enforcement of course of studies; use of textbooks, rules and regulations

49415 Maximum textbook weight

51501 Nondiscriminatory subject matter

60000-60005 Instructional materials, legislative intent

60010 Definitions

60040-60052 Instructional requirements and materials

60060-60062 Requirements for publishers and manufacturers

60070-60076 Prohibited acts (re instructional materials)

60110-60115 Instructional materials on alcohol and drug education

60119 Public hearing on sufficiency of materials

60200-60210 Elementary school materials

60226 Requirements for publishers and manufacturers

60240-60252 State Instructional Materials Fund

60350-60352 Core reading program instructional materials

60400-60411 High school textbooks

60510-60511 Donation for sale of obsolete instructional materials

60605 State content standards

60605.8 Common Core Standards

60605.86-60605.88 Supplemental instructional materials aligned with Common Core Standards

CODE OF REGULATIONS, TITLE 5

9505-9530 Instructional materials

Management Resources:

CSBA PUBLICATIONS

Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

01-05 Guidelines for Piloting Textbooks and Instructional Materials, September 2001

Standards for Evaluating Instructional Materials for Social Content, 2000

WEB SITES

CSBA: http://www.csba.org

Association of American Publishers: http://www.publishers.org

California Academic Content Standards Commission, Common Core Standards:

http://www.scoe.net/castandards

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

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CSBA Sample

Administrative Regulation

Selection And Evaluation Of Instructional Materials

AR 6161.1 Instruction

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), 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.

Criteria for Selection and Adoption of Instructional Materials

In recommending textbooks or other instructional materials for adoption by the Governing Board, the Superintendent or designee shall ensure that such materials:

1. Are aligned to any applicable academic content standards adopted by the State Board of Education (SBE) pursuant to Education Code 60605 and/or Common Core Standards adopted pursuant to Education Code 60605.8

(cf. 6011 - Academic Standards)

Note: The following paragraph is for use by districts that offer any of grades K-8. Pursuant to Education Code 60200, the State Board of Education (SBE) is responsible for adopting at least five basic instructional materials for grades K-8 in specified core subjects and any other subject for which the SBE determines that the adoption of instructional materials is necessary or desirable. AB 1246 (Ch. 668, Statutes of 2012) amended Education Code 60200, 60203, 60207, and 60209 to revise the process and timelines used by the state to adopt such materials. Although Education Code 60200.7 prohibits the SBE from adopting instructional materials until the 2015-16 school year, an exception established in Education Code 60207, as amended by AB 1246, authorizes the SBE to adopt K-8 instructional materials in mathematics by March 30, 2014.

***Note: Education Code 60210, as added by AB 1246, authorizes the Governing Board to select instructional materials for grades K-8 that have not been approved by the SBE, provided they are aligned with state academic content standards adopted by the SBE pursuant to Education

Code 60605 or Common Core Standards adopted pursuant to Education Code 60605.8 and have been reviewed through a process that requires a majority of the participants in the process to be classroom teachers who are assigned to the subject area or grade level for which the materials will be used; also see the accompanying Board policy.***

Note: Because state adoptions of instructional materials are postponed, Education Code 60605.86, as added by SB 140 (Ch. 623, Statutes of 2011), and Education Code 60605.87-60605.88, as added by AB 1719 (Ch. 636, Statutes of 2012), require the California Department of Education (CDE) to recommend and the SBE to approve lists of K-8 supplementary instructional materials aligned with the Common Core Standards in English language arts by September 30, 2012, mathematics by July 30, 2013, and English language development by June 30, 2014. See BP 6161.11 - Supplementary Instructional Materials.

For grades K-8, the Superintendent or designee shall select instructional materials from among the list of materials adopted by the SBE and/or other materials that have not been adopted by the SBE but are aligned with the state academic content standards and/or the Common Core Standards. (Education Code 60200, 60210)

(cf. 6161.11 - Supplementary Instructional Materials)

Note: The following optional paragraph is for use by districts offering any of grades 9-12 and may be revised to reflect district practice. One way to ensure that instructional materials in core courses for grades 9-12 are aligned to state standards is through a review of standards maps created by the CDE. A template of the standards map is available on the CDE's web site.

For grades 9-12, the Superintendent or designee shall review instructional materials in history-social science, mathematics, English/language arts, and science using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.

Note: Item #2 below is for use by districts that offer any of grades 9-12.

2. For grades 9-12, are provided by publishers that comply with the requirements of Education Code 60040-60052, 60060-60062, and 60226 (Education Code 60400)

Do not reflect adversely upon persons because of their race or ethnicity, gender, religion, disability, nationality, sexual orientation, occupation, or other characteristic listed in Education Code 220, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)

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

4. To the satisfaction of the Board, are accurate, objective, current, and suited to the needs and comprehension of district students at their respective grade levels (Education Code 60045)

With the exception of literature and trade books, use proper grammar and spelling

(Education Code 60045)

Note: Education Code 60048 and 60200 require that the Board not adopt basic instructional materials that provide unnecessary exposure to a commercial brand name, product, or corporate or company logo, unless it makes specific findings that the use has an educational purpose or is incidental to the general nature of an illustration, as provided in item #6 below. The SBE publication Standards for Evaluating Instructional Materials for Social Content details standards for the use of brand names and corporate logos in instructional materials.

- 5 6. Do not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)
- a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by the SBE.
 - b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.

(cf. 1325 - Advertising and Promotion)

If the materials are technology-based materials, are both available and comparable to other, equivalent instructional materials (Education Code 60052)

Note: Education Code 60040-60043 require that specific subject matter be included in the district's instructional materials. Education Code 60040 requires that instructional materials include accurate portrayals of the cultural and racial diversity of society as specified. Education Code 60041 requires (1) accurate portrayal of humanity's place in ecological systems and the need to protect the environment and (2) the effects of tobacco, alcohol, and other drug use on the human system. Education Code 60042 requires the Board to adopt materials as it deems necessary to encourage thrift, fire prevention, and the humane treatment of animals and people. Education Code 60043 requires that the Board, when appropriate to the comprehension of students, adopt textbooks for social science, history, or civics classes that contain the Declaration of Independence and the Constitution of the United States. If desired, the district may expand item #8 below to list these specific requirements.

Meet the requirements of Education Code 60040-60043 for specific subject content

Note: Items #9-18 below are optional and may be revised to reflect district practice. The district may choose to develop subject-specific criteria as well as general criteria.

Support the district's adopted courses of study and curricular goals

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6142.2 - World/Foreign Language Instruction)

(cf. 6142.8 - Comprehensive Health Education)

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(cf. 6142.91 - English/Language Arts Instruction)
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(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

9 10. Contribute to a comprehensive, balanced curriculum

Demonstrate reliable quality of scholarship as evidenced by:

a. Accurate, up-to-date, and well-documented information

b. Objective presentation of diverse viewpoints

c. Clear, concise writing and appropriate vocabulary

d. Thorough treatment of subject matter

12. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels

1 43. Include materials that stimulate discussion of contemporary issues and improve students' thinking and decision-making skills

Contribute to the proper articulation of instruction through grade levels

14. 45. As appropriate, have corresponding versions available in languages other than English

15 16. Include high-quality teacher's guides

Meet high standards in terms of the quality, durability, and appearance of paper, binding, text, and graphics

Note: 5 CCR 9517.2 sets the following maximum weight standards for each student textbook: three pounds for grades K-4, four pounds for grades 5-8, and five pounds for grades 9-12. 5 CCR 9517.2 requires publishers submitting textbooks to the SBE that exceed those weight standards to provide lighter weight alternatives, such as split volumes or electronic editions, soft cover editions, or other alternate physical formats. For materials for grades 9-12, publishers must disclose the availability of lighter weight alternatives. Item #18 below includes textbook weight as one of the criteria for Board consideration.

When available, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

Conflict of Interest

Note: The following optional section is for use by districts that choose to require individuals who will participate in the review process to first complete a disclosure statement which provides an opportunity to disclose any conflict of interest or appearance of conflict of interest.

Note: The following conflict of interest rules are not applicable to "public officials" (including Board members and designated staff) who are subject to the district's conflict of interest code pursuant to the Political Reform Act. Such persons who are making decisions concerning instructional materials must comply with the more stringent conflict of interest requirements described in BB 9270 - Conflict of Interest.

To ensure integrity and impartiality in the evaluation and selection of instructional materials, any district employee who is participating in the evaluation of instructional materials and not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that he/she:

Note: Education Code 60061 requires publishers to provide instructional materials free of charge within California to the same extent that they provide free materials to other states or school districts; see Price List of Adopted Instructional Materials on the CDE web site. However, Education Code 60071 forbids publishers from offering "valuable thing(s)" to school officials for the purpose of influencing the purchase of instructional materials. The CDE's Instructional Materials FAQ clarifies that, in accordance with the definition of "technology-based materials" in Education Code 60010, districts may accept electronic equipment necessary to make use of technology-based materials provided that such equipment is used by students and teachers as a learning resource, not to replace computers or related equipment in an existing computer lab or to establish a new computer lab.

1.	Shall not accept any emolument, money, or other valuable thing or inducement to directly
or i	indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of
any	y instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)

Note: Items # 2-4 below are optional and should be modified to reflect district practice.

- 2. Is not employed by nor receives compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
- 3. Does not have and will not negotiate a contractual relationship with the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
- 4. Does not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

(cf. 9270 - Conflict of Interest)

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CSBA Sample

Board Policy

Test Integrity/Test Preparation

BP 6162.54

Instruction

The Governing Board desires to protect the integrity of student assessment processes in order to obtain an accurate assessment of student achievement in the district and maintain accountability to the community and state. Students and staff are expected to maintain a high level of integrity in the completion and handling of student assessments.

(cf. 0500 - Accountability)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 5131 - Conduct)

(cf. 5131.9 - Academic Honesty)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

Test Integrity

In the administration of standardized tests, staff shall not:

- 1. Provide inappropriate test preparation
- 2. Modify test administration procedures, except as allowed by law
- 3. Provide inappropriate assistance to students during test administration
- 4. Change or fill in answers on student answer sheets
- 5. Provide inaccurate data on student header sheets
- 6. Discourage or exclude certain students from taking the test
- 7. Engage in any other practice to artificially raise student scores without actually improving underlying student achievement

Preparation for State Tests

***Note: The following section reflects the California Department of Education's (CDE)

Guidelines on Academic Preparation for State Assessments.***

Staff may prepare students for assessments by providing instruction in the content specified in state and district academic standards and teaching general test-taking strategies that are designed to improve their performance on tests included in the Standardized Testing and Reporting program, the California High School Exit Examination, or the California English Language Development Test. Such strategies may include, but not be limited to, using time efficiently, understanding directions, placing answers correctly on answer sheets, checking answers, problem-solving tactics, and exposing students to various test formats.

(cf. 6011 - Academic Standards)

Note: SB 755 (Ch. 676, Statutes of 2005) amended Education Code 60611 to correct a drafting error and to prohibit districts from using a specific program of preparation, as specified below.

The Superintendent or designee, principals, and teachers shall not implement any program of specific preparation for the statewide student assessment program or a particular test used within that program. (Education Code 60611)

Practice tests provided by the publisher of the state achievement test may be used for the limited purpose of familiarizing students with the use of scanable test booklets or answer sheets and the format of test items. No alternate or parallel form of the test shall be administered or used. (5 CCR 854)

Staff shall not use released test questions to develop practice tests that mimic or parallel state tests, or for teaching or drilling students only on the released items.

Investigation and Consequences of Testing Irregularities

Note: The following optional section establishes a process for investigating reports of testing irregularities and may be revised to reflect district practice. Complaints of irregularities may be identified from within the school community or through erasure analysis of test materials conducted by the test publisher and reported to the CDE who will in turn notify the district. If irregularities are found and the CDE concludes that the integrity of the Academic Performance Index (API) has been jeopardized, a school or district's API may be invalidated.

Reports of student cheating on assessments shall be submitted to the principal or designee for investigation. Students found to have cheated on assessments shall be subject to disciplinary procedures in accordance with Board policy and administrative regulations.

(cf. 5144 - Discipline)

A staff member found to have committed testing irregularities shall be subject to discipline in accordance with law, where applicable, collective bargaining agreements, Board policy, and administrative regulations.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

The Superintendent or designee shall immediately investigate with due diligence any reports of inappropriate test preparation or other testing irregularities.

If the Superintendent or designee is made aware of a testing irregularity on state assessments, he/she shall report the irregularity to the California Department of Education.

Legal Reference:

EDUCATION CODE

60600-60649 California Assessment of Academic Achievement, especially:

60611 Inappropriate test preparation

60850-60859 California High School Exit Examination

GOVERNMENT CODE

54957 Complaints against employees, closed session

CODE OF REGULATIONS, TITLE 5

850-870 Standardized Testing and Reporting program, especially:

854 Advance preparation for STAR test

880-901 Designated primary language test

1200-1225 California High School Exit Examination, especially:

1215 Cheating on the high school exit examination

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS Guidelines on Academic Preparation for State Assessments, April 2004 WEB SITES:

CSBA: http://www.csba.org

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

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CSBA Sample

Board Policy

Use Of Copyrighted Materials

BP 6162.6
Instruction

Note: 17 USC 106 grants a copyright owner the exclusive rights to reproduce, distribute, make derivative works of, publicly perform, or publicly display the copyrighted work or to authorize others to do so. The district should be aware that materials subject to copyright protection need not be registered with the U.S. Copyright Office to be subject to federal intellectual property protection.

Note: However, pursuant to 17 USC 107, "fair use" (i.e., the reproduction of limited portions of copyrighted materials without the copyright owner's permission) is allowed for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. Factors to be included in determining whether a particular use constitutes "fair use" include: (1) the purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work. In Campbell v. Acuff-Rose Music, Inc. and Cambridge University Press et al. v. Becker et al., the courts reaffirmed that the four factors must be weighed together, not in isolation, on a case-by-case basis and that 17 USC 107 does not exclude consideration of other factors.

Note: Other exceptions exist for schools, including library reproduction and archiving (17 USC 108); first sale (17 USC 109); and classroom performance, display, and distance education (17 USC 110). In addition, materials that are in the "public domain" (i.e., materials that are ineligible for copyright or have an expired copyright) may be freely used. Determination of whether a material is in the public domain depends on the date of the original copyright and other factors; see the U.S. Copyright Office web site and University of California Copyright Education web site.

Note: Because of the complexity of these laws, the district should consult with legal counsel as necessary.

The Governing Board recognizes that district staff and students may use a variety of copyrighted materials in the educational program and other district operations. When such materials have not been purchased by the district for the intended use, the Board expects staff and students to respect the protections afforded by federal law to the copyright owners of those materials and respect any limitations by the copyright holder to the license of such materials.

(cf. 1113 - District and School Web Sites) (cf. 1114 - District-Sponsored Social Media)

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(cf. 4040 - Employee Use of Technology)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4132/4232/4332 - Publication or Creation of Materials)
(cf. 5131.9 - Academic Honesty)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6163.1 - Library Media Centers)
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Note: Pursuant to 17 USC 102, copyright protection exists for works in the categories listed below and applies to works in "any tangible medium of expression, now known or later developed." Thus, most works available on the Internet or distributed electronically are protected by copyright, including images, text, logos, software, sounds, movie clips, email, and postings to newsgroups. Like other works, material found on the Internet may not be copied unless permission is given by the copyright holder or the use conforms to a recognized exception, such as "fair use" as described above.

Any literary, musical, dramatic, choreographic, pictorial, graphic, sculptural, audiovisual or motion picture, sound, architectural, or other original work shall be assumed to be a copyrighted work, regardless of whether the work appears in print, audio, video, electronic, or other fixed and tangible form.

Before reproducing a copyrighted material for instructional or other district purposes, a staff member shall determine if the material is in the public domain or if the intended use of the material meets the criteria for fair use or another exception pursuant to 17 USC 107-122. If the material is not in the public domain or no recognized exception applies, the staff member shall seek permission of the copyright holder before using the material.

The Superintendent or designee shall inform staff that inclusion of an attribution citing the author and source of a copyrighted material does not absolve the staff member from the responsibility to either obtain permission or satisfy criteria for fair use or another exception.

If a staff member is uncertain as to whether the intended use of the material meets the criteria for fair use or another exception, he/she shall take the safest course and seek permission from the copyright holder to use the material or, if it is impracticable to obtain permission, shall contact the Superintendent or designee for clarification and assistance.

Students shall not copy or distribute copyrighted works to others. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.

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(cf. 3300 - Expenditures and Purchases)
(cf. 3312 - Contracts)
(cf. 6163.4 - Student Use of Technology)
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***Note: The following optional paragraph may be revised to reflect district practice. Among

the factors considered by the court in Cambridge University Press et al. v. Becker et al. was the extent to which faculty had been trained in implementation of the university's copyright policy. Although the university had offered a one-hour training, it was perceived as voluntary and some faculty who were later accused of copyright infringement had not attended the session.***

The Superintendent or designee shall ensure that staff and students receive information and training about copyright laws and the penalties for violating such laws.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Legal Reference:

EDUCATION CODE

35182 Computer software

UNITED STATES CODE, TITLE 17

101-122 Subject matter and scope of copyright, especially:

102 Definitions

106 Copyright protection

107 Fair use of copyrighted works

110 Limitations on exclusive rights: Exemption of certain performances and displays

504 Penalties for copyright infringement

COURT DECISIONS

Cambridge University Press et al. v. Becker et al. (N.D. Ga. 2012) 863 F.Supp.2d 1190

Campbell v. Acuff-Rose Music, Inc., (1994) 510 U.S. 569

Marcus v. Rowley, (9th Cir., 1982) 695 F.2d 1171

Management Resources:

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Copyright Law: Do Schools Need a License to Show a Movie?, School Law Review, July 2010 U.S. COPYRIGHT OFFICE PUBLICATIONS

Circular 21: Reproduction of Copyrighted Works by Educators and Librarians, rev. 2009

Circular 22: How to Investigate the Copyright Status of a Work, rev. 2013

Circular 23: The Copyright Card Catalog and the Online Files of the Copyright Office, rev. 2012 WEB SITES

Copyright Society of the USA: http://www.csusa.org

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

University of California, Copyright Education:

http://copyright.universityofcalifornia.edu/usingcopyrightedworks.html

U.S. Copyright Office: http://www.copyright.gov

CSBA Sample

Administrative Regulation

Use Of Copyrighted Materials

AR 6162.6 Instruction

Note: Pursuant to 17 USC 101-122, district staff must seek permission from the copyright owner to reproduce and distribute a copyrighted work, except when the material is in the public domain or the use meets the eriteria for an exception specified in 17 USC 107-122. Exceptions applicable to schools include "fair use" (17 USC 107); library reproduction and archiving (17 USC 108); first sale (17 USC 109); and classroom performance, display, and distance education (17 USC 110).

Prior to reproducing, distributing, displaying, posting, performing, or otherwise using a copyrighted material for an instructional purpose or in the course of other district business, district staff shall determine whether it is necessary to request permission of the copyright holder. Unless the staff member is reasonably certain that the material is in the public domain or the intended use meets the criteria for an exception specified in 17 USC 107-122 and this administrative regulation, he/she shall either obtain permission from the copyright holder or avoid use of the material. In addition, permission of the copyright holder shall be requested whenever district staff intend to publicly disseminate a copyrighted work, such as by posting on the district or school web site or using another method of communications accessible to the public.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 4040 - Employee Use of Technology)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4132/4232/4332 - Publication or Creation of Materials)

(cf. 5131.9 - Academic Honesty)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Any reproduction or other use of a copyrighted work shall include the copyright notice.

District staff shall not reproduce and distribute copyrighted works of any type in any of the following circumstances:

1. When the copyrighted work is a "consumable" work such as a workbook, standardized test, answer sheet, or similar material

- 2. To substitute for the purchase of the work
- 3. To create, replace, or substitute for anthologies or collective works

Request for Permission to Use Copyrighted Material

Note: Determining the owner of a copyright can sometimes be difficult because the author or creator of a work is not required to register a copyright or affix a copyright notice to the work. Once a work is created and fixed in a tangible form, it is protected by federal copyright law. To find the holder of a copyright, it may be necessary to conduct a search through the U.S. Copyright Office or request information from the author or publisher of the work. For information about copyright searches, see U.S. Copyright Office publications Circular 22: How to Investigate and Copyright Status of a Work and Circular 23: The Copyright Card Catalog and the Online Files of the Copyright Office.

As necessary, district staff desiring to use a copyrighted material shall identify and contact the copyright holder to request permission to use the material. The request shall include the following information:

- 1. Title, author(s), editor(s) or publisher, producer(s) or distributor
- 2. Edition, copyright, and/or production year
- 3. Exact amount of material to be used, such as the number of lines, pages, or chapters or percentage of the work
- 4. Nature of the use, such as the course in which it will be used, the grade level of the students, the number of students, and the frequency of use
- 5. How the material will be reproduced and distributed

If the copyright holder requires a fee to grant permission, district staff shall seek approval from the Superintendent or designee prior to incurring the cost.

Criteria for Fair Use

Note: Pursuant to 17 USC 107, limited portions of copyrighted materials may be reproduced without the copyright owner's permission when the intended use meets the criteria of "fair use." In determining whether the use of a copyrighted material is fair use, the courts have weighed together all four factors specified in 17 USC 107, as described in the following section. Courts have concluded that no individual factor is sufficient by itself; rather, the determination of fair use requires a complex analysis of the interaction of all four factors. District legal counsel should be consulted as needed.

In considering whether a copyrighted work may be used without the copyright holder's permission on the grounds that the intended use is "fair use" pursuant to 17 USC 107, including

reproduction in copies, phonorecords, or any other reproductive form for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, district staff shall consider all of the following factors: (17 USC 107)

Note: Although nonprofit educational purposes are granted consideration in determining fair use pursuant to 17 USC 107 (item #1 below), the U.S. Supreme Court in Campbell v. Acuff-Rose Music, Inc., emphasized that a nonprofit educational purpose alone does not automatically ensure fair use.

- 1. The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes
- ***Note: In weighing the impact of the nature of the copyrighted work (item #2 below), the court in Campbell v. Acuff-Rose Music, Inc. noted that the more creative a work (e.g., fiction), the more protection from copying it should be accorded, whereas more informational or functional works should, as a general rule, receive less protection.***
- 2. The nature of the copyrighted work
- ***Note: The third factor specified in 17 USC 107, as provided in item #3 below, requires consideration of both the amount copied in relation to the overall work and whether the excerpt is a "critical part" of the work. The court in Cambridge University Press et al. v. Becker et al. concluded that copying of no more than 10 percent of the pages in the book, when almost none of those pages bore a close relationship to the book as a whole, was permissible under the third factor of fair use.***
- 3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
- ***Note: Pursuant to 17 USC 107, any fair use of the copyrighted work based on items #1-3 above must be balanced with the financial harm that the use would have on the potential market or value of the work. In Cambridge University Press et al. v. Becker et al., the court held that an identical copy of the work, especially a larger excerpt, is more likely to substitute for the work and reduce its value, whereas a 10 percent excerpt would not substitute for the original no matter how many copies were made. In this case, it was found that materials were used under carefully monitored circumstances, with a password required for digital access and access being terminated at the end of the semester, thereby reducing the risk of the materials being exposed to persons other than the students in the class.***
- 4. The effect of the use upon the potential market for or value of the copyrighted work
- ***Note: Although fair use cannot be determined solely on the basis of the number of words, pages, or chapters reproduced or the percentage of the excerpt in relation to the whole (item #3 above), stakeholder groups have agreed upon some nonbinding minimum guidelines which are included in the U.S. Copyright Office's Circular 21: Reproduction of Copyrighted Works by Educators and Librarians, available on its web site. The remainder of this administrative

regulation reflects these guidelines; however, district staff must consider all four factors specified in 17 USC 107 prior to using a copyrighted material without permission.***

Any determination of fair use shall weigh together all the factors specified in items #1-4 above in addition to any applicable guidelines presented in this administrative regulation for specific types of copyrighted works.

Guidelines for Copying Text

Note: The following section reflects nonbinding guidelines included in the U.S. Copyright Office's Circular 21: Reproduction of Copyrighted Works by Educators and Librarians. Although the guidelines do not address the use of copyrighted works available on the Internet or through other technological resources, it is generally accepted that the use of such copyrighted works would follow the same guidelines established for other fixed and tangible works. Thus, the following section applies to any copyrighted text regardless of its source or format. The district should consult legal counsel as necessary.

Staff may reproduce text from a copyrighted work from a printed resource, the Internet, or other source, without permission from the copyright holder, under the following conditions:

- 1. A single copy of a chapter of a book, article from a periodical or newspaper, short story, short essay, short poem, chart, graph, diagram, drawing, cartoon, or picture may be made by or for a teacher for his/her scholarly research or use in teaching or preparation to teach a class.
- 2. Multiple copies, not to exceed one copy per student in a course, may be made by or for a teacher for classroom use or discussion, provided that:
- a. The amount to be copied does not exceed:
- (1) 250 words for a complete poem or excerpt from a poem
- (2) 2,500 words for a complete article, story, or essay
- (2) 1,000 words or 10 percent of the whole (with a minimum of 500 words), whichever is less, for an excerpt from a larger prose work
 - (4) One illustration (e.g., chart, graph, diagram, cartoon, or picture) per book or periodical issue
 - b. The copying is for only one course in the school.
 - c. With the exception of newspapers and other news periodicals, not more than one work is copied from the same author per term, not more than three works are copied from the same collective work or periodical volume per term, and there are no more than nine instances of multiple copying per course per term.

d. A delay to request permission from the copyright holder would preclude the most effective instructional use of the material.

Guidelines for Reproducing Sheet and Recorded Music

Note: The following-section reflects nonbinding guidelines included in the U.S. Copyright Office's Circular 21: Reproduction of Copyrighted Works by Educators and Librarians.

District staff may reproduce sheet music and recorded music without permission from the copyright holder under the following conditions:

- 1. Emergency copies may be made when purchased copies needed for an imminent performance are not available, provided that replacement copies shall be purchased in due course.
- 2. Single or multiple copies of excerpts of works may be made for academic purposes other than performances, provided that the excerpt does not constitute an entire performable unit (e.g., a section, movement, or aria), no more than 10 percent of the total work is used, and the number of copies made does not exceed one per student.
- 3. Printed copies that have been purchased may be edited or simplified provided that the character of the work is not distorted and lyrics are not added or altered.
- 4. A single copy of a recorded performance by students may be made for evaluation or rehearsal purposes.
- 5. A single copy of recordings of copyrighted music owned by the district or individual teacher may be made for the purpose of constructing exercises or examinations.

Guidelines for Performing or Displaying Copyrighted Works

Note: Pursuant to 17 USC 101, the holder of a copyright for a motion picture or other audiovisual work retains exclusive rights for public performances of the work (i.e., exhibitions outside of one's home to a normal circle of family and social acquaintances), except that 17 USC 110 provides an exception for performance or display of the work in face-to-face instruction. In such circumstances, it is not necessary to conduct an analysis of fair use nor obtain permission of the copyright holder. Pursuant to 17 USC 110, this exception only applies if the district (1) institutes a policy regarding copyright; (2) provides informational materials on federal copyright laws to students, teachers, and other relevant staff; and (3) provides notice to students that materials used in connection with the course may be subject to copyright protection.

In the course of face-to-face instruction in a classroom or similar place devoted to instruction, teachers or students may recite, render, play, dance, act, or show a copyrighted work either directly or by means of any device or process or, in the case of a motion picture or other audiovisual work, show its images in any sequence or to make the sounds accompanying it audible, provided that: (17 USC 101, 110)

- 1. The performance or display is given by means of a lawfully obtained copy of the work.
- 2. The performance or display is made by, at the direction of, or under the actual supervision of a teacher as an integral part of a class session.
- 3. The performance or display is directly related and of material assistance to the teaching content of the transmission.
- 4. The transmission is limited to students enrolled in the course or to Governing Board members or employees as part of their official duties or employment.
- 5. If the work is to be digitally transmitted, the district has applied technological protections that reasonably prevent retention of the work in accessible form for longer than the class session and the unauthorized further dissemination of the work.

Note: 17 USC 110 addresses reasonable pedagogical purposes for showing films or other audiovisual works. According to the National School Boards Association's publication Copyright Law: Do Schools Need a License to Show a Movie?, any use of a motion picture outside the curriculum (e.g., to reward students for good behavior or to host a movie night to encourage parent and community engagement) does not meet the above criteria and therefore would require the school to obtain a special viewing license. The publication also presents information about how to obtain a one-time license or a blanket license for showing an unlimited number of movies.

Any use of a motion picture or other audiovisual work outside the curriculum, such as for entertainment, a school or class reward, or a fundraiser, shall require permission from the copyright holder or a special viewing license.

Guidelines for Recording Broadcast Programming

Note: The following section reflects nonbinding guidelines included in the U.S. Copyright Office's Circular 21: Reproduction of Copyrighted Works by Educators and Librarians for fair use of off-air recording of free television programming. Although the guidelines do not address radio broadcasts, it may be assumed that similar guidelines would apply. Legal counsel should be consulted as necessary.

Teachers may make recordings of television programs for use in a classroom for educational purposes under the following conditions:

- 1. Only programs provided to the public free of charge may be recorded and shown. Any use of programming from paid television services shall require permission of the copyright holder.
- 2. The recording may be shown only during the first 10 consecutive school days after it is made. It may be used once by an individual teacher in the course of relevant teaching activities and may be repeated once only when instructional reinforcement is necessary.

- 3. A limited number of copies may be reproduced from each recording to meet the legitimate needs of the teacher. Each copy shall be subject to all the provisions governing the original recording.
- 4. The recording may be retained for 45 calendar days after it is made and then shall be erased or destroyed. However, after the first 10 consecutive school days, the recording may only be used for purposes of determining whether or not to include the broadcast program in the teaching curriculum. If the teacher decides to keep the program for use in the curriculum, he/she shall request permission from the copyright owner.
- 5. Off-air recordings need not be used in their entirety, but the content of recorded programs may not be altered.

Guidelines for Copying Computer Programs or Software

District staff shall observe all licensing agreements between vendors and the district, including monitoring the number of users permitted by an agreement. Unless the applicable licensing agreement authorizes multiple users of a single computer program or software, the district shall not make multiple copies.

Copies of district-owned software may be made under either of the following conditions: (17 USC 117)

- 1. The copy is needed as an essential step in using the computer program with a particular machine.
- 2. The copy is used for archival or "backup" purposes only. This copy may be held only as a file copy and must be destroyed in the event that continued possession of the program ceases to be rightful, unless the copyright owner authorizes its sale, lease, or transfer as part of the sale, lease, or transfer of the original program.

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Library Media Centers

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

Note: Education Code 18100 requires the Governing Board to provide library services for students and teachers by maintaining school libraries or contracting with another public agency. The following optional policy is intended for use by districts that maintain their own school libraries, but may be modified to meet the needs of districts that enter into an arrangement to receive services from either a county or city library pursuant to Education Code 18130 or 18134; also see BP 1330.1 - Joint Use Agreements.

Note: The State Board of Education (SBE) has adopted model program standards for school libraries which describe staffing, resources, and infrastructure recommended for effective school library programs. The following policy may be modified to reflect state program standards that the district chooses to implement.

The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can help raise the academic achievement of all students. To the extent that funding is available, school libraries shall be stocked with up-to-date books, reference materials, and electronic resources that promote literacy, support academic standards, and prepare students to become lifelong learners.

(cf. 0440 - District Technology Plan)

(cf. 6011 - Academic Standards)

(cf. 6163.4 - Student Use of Technology)

(cf. 7110 - Facilities Master Plan)

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

Note: The following paragraph is optional.

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and Saturdays. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the

assignment. (Education Code 18103)

Note: The following optional section may be revised to reflect district practice. Pursuant to Education Code 18120, the Board may appoint one or more librarians to staff school libraries, provided they possess an appropriate credential issued by the Commission on Teacher Credentialing (CTC) as required by Education Code 44868 and 5 CCR 80053. This may include a teacher librarian services credential issued since January 1, 2008 or a library media teacher services credential issued prior to that date. In addition, 5 CCR 80024.6 establishes requirements for an emergency teacher librarian services permit that may be issued when there is an insufficient number of qualified certificated persons to fill available positions.

Note: The state's program standards recommend a ratio of one full-time teacher librarian per 785 students plus assignment of a classified paraprofessional (e.g., library technician, library aide) at least 34 hours per week.

Note: If the district does not employ any teacher librarians, it should modify the remainder of this policy to reflect the position(s) that are assigned to fulfill the related duties. technicians,

To staff school libraries, the district may employ one or more teacher librarians who possess appropriate credentials issued by the Commission on Teacher Credentialing (Education Code 18120, 44868; 5 CCR 80024.6, 80053)

(cf. 4112.2 - Certification) (cf. 4113 - Assignment)

Note: 5 CCR 80053, as amended by Register 2013, No. 3, specifies the duties that any teacher librarian who possesses an appropriate credential or emergency permit from the CTC is authorized to perform. 5 CCR 80053.1, as added by Register 2013, No. 3, establishes a special class authorization which authorizes the holder to provide departmentalized instruction in information literacy, digital literacy, and digital citizenship. The district may revise items #1-8 below to reflect the duties of teacher librarians included in district job descriptions. library media technicians

The Superintendent or designee may assign teacher librarians to perform the following duties in accordance with the authorizations of their credential; (5 CCR 80053, 80053.1)

- Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship
- Plan and coordinate school library programs with the district's instructional programs through collaboration with teachers
- Select materials for school and district libraries 3.

- Develop and deliver staff development programs for school library services 4.
- 5. Coordinate or supervise library programs at the school or district level
- Plan and conduct a course of instruction for students who assist in the operation of school 6. libraries
- Supervise classified personnel assigned school library duties
- 7 8. Develop procedures for and management of the school and district libraries

Note: The following optional paragraph may be revised to reflect district practice. Pursuant to Education Code 35021, the district may not utilize volunteer aides in lieu of classified employees whose positions were abolished. library/media technicians

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

(cf. 1240 - Volunteer Assistance)

(cf. 4222 - Teachers Aides/Paraprofessionals)

District Plan

Note: The following section is for use by districts that receive funding under the School and Library Improvement Block Grant (Education Code 41570-41573). Block grant funds may be expended for any purpose authorized under the California Public School Library Act (Education Code 18180-18184) as those repealed statutes read on January 1, 2004, such as for school library resources and equipment. As a condition of receiving this funding, Education Code 41572 requires districts to have a single plan for student achievement; see BP/AR 0420 - School Plans/Site Councils. The single plan must incorporate the requirements of Education Code 18181 pertaining to a districtwide library plan, as that repealed provision read on January 1, 2004.

Whenever a school receives state funding for school and library improvement pursuant to Education Code 41570-41573, the school site council shall develop a single plan for student achievement which incorporates a districtwide plan for school libraries. (Education Code 41572)

(cf. 0420 - School Plans/Site Councils)

Note: The remainder of this section is optional and may be revised to reflect district practice.

In developing the districtwide plan, the Superintendent or designee is encouraged to consult with teacher librarians, classroom teachers, administrators, parents/guardians, and students as

The districtwide library plan shall describe the district's vision and goals for district libraries and how funds will be distributed to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, prioritization of needs, and other related matters.

(cf. 0000 - Vision) (cf. 0200 - Goals for the School District)

The districtwide library plan shall be regularly reviewed and updated.

Classroom Libraries for Grades K-4

Note: Pursuant to Education Code 60242, funds received through the State Instructional Materials Fund may be used for the purpose of purchasing classroom library materials for grades K-4, within the percentage of the allowance authorized by the SBE. As a condition of receiving funding for this purpose, the district must have developed a districtwide plan for classroom libraries as provided below. An existing plan, such as the districtwide plan described in the section "Library Plan" above, may be used if it meets the criteria of Education Code 60242.

Note: An additional source of potential funding for classroom library materials, the Instructional Materials Funding Realignment Program (Education Code 60420-60424), was repealed by AB 1246 (Ch. 668, Statutes of 2012).

When state funding is available for classroom library materials in grades K-4, the Superintendent or designee shall develop, for certification by the Board, a districtwide classroom library plan for grades K-4. The plan shall include a means of preventing loss, damage, or destruction of the materials. (Education Code 60242)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts) (cf. 6161.2 - Damaged or Lost Instructional Materials)

The districtwide library plan developed pursuant to Education Code 41572 may fulfill this requirement provided the plan meets the criteria specified in Education Code 60242.

Note: In developing the plan for classroom libraries in grades K-4, districts may consult CDE's online list of recommended materials (Recommended Literature: Pre-Kindergarten Through Grade Twelve). In addition, Education Code 60242 encourages consultation with primary grade teachers and teacher librarians employed by the district. If the district does not employed by the county office of education. The following optional paragraph may be revised to reflect district practice.

The Superintendent or designee is encouraged to consult with primary grade teachers and teacher

librarians employed by the district and/or county office of education in the development of the K-4 classroom library plan and to consider selections from the list of books recommended by the California Department of Education (CDE).

Selection and Evaluation of School Library Materials

Note: The following optional section may be revised to reflect district practice. At its discretion, the Board may establish selection criteria that exclude all materials of a sectarian, partisan, or denominational character as authorized by Education Code 18111.

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive or language needs.

Library materials shall be evaluated and selected in accordance with law, Board policy, and administrative regulation through a selection process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

(cf. 6144 - Controversial Issues)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

Library materials should be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed, and lost or worn materials may be replaced.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

(cf. 1260 - Educational Foundation)

(cf. 3290 - Gifts, Grants and Bequests)

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

Fees

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

(cf. 3260 - Fees and Charges)

Note: Pursuant to 5 CCR 16042, the Board may determine whether or not to charge for the late return of library materials. The district should select the option below that reflects district practice. Option 2 may be modified to include the amount that will be charged.

OPTION 1: No charge shall be assessed for the late return of materials.

OPTION 2: To encourage students to return materials in a timely manner, a nominal fee shall be charged for the late return of materials.

Library Instruction

Note: In September 2010, the SBE adopted model academic standards for library instruction which address what students should know and be able to do at each grade level or grade span in terms of information literacy skills. The introduction to the standards expresses the intent that the standards be taught collaboratively by the classroom teacher and the teacher librarian within the context of the curriculum. The following optional section reflects the four major categories addressed in the state standards and may be revised to reflect district practice.

Note: The SBE has also developed a document identifying examples of where the library instruction standards are aligned with Common Core State Standards. See the California Department of Education's (CDE) web site.

Teacher librarians and/or classroom teachers shall provide library instruction to develop students' information literacy skills. Such instruction shall be aligned with state academic standards for library instruction and shall prepare students to:

- 1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
- 2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
- 3. Organize, synthesize, create, and communicate information
- Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Teacher librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

(cf. 4131 - Staff Development) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development)

(cf. 6141 - Curriculum Development and Evaluation)

Program Evaluation

Note: The following optional section may be revised to reflect district practice. The district may use an assessment tool such as the CDE's Looking at the School Library: An Evaluation Tool or may develop its own program evaluation indicators or checklist.

The Superintendent or designee shall annually assess and report to the Board regarding the condition and use of school libraries. The assessment shall evaluate, at a minimum:

- 1. Access of students and staff to school libraries during school hours and, as appropriate, access outside the school day
- 2. The process and frequency by which students are allowed to check out library materials
- 3. Staffing levels, qualifications, and number of hours worked
- 4. The quality of the collection at each library, including, but not limited to, the total number of books in the collection, number of books per student, amount expended during the year for the purchase of new resources, and the number of resources discarded and added during the year
- 5. Any special programs offered at the school to encourage reading and/or library use
- 6. The adequacy of the facility space and equipment designated for the school library
- 7. Source(s) and adequacy of funding for school libraries

Note: Education Code 18122 requires districts to annually report to the CDE on the condition of their school libraries. This survey is conducted online via the CDE's web site.

The district shall, on or before August 31 each year, report to the CDE on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

Legal Reference:

EDUCATION CODE

1703 Coordination of district library services by county superintendent

1770-1775 Provision of library services by county superintendent

18100-18203 School libraries

18300-18571 Union high school district/unified school district library district

19335-19336 Reading Initiative Program; recommended books

35021 Volunteer aides

41570-41573 School and Library Improvement Block Grant

42605 Tier 3 categorical flexibility

44868-44869 Qualifications and employment of library media teachers

45340-45349 Instructional aides

60240-60251.5 State Instructional Materials Fund, purchase of classroom library materials

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

18181 Districtwide library plan

52012 Establishment of school site council

52014-52015 School plans

CODE OF REGULATIONS, TITLE 5

16040-16043 School libraries

80023-80023.2 Emergency permits, general requirements

80024.6 Emergency teacher librarian services permit

80026-80026.6 Emergency permits

80053-80053.1 Teacher librarian services credential

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012

Model School Library Standards for California Public Schools: Kindergarten Through Grade

Twelve, 2010 (includes standards for student instruction as well as program standards)

Looking at the School Library: An Evaluation Tool, 2003

Recommended Literature: Kindergarten Through Grade Twelve

CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONS

Standards and Guidelines for Strong School Libraries, 2004

WEB SITES

American Association of School Libraries: http://www.ala.org/aasl

California Department of Education, School Libraries: http://www.cde.ca.gov/ci/cr/lb

California School Library Association: http://www.csla.net

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CSBA Sample

Board Policy

Guidance/Counseling Services

BP 6164.2 **Instruction**

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

Note: The following policy should be revised to reflect district practice. Education Code 49600 authorizes districts to offer a comprehensive educational counseling program implemented by credentialed school counselors.

The Governing Board recognizes that a comprehensive counseling program can help promote academic achievement and serve the diverse needs of all district students. Counseling staff shall be available to meet with students to discuss academic, social, or personal difficulties, as well as other issues that may impact student learning.

Academic and Career Counseling

***Note: Funding for the 10th grade counseling program is part of the Pupil Retention Block Grant (Education Code 41505-41508). Pursuant to Education Code 41505, the block grant funds may be expended for any program purposes authorized by the statutes that were repealed by the adoption of the block grant as those statutes read on January 1, 2004. In order to receive block grant funds, Education Code 41507 requires districts to have a school-level advisory committee and a single school plan. See BP/AR 0420 - School Plans/Site Councils. ***

Note: Districts that wish to offer a specialized program for 10th grade counseling may modify the following paragraph accordingly.

The district's academic counseling program shall help students establish immediate and long-range educational plans, achieve academic standards, prepare for the high school exit

examination, and complete the required curriculum in accordance with their individual needs, abilities, and interests. Insofar as possible, parents/guardians shall be included when making educational plans.

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(cf. 0410 - Nondiscrimination in District Programs and Activities)
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(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6011 - Academic Standards)

(cf. 6020 - Parent Involvement)

Counseling staff shall help all students plan for the future and become aware of their career potential. Academic planning for higher education shall include information about courses needed for admission to colleges and universities, standardized admission tests, financial aid, and scholarships.

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(cf. 6141.5 - Advanced Placement)
(cf. 6143 - Courses of Study)
(cf. 6146.1- High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
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Note: Education Code 48431 requires districts maintaining high schools to offer a program of guidance, placement, and follow-up for all district minors subject to compulsory continuation education. The following paragraph is for use by districts maintaining high schools.

The Superintendent or designee shall establish and maintain a program of guidance, placement, and follow-up for all district students subject to compulsory continuation education. (Education Code 48431)

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(cf. 6184 - Continuation Education)
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Note: The following options are for use by districts maintaining secondary schools.

***Note: 20 USC 7908, added by the No Child Left Behind Act, requires districts receiving funds under the Elementary and Secondary Education Act (ESEA) to provide military recruiters with the same access to students as is provided to colleges and prospective employers. Districts that do not grant similar access may lose those funds. Even for districts that do not receive ESEA funds, 10 USC 503 requires districts to grant the same access to military recruiters and employers. Under this section, districts may refuse military access only if the Governing Board has adopted a policy denying access to the military. Districts that do not grant access and have not adopted a policy denying access may be subject to specific interventions, such as notification to the Governor and Congress, so that public officials can work with the district. In addition, Education Code 49603 provides that military service recruiters may not be denied on-campus access to students in grades 9-12 if the district provides such access to other employers. For information regarding military recruiter access to student directory information, see BP/AR

Note: Option 1 is for use by districts that receive ESEA funds and that grant colleges and prospective employers access to students. Option 1 is also for use by districts that do not receive ESEA funds but choose to grant access to employers and therefore are required to grant access to military recruiters. Option 2 is mandated for those districts that do not receive ESEA funds and wish to deny access to military recruiters. Districts that select Option 2 must also deny access to all other employers.

OPTION 1: Colleges and prospective employers, including military recruiters, shall have the same access to students for recruiting purposes. (20 USC 7908; 10 USC 503; Education Code 49603)

OPTION 2: Colleges and prospective employers, including military recruiters, shall not have access to students for recruiting purposes. (10 USC 503; Education Code 49603)

(cf. 5125.1 - Release of Directory Information)

Supplemental School Counseling Program for Students in Grades 7-12

Note: The following section is for use by districts maintaining any of grades 7-12 and may be modified to reflect the grade levels offered by the district. Districts not participating in the Supplemental School Counseling Program pursuant to Education Code 52378-52380 should delete this section.

Note: The Supplemental School Counseling Program provides funding to increase access to counseling services for students in grades 7-12. Education Code 52379 provides that funds allocated for this program shall be used to provide supplemental counseling services delivered by personnel who hold valid pupil personnel services credentials.

***Note: As a condition of receiving funds, Education Code 52378 requires the Board, at a public meeting, to adopt a counseling program that provides all the following services: (1) an individualized review of students' academic and deportment records, (2) an opportunity for counselors to meet with students and parents/guardians to explain the records and the educational options available to students, and (3) additional specified services to students identified by the district as at risk of not graduating or passing the high school exit examination. SB 405 (Ch. 723, Statutes of 2007) amended Education Code 52378 to also require that the Board-adopted program include a provision for an individualized review of career goals, as specified in item #2 below. For details about the requirements of each of these services, see the accompanying administrative regulation. ***

The Board-adopted supplemental school counseling program for students in grades 7-12 shall be delivered by personnel who hold a valid pupil personnel services credential. The district's program shall provide for: (Education Code 52378)

1. An individualized review of academic and deportment records

- 2. An individualized review of the career goals of students, and the available academic and career technical education opportunities and community and workplace experiences available to students to support their goals
- 3. An opportunity for a counselor to meet with students and, if practicable the parent/guardian, to discuss available educational and career technical options
- 4. Specialized counseling services for students identified as at risk

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(cf. 6162.52 - High School Exit Examination)
(cf. 6179 - Supplemental Instruction)
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Personal Counseling

Counseling staff shall identify and work with students whose personal problems may prevent them from reaching their potential. As appropriate, students shall be informed about agencies that offer qualified professional assistance with substance abuse, physical or emotional problems, or other personal problems.

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(cf. 1020 - Youth Services)
(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Truancy)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5141.6 - School Health Services)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
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Counselors shall respect student confidentiality as appropriate and shall consult with the Superintendent or designee or with the district's legal counsel whenever unsure of how to respond to a student's personal problem. Parent/guardian consultation and consent shall be obtained as appropriate.

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(cf. 5125 - Student Records)
(cf. 5022 - Student and Family Privacy Rights)
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Crisis Counseling

The Board recognizes the need for a prompt and effective response when students are confronted

with a traumatic incident. School counselors shall assist in the development of the comprehensive school safety plan, emergency and disaster preparedness plan, and other prevention and intervention practices designed to assist students before and after a crisis.

(cf. 0450 - Comprehensive Safety Plan) (cf. 3516 - Emergencies and Disaster Preparedness Plan)

In addition, the Superintendent or designee shall identify crisis counseling resources to train district staff in appropriate response techniques and/or to directly help students cope with such crises if they occur.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

(cf. 5131 - Conduct) (cf. 5136 - Gangs) (cf. 5141.52 - Suicide Prevention)

Teacher-Based Advisory Program

Note: Education Code 49600 authorizes a Board-approved teacher-based advisory program in which teachers provide guidance to students under the supervision of a credentialed school counselor. The following optional section, for use by districts wishing to provide a teacher-based advisory program, may be expanded to indicate grade levels at which the program will operate. It should be deleted by districts in which all student counseling is provided by credentialed school counselors.

The Board recognizes that a supportive, ongoing relationship with a caring adult can provide a student with valuable advice and security. The Board desires to establish a teacher-based advisory program in which teachers, with supervision and support from a credentialed school counselor, advise students in such areas as character development, conflict resolution, and self-esteem. The Board expects this program to enhance student-teacher relationships and give students positive, adult role models. The Superintendent or designee and a credentialed school counselor shall design this program and submit it to the Board for adoption.

Legal Reference:

EDUCATION CODE

221.5 Prohibited sex discrimination

37254 Supplemental instruction based on failure to pass exit exam by end of grade 12

41505-41508 Pupil Retention Block Grant

48431 Establishing and maintaining high school guidance and placement program

49600-49604 Educational counseling

51250 School age military dependents

51513 Personal beliefs

52378-52380 Supplemental School Counseling Program

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

48431.6 Tenth grade counseling program

PENAL CODE

11166-11170 Reporting known or suspected cases of child abuse

CODE OF REGULATIONS, TITLE 5

4930-4931 Counseling

UNITED STATES CODE, TITLE 10

503 Military recruiter access to directory information

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

7908 Armed forces recruiter access to students and student recruiting information

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family educational rights and privacy

Management Resources:

WEB SITES

American School Counseling Association: http://www.schoolcounselor.org California Association of School Counselors: http://www.schoolcounselor-ca.org California Department of Education: http://www.cde.ca.gov

U.S. Department of Education, access to military recruiters:

http://www.ed.gov/policy/gen/guid/fpco/hottopics/ht10-09-02.html

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CSBA Sample

Administrative Regulation

Guidance/Counseling Services

AR 6164.2 Instruction

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants 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 2012-13 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.

Supplemental School Counseling Program for Students in Grades 7-12

Note: The following section is for use by districts maintaining any of grades 7-12 and may be modified to reflect the grade levels offered by the district. Districts not participating in the Supplemental School Counseling Program pursuant to Education Code 52378-52380 should delete this section.

***Note: As a condition of receiving funds under the Supplemental School Counseling Program, Education Code 52378 requires the Governing Board to adopt a counseling program that provides for (1) an individualized review of students' academic and deportment records, (2) an opportunity for counselors to meet with students and parents/guardians to explain the records and the available educational options, and (3) additional specified services to students identified by the district as at risk, as specified below. As amended by SB 405 (Ch. 723, Statutes of 2007), Education Code 52378 also requires that the Board-adopted program include a provision for individualized review of a student's career goals and the available academic and career technical education opportunities and community and workplace experiences available to support those goals. ***

A counselor shall review the academic and deportment record of each student in grades 7-12. The counselor shall also provide for an individualized review of each student's career goals and the available academic and career technical education opportunities and community and workplace experiences available that may support the pursuit of those goals. In addition, the counselor shall meet with each student and, if practicable, his/her parent/guardian to explain the records. At the meeting, the counselor shall also explain: (Education Code 52378)

1. The student's educational options

If such services are available to district students, the educational options discussed shall include college preparatory and career technical programs, including regional occupational centers and programs and any other available alternatives.

- (cf. 6146.11 Alternative Credits Toward Graduation)
- (cf. 6146.2 Certificate of Proficiency/High School Equivalency)
- (cf. 6178 Career Technical Education)
- 2. The coursework and academic progress needed for satisfactory completion of middle school or high school and passage of the high school exit examination
- (cf. 6146.1 High School Graduation Requirements)
- (cf. 6146.5 Elementary/Middle School Graduation Requirements)
- (cf. 6162.52 High School Exit Examination)

***Note: As specified in items #3 and #4 below, SB 405 (Ch. 723, Statutes of 2007) amended Education Code 52378 to require the counselor to also explain to students about their eligibility for admission to a four-year institution of postsecondary education and the availability of intensive instruction and services, for up to two academic years after the completion of grade 12, to a student who did not pass the high school exit examination. ***

- 3. Eligibility for admission to a four-year institution of postsecondary education, including the University of California (UC) and the California State University (CSU)
- 4. For those students who have not passed one or both parts of the exit exam by the end of grade 12, the availability of intensive instruction and services, as required pursuant to Education Code 37254, for up to two consecutive academic years after the completion of grade 12 or until the student has passed both parts of the exit exam, whichever comes first

(cf. 6179 - Supplemental Instruction)

4 5. The availability of career technical education

Note: In addition to the counseling services provided to all students described in items #1-5 above, Education Code 52378 requires the district to identify students "at risk" and then provide additional services to specific subsets of those students. These additional services include providing students and their parents/guardians a list of coursework and experience and scheduling individualized conferences, as detailed below.

The Superintendent or designee shall identify students in grades 7-12 who: (Education Code 52378)

1. Are at risk of not graduating with the rest of their class

- 2. Are not earning credits at a rate that will enable them to pass the high school exit exam
- 3. Do not have sufficient training to allow them to fully engage in their chosen career

***Note: As amended by SB 405 (Ch. 723, Statutes of 2007), Education Code 52378 also requires that the list of coursework and experience be provided to students in grades 10 and 12 who are not on track to satisfy the admission requirements to the University of California (UC) and the California State University (CSU) and that the list for students in grade 12 include options for students to continue to receive intensive instruction and services after grade 12 or until passage of the exit exam. In addition, Education Code 52378, as amended, requires that a list be provided to students in grade 7 to assist them in beginning to satisfy the admission requirements to UC and CSU. ***

For these identified students, the district shall provide the following additional services:

1. List of Coursework and Experience: For students in grades 10 and 12 who have not passed one or both parts of the high school exit exam or who have not satisfied, or are not on track to satisfy, the curricular requirements for admission to UC and CSU, the district shall provide a list of coursework and experience necessary to assist them in their current grade level and to successfully transition to postsecondary education or employment. (Education Code 52378)

For students in grade 12, the list shall also include options for continuing their education if they fail to meet graduation requirements, including, but not limited to, the option of enrolling in an adult education program, enrolling in a community college, continuing enrollment in the district, or continuing to receive intensive instruction and services for up to two academic years after completion of grade 12 or until passage of both parts of the exit exam, whichever comes first. (Education Code 52378)

For students in grade 7 who are deemed to be at the far below basic level in English language arts or mathematics pursuant to the California Standards Test administered in grade 6, the district shall provide a list of coursework and experience necessary to assist them to successfully transition to high school and to meet all graduation requirements, including passing the high school exit exam. (Education Code 52378)

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For students in grade 7, the district shall provide a list of coursework and experience necessary to assist each student to begin to satisfy the curricular requirements for admission to UC and CSU. (Education Code 52378)

A copy of the list of coursework and experience shall be provided to the student and his/her parent/guardian. The list shall also be included in the student's cumulative record. (Education Code 52378)

***Note: As amended by SB 405 (Ch. 723, Statutes of 2007), Education Code 52378 requires districts to inform students about the availability of intensive instruction and services for students after grade 12 who have not passed the exit exam, as specified below. ***

- 2. Intensive Instruction and Services: For students in grade 10 and 11 who have not passed one or both parts of the high school exit exam, the district shall inform them of the option to receive intensive instruction and services pursuant to Education Code 37254 for up to two consecutive years after the completion of grade 12, or until the student has passed both parts of the exit exam, whichever comes first. (Education Code 52378)
- Individual Conference: For students in grades 10 and 12 who have been provided the list of coursework and experience and for students in grade 7 who are deemed to be at the far below basic level in English language arts or mathematics, as detailed in item #1 above, the district shall offer and schedule an individual conference with each student, his/her parent/guardian, and a school counselor. During the conference, the counselor shall apprise the student and his/parent guardian of the following: (Education Code 52378)
 - a. Consequences of not passing the high school exit exam
 - b. Available programs, courses, and career technical education options needed for satisfactory completion of middle or high school
 - c. The student's cumulative records and transcripts
 - d. The student's performance on standardized and diagnostic assessments

***Note: As amended by 8B 405 (Ch. 723, Statutes of 2007), Education Code 52378 requires that the counselor discuss the option for the student to receive intensive instruction after grade 12, as specified below. ***

- e. Available remediation strategies, high school courses, and alternative education options, including, but not limited to, informing students of the option to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until passage of both parts of the exit exam, whichever comes first
 - f. Information about postsecondary education and training
- g. As applicable, the student's score on the English language arts or mathematics portion of the California Standards Test administered in grade 6

Note: As amended by SB 405 (Ch. 723, Statutes of 2007), Education Code 52378 requires that the counselor discuss eligibility requirements for admission to four-year institutions of postsecondary education and the availability of financial aid, as specified in items #3(h) and #3(i) below.

h. Eligibility requirements, including coursework and test requirements, and the progress of the student toward satisfaction of those requirements for admission to four-year institutions of postsecondary education, including at least UC and CSU

i. The availability of financial aid for postsecondary education

The individual conference shall be scheduled, to the extent feasible, within the following timelines: (Education Code 52378)

- a. For students in grade 7, the conference shall occur before January of the year in which the student is in grade 7.
- b. For students in grade 10, the conference shall occur between the spring of the year the students are enrolled in grade 10 and the fall of the following year in which the student would be enrolled in grade 11.
- c. For students in grade 12, the conference shall occur after November of that school year in which the student is enrolled in grade 12, but before March of that same school year.
- ***Note: SB 405 (Ch. 723, Statutes of 2007) amended Education Code 52378 to specify scheduling requirements for schools on a multitrack year-round schedule, as detailed below.***
- d. For schools operating on a multitrack year-round calendar, the individual conferences for students in grade 7, 10, and 12 shall occur in a timeframe that is equivalent to the timeframe specified above for schools on a traditional calendar.
- ***Note: As a condition of receiving program funds, Education Code 52380 requires participating districts to submit to the California Department of Education an annual report, as described below. AB 347 (Ch. 526, Statutes of 2007) amended Education Code 52380 to require that the report contain an assurance that the district has complied with the requirements pertaining to the individual conferences specified in Education Code 52378(e). Pursuant to Education Code 52380, the Superintendent of Public Instruction will determine the manner in which districts must submit this information.***

The Superintendent or designee shall annually submit a report to the California Department of Education describing the number and percentage of students receiving various program services and an assurance that the district has complied with the requirements for individual conferences pursuant to Education Code 52378(e). (Education Code 52380)

Notifications

Note: The following section is for use by districts maintaining any of grades 7-12.

Beginning in grade 7, parents/guardians shall be notified at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)

(cf. 5145.6 - Parental Notifications)

Nondiscrimination

Note: 5 CCR 4930 prohibits discrimination in counseling programs to the same extent that discrimination is prohibited in all other district programs and activities. Prohibited bases for discrimination in district programs are specified in BP 0410 - Nondiscrimination in District Programs and Activities.

No counselor shall unlawfully discriminate against any student. In addition, when exploring the possibility of careers and courses leading to such careers, counseling staff shall not differentiate career, vocational, or higher education opportunities on the basis of the sex of the student. (Education Code 221.5; 5 CCR 4930)

For appraising or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)

(cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 5145.3 - Nondiscrimination/Harassment)

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CSBA Sample

Board Policy

Identification And Education Under Section 504

BP 6164.6 Instruction

Note: The following policy and accompanying administrative regulation address the identification and education of students who may be eligible for services under the provisions of Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794). Pursuant to 34 CFR 104.33, eligible students are entitled to a free appropriate public education (FAPE) which is designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met. Enforcement of Section 504 requirements is the responsibility of the U.S. Department of Education's Office for Civil Rights (OCR), which monitors districts' policies, processes, and practices to ensure legal compliance.

Note: Students may be identified as disabled under Section 504 even though they do not require services pursuant to the federal Individuals with Disabilities Education Act (IDEA) (20 USC 1400-1482). The identification of students eligible for services under IDEA is addressed at BP/AR 6164.4 - Identification and Evaluation of Individuals for Special Education.

The Governing Board believes that all children, including children with disabilities, should have an opportunity to learn in a safe and nurturing environment. The district shall work to identify children with disabilities who reside within its jurisdiction in order to ensure that they receive educational and related services required by law.

Note: Section 504 of the Rehabilitation Act of 1973 and its implementing regulations (34 CFR 104.1-104.39) prohibit discrimination on the basis of disability in district programs and activities. see BP 0410 - Nondiscrimination in District Programs and Activities.

The Superintendent or designee shall provide identified students with disabilities with a free appropriate public education, as defined under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of nondisabled students are met. (34 CFR 104.33)

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

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

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

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

Note: Pursuant to 34 CFR 104.33, as interpreted by OCR in its January 2013 Dear Colleague Letter, a district's responsibility under Section 504 requirements extends to providing students with disabilities equal opportunity to participate in extracurricular athletics and other nonacademic programs or activities that constitute the overall educational program.

In addition, qualified students with disabilities shall be provided an equal opportunity to participate in programs and activities that are integral components of the district's basic education program, including, but not limited to, extracurricular athletics, interscholastic sports, and/or other nonacademic activities. (34 CFR 104.37)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6145.5 - Student Organizations and Equal Access)

In providing services to students with disabilities under Section 504, the Superintendent or designee shall ensure district compliance with law, including providing the students and their parents/guardians with applicable procedural safeguards and required notifications. Any dispute as to the identification, evaluation, or placement of any student with a disability shall be resolved in accordance with the processes specified in the "Procedural Safeguards" section of the accompanying administrative regulation.

Note: The following optional paragraph ensures the availability of hearing officers to conduct impartial hearings to resolve disagreements about the provision of FAPE, pursuant to 34 CFR 104.36.

The Superintendent or designee shall maintain a list of impartial hearing officers who are qualified and willing to conduct Section 504 hearings. To ensure impartiality, such officers shall not be employed by or under contract with the district in any other capacity except as hearing officer and shall not have any professional or personal involvement that would affect their impartiality or objectivity in the matter.

Legal Reference:
EDUCATION CODE

49423.5 Specialized physical health care services
CODE OF REGULATIONS, TITLE 5
3051.12 Health and Nursing Services
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act of 1974
1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 29
705 Definitions; Vocational Rehabilitation Act
794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

104.1-104.61 Nondiscrimination on the basis of handicap, especially:

104.1 Purpose to effectuate Section 504 of the Rehabilitation Act of 1973

104.3 Definitions

104.32 Location and notification

104.33 Free appropriate public education

104.34 Educational setting

104.35 Evaluation and placement

104.36 Procedural safeguards

COURT DECISIONS

Christopher S. v. Stanislaus County Office of Education, (2004) 384 F.3d 1205

Management Resources:

CSBA PUBLICATIONS

Rights of Students with Diabetes Under IDEA and Section 504, Policy Brief, November 2007 CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS Dear Colleague Letter; January 2013

Dear Colleague Letter and Questions and Answers on ADA Amendments Act of 2008 for Students with Disabilities Attending Public Elementary and Secondary Schools; January 2012 Free Appropriate Public Education for Students with Disabilities: Requirements under Section 504 of the Rehabilitation Act of 1973, September 2007

WEB SITES

CSBA: http://www.csba.org

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

U.S. Department of Education, Office for Civil Rights: http://www2.ed.gov/about/offices/list/ocr

(10/95 11/07) 4/13

CSBA Sample

Administrative Regulation

Identification And Education Under Section 504

AR 6164.6 Instruction

Note: Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794) prohibits discrimination on the basis of disability. Pursuant to 34 CFR 104.7, the district is required to designate the person(s) responsible for the overall implementation of the requirements of Section 504, as specified below.

Note: The U.S. Department of Education Office for Civil Rights (OCR), which is responsible for enforcing the provisions of Section 504 and also for receiving and handling complaints from parents/guardians, students, and advocates has issued guidance on Section 504 requirements. In its Dear Colleague Letter issued in January 2012, and the attached Questions and Answers on ADA Amendments Act of 2008 for Students with Disabilities Attending Public Elementary and Secondary Schools, OCR clarifies the extent to which 29 USC 705, which was amended by the Americans with Disabilities Amendments Act (ADA) of 2008, affects the definition of "disability" and "substantially limits" for Section 504 purposes. In addition, in January 2013, OCR issued another Dear Colleague Letter to clarify districts' obligations under Section 504, particularly as they relate to providing students with disabilities an opportunity to participate in extracurricular athletics and other nonacademic activities that are a part of the overall education program.

Note: The following optional administrative regulation focuses on district procedures for identifying and evaluating students who are eligible to receive FAPE and is consistent with OCR guidance.

The Superintendent designates the following position as the district's 504 Coordinator to implement the requirements of Section 504 of the federal Rehabilitation Act of 1973: (34 CFR 104.7)

(position title) Superintendent

(address) 3901 North Mesa Road, Soms, CA

(telephone number) (805) 485-1411

Definitions

Note: The following definitions are consistent with 42 USC 12101-12213, the Americans with Disabilities Act Amendment Act of 2008.

For the purpose of implementing Section 504 of the Rehabilitation Act of 1973, the following terms and phrases shall have only the meanings specified below:

Free appropriate public education (FAPE) means the provision of regular or special education and related aids and services designed to meet the individual educational needs of a student with disabilities as adequately as the needs of nondisabled students are met, without cost to the student or his/her parent/guardian, except when a fee is imposed on nondisabled students. (34 CFR 104.33)

(cf. 3260 - Fees and Charges)

Note: Pursuant to 34 CFR 104.3, a student is considered disabled when he/she has a physical or mental impairment that substantially limits a major life activity, has a record of such impairment, or is regarded as having such impairment. According to OCR, a district is required to provide FAPE only to those students whose impairment currently limits a major life activity. However, Section 504 requires districts to protect a student who has a record of, or is regarded as having, such an impairment from discriminatory treatment. For example, it would be discriminatory and thus illegal to prohibit a student who has a record of bone cancer, but is currently in remission, from trying out for the basketball team based on his/her history of cancer.

Student with a disability means a student who has a physical or mental impairment which substantially limits one or more major life activities. (34 CFR 104.3)

Note: Examples of physical or mental impairments that may constitute disabling conditions under Section 504 if they substantially limit a major life activity may include, but are not limited to, diabetes; communicable diseases such as HIV/AIDS; tuberculosis; attention deficit disorder (ADD) or attention deficit hyperactivity disorder (ADHD); chronic asthma and severe allergies; physical disabilities such as spina bifida or hemophilia; and temporary disabilities depending on the anticipated length of disability, the seriousness of the illness/injury, and the needs of the student (e.g., students injured in accidents or suffering short-term illnesses). In the event that these conditions fall within the disabilities categories specified in the Individuals with Disabilities Education Act (IDEA), then the student may need to be considered for services under that law; see BP/AR 6164.4 - Identification and Evaluation of Individuals for Special Education.

Physical impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal, special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine. (34 CFR 104.3)

Mental impairment means any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. (34 CFR 104.3)

Substantially limits major life activities means limiting a person's ability to perform functions such as caring for himself/herself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also includes major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. Substantially limits shall be determined without regard to the ameliorative effects of mitigating measures other than ordinary eyeglasses or contact lenses. Mitigating measures include, but are not limited to, medications, prosthetic devices, assistive devices, learned behavioral, or adaptive neurological modifications which an individual may use to eliminate or reduce the effects of an impairment. (42 USC 12102; 34 CFR 104.3)

Referral, Identification, and Evaluation

Note: 34 CFR 104.35 requires the district to conduct an evaluation of any student who needs or is believed to need special education or related services under Section 504. However, the law does not require a specific procedure for referral of a student for the evaluation. Items #1-2 below provide such a procedure and should be modified to reflect district practice.

Any action or decision to be taken by the district involving the referral, identification, or evaluation of a student with disabilities shall be in accordance with the following procedures:

1. A parent/guardian, teacher, other school employee, student success team, or community agency may refer a student to the principal or 504 Coordinator for identification as a student with a disability under Section 504.

(cf. 6164.5 - Student Success Teams)

2. Upon receipt of any such referral, the principal, 504 Coordinator, or other qualified individual with expertise in the area of the student's suspected disability shall consider the referral and determine whether an evaluation is appropriate. This determination shall be based on a review of the student's school records, including those in academic and nonacademic areas of the school program; consultation with the student's teacher(s), other professionals, and the parent/guardian, as appropriate; and analysis of the student's needs.

If it is determined that an evaluation is unnecessary, the principal or 504 Coordinator shall inform the parents/guardians in writing of this decision and of the procedural safeguards available, as described in the "Procedural Safeguards" section below.

3. If it is determined that the student needs or is believed to need special education or related services under Section 504, the district shall conduct an evaluation of the student prior to his/her initial placement. (34 CFR 104.35)

***Note: OCR has interpreted Section 504 to require districts to obtain parental permission for initial evaluations. Although the law is silent on the form of parental consent, it is recommended

that the district obtain such consent in writing. The following paragraph should be modified to reflect district practice.***

Prior to conducting an initial evaluation of a student for eligibility under Section 504, the district shall obtain written parent/guardian consent.

Note: 34 CFR 104.35 requires that the district's evaluation and placement procedures include the elements specified in items #a-c below.

The district's evaluation procedures shall ensure that the tests and other evaluation materials: (34 CFR 104.35)

- a. Have been validated and are administered by trained personnel in conformance with the instruction provided by the test publishers
- b. Are tailored to assess specific areas of educational need and are not merely designed to provide a single general intelligence quotient
- c. Reflect the student's aptitude or achievement or whatever else the tests purport to measure rather than his/her impaired sensory, manual, or speaking skills, except where those skills are the factors that the tests purport to measure

Section 504 Services Plan and Placement

Services and placement decisions for students with disabilities shall be determined as follows:

1. A multi-disciplinary 504 team shall be convened to review the evaluation data in order to make placement decisions.

The 504 team shall consist of a group of persons knowledgeable about the student, the meaning of the evaluation data, and the placement options. (34 CFR 104.35)

In interpreting evaluation data and making placement decisions, the team shall draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The team shall also ensure that information obtained from all such sources is documented and carefully considered and that the placement decision is made in conformity with 34 CFR 104.34. (34 CFR 104.35)

Note: While there is no specific requirement that a Section 504 services plan (sometimes called an accommodation plan) be in writing, it is strongly recommended that the district develop a written plan for each student detailing the regular and/or special education and related services that the student will be provided in order to ensure that the student is receiving FAPE in accordance with 34 CFR 104.33.

2. If, upon evaluation, a student is determined to be eligible for services under Section 504,

the team shall meet to develop a written 504 services plan which shall specify the types of regular or special education services, accommodations, and supplementary aids and services necessary to ensure that the student receives FAPE.

The parents/guardians shall be invited to participate in the meeting and shall be given an opportunity to examine all relevant records.

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(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
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(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

- 3. If the 504 team determines that no services are necessary for the student, the record of the team's meeting shall reflect whether or not the student has been identified as a disabled person under Section 504 and shall state the basis for the determination that no special services are presently needed. The student's parent/guardian shall be informed in writing of his/her rights and procedural safeguards, as described in the "Procedural Safeguards" section below.
- 4. The student shall be placed in the regular educational environment, unless the district can demonstrate that the education of the student in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. The student shall be educated with those who are not disabled to the maximum extent appropriate to his/her individual needs. (34 CFR 104.34)
- ***Note: The law does not specify a time frame for completion of the evaluation and placement process, but OCR requires completion within "a reasonable amount of time." Generally, compliance with the timelines in IDEA will be considered "reasonable" and thus in compliance with Section 504. However, Section 504 does not provide for an automatic suspension of the timelines during extended breaks or when schools are not in session. For timelines under IDEA, see AR 6164.4 Identification and Evaluation of Individuals for Special Education.***
- 5. The district shall complete the identification, evaluation, and placement process within a reasonable time frame.
- 6. A copy of the student's Section 504 services plan shall be kept in his/her student record. The student's teacher(s) and any other staff who provide services to the student shall be informed of the plan's requirements.

If a student transfers to another school within the district, the principal or designee at the school from which the student is transferring shall ensure that the principal or designee at the new school receives a copy of the plan prior to the student's enrollment in the new school.

(cf. 5125 - Student Records)

Review and Reevaluation

Note: 34 CFR 104.35 requires a district to establish procedures for the periodic reevaluation of a student who has been identified as needing services under Section 504. A reevaluation procedure consistent with the IDEA is one means of meeting this requirement. The following section should be modified to reflect district practice.

The 504 team shall monitor the progress of the student and, at least annually, shall review the effectiveness of the student's Section 504 services plan to determine whether the services are appropriate and necessary and whether the student's needs are being met as adequately as the needs of nondisabled students. In addition, each student with a disability under Section 504 shall be reevaluated at least once every three years.

Note: As part of its responsibilities pursuant to 34 CFR 104.35, the district is required to reevaluate a student's needs before a significant change in his/her placement. Examples of actions that might constitute a "significant change in placement" triggering a reevaluation include, but are not limited to, expulsions, suspensions that exceed 10 school days within a school year, or removal from a fully integrated curriculum to a resource room, home instruction, independent study, or continuation school.

A reevaluation of the student's needs shall be conducted before any subsequent significant change in placement. (34 CFR 104.35)

(cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Procedural Safeguards

Note: 34 CFR 104.36 requires districts to adopt a system of procedural safeguards which must include the rights of parents/guardians to receive notice, examine relevant records, have an impartial hearing in which they would have an opportunity to participate and be represented by legal counsel, and a process for review of the hearing and decision as detailed in the following section.

Note: Timelines suggested in this section should be revised to reflect district practice; however, OCR requires that the due process hearing procedures be completed within a "reasonably prompt time frame."

The Superintendent or designee shall notify the parents/guardians of students with disabilities of all actions and decisions by the district regarding the identification, evaluation, or educational placement of their children. He/she also shall notify the parents/guardians of all the procedural safeguards available to them if they disagree with the district's action or decision, including an opportunity to examine all relevant records and an impartial hearing in which they shall have the right to participate. (34 CFR 104.36)

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

Note: 34 CFR 104.36 requires that the district's procedural safeguards for Section 504 include an impartial hearing to resolve disagreements about the provision of FAPE. This Section 504 due process hearing is separate from the due process hearing procedures under IDEA and from the district's uniform complaint procedures, which are used to resolve complaints regarding discriminatory treatment (e.g., harassment or accessibility issues). See BP/AR 1312.3 - Uniform Complaint Procedures.

If a parent/guardian disagrees with any district action or decision regarding the identification, evaluation, or educational placement of his/her child under Section 504, he/she may request a Section 504 due process hearing within 30 days of that action or decision.

Note: According to OCR, the parent/guardian cannot be required to participate in an administrative review prior to exercising his/her right to a Section 504 due process hearing. Districts with questions should consult legal counsel, as appropriate.

Prior to requesting a Section 504 due process hearing, the parent/guardian may, at his/her discretion, but within 30 days of the district's action or decision, request an administrative review of the action or decision. The Coordinator shall designate an appropriate administrator to meet with the parent/guardian to attempt to resolve the issue and the administrative review shall be held within 14 days of receiving the parent/guardian's request. If the parent/guardian is not satisfied with the resolution of the issue, he/she may request a Section 504 due process hearing.

Section 504 due process hearing shall be conducted in accordance with the following procedures:

- 1. The parent/guardian shall submit a written request to the Coordinator within 30 days of receiving the district's decision or, if an administrative review is held, within 14 days of the completion of the review. The request for the due process hearing shall include:
- a. The specific nature of the decision with which he/she disagrees
- b. The specific relief he/she seeks
- c. Any other information he/she believes is pertinent to resolving the disagreement
- 2. Within 30 days of receiving the parent/guardian's request, the Superintendent or designee and 504 Coordinator shall select an impartial hearing officer. This 30-day deadline may be extended for good cause or by mutual agreement of the parties.
- 3. Within 45 days of the selection of the hearing officer, the Section 504 due process hearing shall be conducted and a written decision mailed to all parties. This 45-day deadline may be extended for good cause or by mutual agreement of the parties.
- 4. The parties to the hearing shall be afforded the right to:



- a. Be accompanied and advised by counsel and by individuals with special knowledge or training related to the problems of students with disabilities under Section 504
- b. Present written and oral evidence
- c. Question and cross-examine witnesses
- d. Receive written findings by the hearing officer stating the decision and explaining the reasons for the decision

If desired, either party may seek a review of the hearing officer's decision by a federal court of competent jurisdiction.

Notifications

The Superintendent or designee shall ensure that the district has taken appropriate steps to notify students and parents/guardians of the district's duty under Section 504. (34 CFR 104.32)

(cf. 5145.6 - Parental Notifications)

(11/07 3/09) 4/13

CSBA Sample

Administrative Regulation

Education For Foster Youth

AR 6173.1 Instruction

Definitions

Foster youth means a child who has been removed from his/her home pursuant to Welfare and Institutions Code 309, is the subject of a petition filed under Welfare and Institutions Code 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602. (Education Code 48853.5)

***Note: In instances where the rights of the parent/guardian have been limited, the court may appoint an educational representative on a temporary or long-term basis to make educational decisions for the student. ***

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 726.

School of origin means the school that the foster youth attended when permanently housed or the school in which he/she was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison for foster youth shall determine, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, and in the best interests of the foster youth, which school is the school of origin. (Education Code 48853.5)

***Note: Education Code 48850 expresses the legislative intent that the "best interests of the child" include educational stability as well as placement in the least restrictive educational program, as provided below. ***

Best interests means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853)

District Liaison

***Note: Pursuant to Education Code 48853.5, districts are required to designate a staff person as an educational liaison for foster youth. This person may be the same individual designated as

the liaison for homeless students as required by 42 USC 11432; see AR 6173 - Education for Homeless Children. In addition, Education Code 48853.5 requires that, for districts operating a foster youth services program, the liaison be affiliated with that program. The duties of the liaison are as specified below.***

The Superintendent designates the following position as the district's liaison for foster youth: (Education Code 48853.5)

Superintendente 1	Principal			
(position or title) 390/ North Mesa	School	Road.	J. Zinir	 CA
(address)	A Gum	,	,	
(phone number)				

(cf. 6173 - Education for Homeless Children)

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)

***Note: Education Code 48645.5 requires districts to accept for credit full or partial coursework completed in a public school or nonpublic nonsectarian school or agency in addition to a juvenile court school; see BP 6146.3 - Reciprocity of Academic Credit. ***

2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48645.5, 48853.5)

When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain, within two business days, all academic and other records. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

(cf. 5117 - Interdistrict Attendance)

(cf. 5125 - Student Records)

(cf. 6146.3 - Reciprocity of Academic Credit)

***Note: Pursuant to Education Code 48853.5, 48911, and 48915.5, as amended by AB 1909 (Ch. 849, Statutes of 2012), and Education Code 48918.1, as added by AB 1909, the district liaison is required to invite or notify a foster youth's attorney and the appropriate official of the county child welfare agency in certain circumstances when expulsion-related proceedings are pending against the foster youth. For specific situations requiring such invitation or notice, see AR 5144.1 - Suspension and Expulsion/Due Process. ***

3. When required by law, notify the foster youth's attorney and the representative of the appropriate county child welfare agency when the foster youth is undergoing any expulsion or other disciplinary proceeding, including, for a student with a disability, a manifestation determination prior to a change in the student's placement. (Education Code 48853.5, 48911, 48915.5, 48918.1)

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(cf. 5144.1 - Suspension and Expulsion/Due Process)(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
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***Note: Items #4-8 below are optional and should be modified to reflect district practice. ***

4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973

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(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education) (cf. 6164.6 - Identification and Education Under Section 504)
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5. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services

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(cf. 5141.6 - School Health Services)
(cf. 5148.2 - Before/After School Programs)
(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Language Learners)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)
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6. Develop protocols and procedures for creating awareness for district staff, including principals, school registrars, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth

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(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
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7. Collaborate with the county placing agency, social services, probation officers, juvenile court officers, nonprofit organizations, and advocates to help coordinate services for the district's foster youth

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(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5113.1 - Chronic Absence and Truancy)
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8. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in Board policy

***Note: The following paragraph is optional. Because the district's liaison for foster youth often has additional duties pertaining to other programs, CSBA's policy brief Educating Foster Youth: Best Practices and Board Considerations recommends periodic evaluation of the liaison's caseload to determine whether he/she is able to adequately fulfill his/her duties with respect to foster youth. ***

The Superintendent or designee shall regularly monitor the caseload of the liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

(cf. 4115 - Evaluation/Supervision) (cf. 4315 - Evaluation/Supervision)

Enrollment

A foster youth placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency, or in another local educational agency.

(cf. 6159 - Individualized Education Program) (cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

***Note: Education Code 48853 requires districts to educate foster youth in the least restrictive environment necessary for their educational achievement. However, pursuant to Education Code 48853, as amended by SB 121 (Ch. 571, Statutes of 2012), a district may be discharged from this obligation when the parent/guardian or other person with the right to make educational decisions for the foster youth unilaterally decides to place the foster youth in another educational program and provides the district a written statement as specified in item #2 below. ***

- 2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program and submits a written statement to the district indicating that determination and that:
- a. He/she is aware that the student has a right to attend a regular public school in the least restrictive environment.
- b. The alternate educational program is a special education program, if applicable.

- c. The decision to unilaterally remove the student from the district school and to place him/her in an alternate education program may not be financed by the district.
- d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

***Note: Pursuant to Education Code 48853.5, a foster youth may continue his/her education in the school of origin under the circumstances stated below. SB 1568 (Ch. 578, Statutes of 2012) amended Education Code 48853.5 to authorize a former foster youth to continue in the school of origin until high school graduation after the court's jurisdiction is terminated (item c below). Elementary and high school districts should delete any item (b or c) that is not applicable to the grade levels served by the district. ***

- 3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above.
- a. The student may continue in the school of origin for the duration of the court's jurisdiction.
- b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in his/her school of origin for the remainder of the school year.
- c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in his/her school of origin until he/she graduates.
- d. If the student is transitioning between school grade levels, he/she shall be allowed to continue in the district of origin in the same attendance area to provide him/her the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how this recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of

the school of origin. (Education Code 48853.5)

***Note: Pursuant to Education Code 48853.5 and Health and Safety Code 120341, a district is required to immediately enroll any foster youth transferring into the district even when it has not received the foster youth's medical records, including his/her immunization records. However, pursuant to Health and Safety Code 120341, the district must, subsequent to the enrollment, take steps to obtain the foster youth's immunization records or ensure that he/she is properly immunized. See BP/AR 5141.31 - Immunizations. ***

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The foster youth shall be immediately enrolled even if he/she: (Education Code 48853.5)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

***Note: Education Code 48853 and 48853.5 specify that, if a dispute arises regarding school placement, the district shall use an existing dispute resolution process available to any district student. The following paragraph should be modified to reflect district practice. ***

If the foster youth or a person with the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

(cf. 9320 - Meetings and Notices)

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the

youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Transportation

***Note: Pursuant to Education Code 48853.5 districts may, but are not required to, provide transportation to allow a foster youth to attend a school or school district of origin, unless otherwise required by federal law or pursuant to the individualized education program of a student with a disability. An example of when transportation might be required under federal law is when a foster youth is homeless, pursuant to the McKinney-Vento Homeless Assistance Act (42 USC 11431-11435). ***

***Option 1 is for use by districts that do not provide transportation. Option 2 is for use by districts that choose to provide transportation to foster youth to their school of origin and may be revised to reflect district practice. ***

OPTION 1: The district shall not be responsible for providing transportation to and from the school of origin.

OPTION 2: Upon request, the district may provide transportation for a foster youth to and from his/her school of origin when the student is residing within the district and the school of origin is within district boundaries.

(cf. 3540 - Transportation) (cf. 3541 - Transportation Routes and Services)

Transfer of Coursework and Applicability of Graduation Requirements

***Note: The following section is for use by districts maintaining high schools. Education Code 51225.2 addresses the transferability of coursework completed by foster youth, as provided below. See BP 6146.1 - High School Graduation Requirements. ***

When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the foster youth to retake the course. (Education Code 51225.2)

If the foster youth did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

***Note: Pursuant to Education Code 51225.3, any foster youth who transfers into the district or between district schools in grades 11-12 is exempted from locally established high school graduation requirements, as provided below. This exemption does not apply to state graduation requirements for course completion or/the high school exit examination. ***

When a foster youth in grade 11 or 12 transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all coursework and other graduation requirements adopted by the Board that are in addition to the statewide coursework requirements specified in Education Code 51225.3 and the high school exit examination, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school while he/she remains in foster care. (Education Code 51225.3, 60851)

(cf. 6146.1 - High School Graduation Requirements) (cf. 6162.52 - High School Exit Examination)

The Superintendent or designee shall notify any student who is granted an exemption and, as appropriate, the person holding the right to make educational decisions for the student, if any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.3)

Grades/Credits

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)

- 1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date he/she left school
- 2. A verified court appearance or related court-ordered activity

(cf. 5121 - Grades/Evaluation of Student Achievement)

Eligibility for Extracurricular Activities

***Note: Education Code 48850 provides that, when the residence of a student in foster care changes pursuant to a court order or decision of a child welfare worker, the student shall be immediately deemed to meet all residency requirements for participation in extracurricular activities and interscholastic sports. For additional information about eligibility requirements, see BP 6145 - Extracurricular and Cocurricular Activities. ***

A foster youth who changes residences pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities) (cf. 6145.2 - Athletic Competition)

(11/10 11/11) 11/12

CSBA Sample

Board Policy

Education For English Language Learners

BP 6174
Instruction

Note: Proposition 227 (Education Code 300-340), which was enacted in June 1998, requires that English learners be educated through a program of "sheltered English immersion," as defined in law and the accompanying administrative regulation, with the goal that students learn English as rapidly and effectively as possible. In McLaughlin v. State Board of Education, the court held that the State Board of Education (SBE) may not grant districts waivers related to Education Code 300-340 pursuant to its waiver authority in Education Code 33050.

Note: During the Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will expect to see evidence that the district has complied with major program requirements. See the CDE web site for FPM compliance monitoring instruments.

The Governing Board intends to provide English learners with challenging curriculum and instruction that develop proficiency in English as rapidly and effectively as possible while facilitating student achievement in the district's regular course of study.

Note: Pursuant to Education Code 60811, the SBE has adopted state academic content standards for English language development for students whose primary language is a language other than English. In November 2012, the SBE approved English language development standards that have been updated to align with the state's Common Core Standards for English language arts as required by Education Code 60811.3, as added by AB 124 (Ch. 605, Statutes of 2012). The standards describe what students should know and be able to do in the early stages of and at exit from each of three proficiency levels: emerging, expanding, and bridging.

Note: The SBE has been unable to adopt K-8 textbooks and instructional materials aligned to the Common Core Standards because Education Code 60200.7 suspended state adoptions of instructional materials until the 2015-16 school year. To bridge the gap, Education Code 60605.87, as added by AB 1719 (Ch. 636, Statutes of 2012), requires the CDE to recommend and the SBE to approve, by June 30, 2014, a list of supplementary instructional materials aligned with the updated English language development standards. This list of supplementary materials will be available on the CDE's web site and is informational only; see BP 6161.11 - Supplementary Instructional Materials.

English learners shall be provided English language development instruction targeted to their English proficiency level and aligned with state content standards. The district's program shall be based on sound instructional theory and adequately supported in order to assist students in accessing the full educational program.

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(cf. 6011 - Academic Standards)
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(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6171 - Title I Programs)

Note: Education Code 44253.1-44253.11, related Title 5 regulations, and Commission on Teacher Credentialing (CTC) leaflet CL-622, Serving English Learners, describe requirements pertaining to the qualifications of teachers of English learners. A teacher who is assigned to provide English language development, specially designed academic instruction in English, and/or primary language instruction to English learners must hold an appropriate authorization from the CTC; see AR 4112.22 - Staff Teaching English Language Learners.

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

(cf. 4112.22 - Staff Teaching English Language Learners)

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

The Superintendent or designee shall encourage parent and community involvement in the development, implementation, and evaluation of English language development programs. In addition, to support students' English language development, the Superintendent or designee may provide an adult literacy training program for parents/guardians and community members that leads to English fluency.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

Identification and Assessment

Note: Pursuant to 5 CCR 11511, the district must initially administer the California English Language Development Test (CELDT) to any student whose native language is not English and who has not been previously identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test. Once identified as an English learner, the student must continue to be assessed on an annual basis until reclassified based on the CELDT, teacher evaluation, parental opinion and consultation, and performance on a statewide assessment of basic skills. See the accompanying administrative regulation for further information about test administration and identification and reclassification criteria.

The Superintendent or designee shall maintain procedures which provide for the accurate identification of English learners and an assessment of their proficiency and needs in the areas of listening, speaking, reading, and writing in English.

Once identified as an English learner, a student shall be annually assessed for language proficiency until he/she is reclassified based on criteria specified in administrative regulation.

Placement of English Learners

Note: Education Code 305-306 require that English learners be initially placed in a "sheltered English immersion" or "structured English immersion" classroom, as defined in law and the accompanying administrative regulation. Students will be placed in an English language mainstream classroom when they have acquired a reasonable level of English proficiency or when the student's parent/guardian so requests.

Students who are English learners shall be educated through "sheltered English immersion" or "structured English immersion," as defined in law and administrative regulation, during a temporary transition period not normally intended to exceed one year. Nearly all of the classroom instruction in the district's structured English immersion program shall be in English, but with the curriculum and presentation designed for students who are learning the language. (Education Code 305-306)

Note: The Education Code does not define the term "nearly all" for purposes of ensuring that nearly all instruction is provided in English pursuant to Education Code 306, and the SBE has declared that it is the responsibility of districts to determine the appropriate ratio of English and native language instruction. The district could establish a minimum percentage of classroom instructional time to be conducted in English or specify the types of courses to be conducted in English and the courses (e.g., science, algebra) to be taught in the student's primary language. "Nearly all" could be cautiously defined as to provide that all classroom instruction be conducted in English except for clarification, explanation, and support as needed. The following paragraph should be completed with the district's definition of "nearly all."

For purposes of determining the amount of instruction conducted in English in the structured English immersion classroom, "nearly all" shall be defined as follows:

all instruction except for necessary clarification and explanation.

Note: Pursuant to Education Code 305-306 and 5 CCR 11301, when a student has acquired a reasonable level of English proficiency, as measured by state or local assessment instruments, he/she shall be removed from the structured English immersion classroom and placed in an English mainstream classroom in which the language of instruction is overwhelmingly in English. The term "overwhelmingly" is not defined in the Education Code nor in the state regulations.

***Note: The definition of "reasonable level of proficiency" is one that must be made at the local level. The following paragraph should be revised to specify the types of assessment

instruments and scores and/or other local tools (e.g., student portfolios or grades) which will be used to determine whether a student has achieved a reasonable level of English proficiency for purposes of qualifying for transfer to an English mainstream classroom. The district should fill in the blanks below with its definition of "reasonable level of proficiency."***

When an English learner has acquired a reasonable level of English proficiency as measured by any of the state-designated assessments approved by the California Department of Education, any district assessments, and/or other criteria adopted by the Board, he/she shall be transferred from a structured English immersion classroom to an English language mainstream classroom in which the instruction is overwhelmingly in English. (Education Code 305-306; 5 CCR 11301)

(cf. 6162.5 - Student Assessment)

An English learner has acquired a "reasonable level of English proficiency" when he/she has achieved the following:

advanced level on the California English Lawrence Development Test (CELDT).

Note: 5 CCR 11301 allows a parent/guardian to have his/her child moved into an English language mainstream classroom at any time during the school year. According to the CDE, the parent/guardian only needs to request this placement; he/she does not need to go through the waiver process described below in the section entitled "Parental Exception Waivers."

Note: Education Code 320 grants parents/guardians legal standing to sue Board members, teachers, or administrators if their child has been "willfully and repeatedly" denied the option of an English language curriculum. The constitutionality of this section was upheld by the Ninth Circuit Court of Appeals in California Teachers Association v. the State Board of Education. Therefore, districts should ensure that requests from parents/guardians to place their child in an English language mainstream classroom are granted immediately.

At any time during the school year, the parent/guardian of an English learner may have his/her child moved into an English language mainstream program. (5 CCR 11301)

Parental Exception Waivers

Note: Pursuant to Education Code 310-311, the district may, in three narrowly defined circumstances, grant parental exception waivers from the requirements of Education Code 305 regarding placement in the structured English immersion program and instead be taught through bilingual education or other permitted methodologies. For detailed procedures, see the accompanying administrative regulation.

When allowed by law, the parent/guardian of an English learner may submit a request that

his/her child be exempted from placement in a structured English immersion program and instead be placed in a class where he/she is taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. (Education Code 310-311)

Each waiver request shall be considered on its individual merits with deference given to parental preference for student placement.

Note: 5 CCR 11309 mandates that the district's procedure contain the following paragraph. Pursuant to 5 CCR 11309, the district is required to grant all parental exception waiver requests, unless the principal and educational staff have determined that an alternative program offered at the school would not be better suited for the overall educational development of the student; see the accompanying administrative regulation. Therefore, the burden is on the district staff to show why a waiver request should not be granted.

Note: In 83 Ops.Cal.Atty.Gen. 40 (2000), the Attorney General opined that a district may not deny a parent/guardian request for a waiver on the sole ground that the district has no alternative program.

A waiver request shall be granted in accordance with law unless the principal and educational staff have determined that an alternative program would not be better suited to the student's overall educational development. (5 CCR 11309)

Note: The following appear process is optional.

If the Superintendent or designee denies the waiver request, he/she shall provide a written justification to the parent/guardian describing the reasons for the denial. A parent/guardian may appeal the decision in writing to the Board. The Board may consider the matter at its next regular Board meeting. The Board may decide not to hear the appeal, in which case the Superintendent's decision shall be final. If the Board hears the appeal, the Superintendent shall send the Board's decision to the parent/guardian within seven working days.

Note: Pursuant to 5 CCR 11310, any parent/guardian who applies for a waiver may request that the SBE review the district's guidelines or procedures. The SBE shall review the guidelines only to make a determination as to whether the guidelines comply with 5 CCR 11309. In addition, the SBE may request that the Board submit the guidelines for review.

Program Evaluation

Note: The following section may be revised to reflect indicators agreed upon by the Board and Superintendent or designee for measuring the effectiveness of the district's educational program for English learners.

***Note: Education Code 313.1, as added by AB 2193 (Ch. 427, Statutes of 2012), defines "long-term English learner" and "English learner at risk of becoming a long-term English learner"; see definitions in the accompanying administrative regulation. Pursuant to Education

Code 313.2, as added by AB 2193, the CDE is required to annually determine the number of students in each district and school who are, or at risk of becoming, long-term English learners and to report that information to districts and schools.***

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding the progress of English learners towards proficiency in English, the number and percentage of English learners reclassified as fluent English proficient, the number and percentage of English learners who are or are at risk of being classified as long-term English learners, the achievement of English learners on standards-based tests in core curricular areas, and a comparison of current data with data from at least the previous year. The Superintendent or designee also shall provide the Board with regular reports from any district or schoolwide English learner advisory committees.

Legal Reference:

EDUCATION CODE

300-340 English language education

430-446 English Learner and Immigrant Pupil Federal Conformity Act

33050 State Board of Education waiver authority

44253.1-44253.11 Qualifications for teaching English learners

48985 Notices to parents in language other than English

51101-51101.1 Rights of parents

52130-52135 Impacted Languages Act of 1984

52160-52178 Bilingual Bicultural Act

52180-52186 Bilingual teacher training assistance program

54000-54028 Programs for disadvantaged children

60200.7 Suspension of state instructional materials adoptions

60605.87 Supplemental instructional materials, English language development

60810-60812 Assessment of language development

62005.5 Continuation of advisory committee after program sunsets

CODE OF REGULATIONS, TITLE 5

11300-11316 English learner education

11510-11517 California English Language Development Test

UNITED STATES CODE, TITLE 20

1701-1705 Equal Educational Opportunities Act

6312 Local education agency plans

6801-6871 Title III, Language instruction for limited English proficient and immigrant students

7012 Parental notification

COURT DECISIONS

Valeria G. v. Wilson, (2002) 307 F.3d 1036

California Teachers Association v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d 1141

McLaughlin v. State Board of Education, (1999) 75 Cal. App. 4th 196

Teresa P. et al v. Berkeley Unified School District et al, (1989) 724 F.Supp. 698

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 40 (2000)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California English Language Development Test (CELDT): 2012-13 CELDT Information Guide, 2012

English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012

Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide Assessments

U.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCE

Assessment and Accountability for Recently Arrived and Former Limited English Proficient (LEP) Students, May 2007

WEB SITES

California Department of Education: http://www.cde.ca.gov/sp/el

U.S. Department of Education: http://www.ed.gov

(10/98 11/02) 11/12

CSBA Sample

Administrative Regulation

Education For English Language Learners

AR 6174 Instruction

Definitions

English learner, also known as a limited English proficient student, means a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English. (Education Code 306)

Note: Education Code 313.1, as added by AB 2193 (Ch. 427, Statutes of 2012), establishes the following definitions of "long-term English learner" and "English learner at risk of becoming a long-term English learner." Pursuant to Education Code 313.2, as added by AB 2193, the California Department of Education (CDE) is required to annually determine the number of students in each district and school who are, or at risk of becoming, long-term English learners and to report that information to districts and schools; see the accompanying Board policy.

Long-term English learner means an English learner who is enrolled in grades 6-12, has been enrolled in schools in the United States for more than six years, has remained at the same English language proficiency level for two or more consecutive years as determined by the California English Language Development Test (CELDT) or any successor test, and scores far below basic or below basic on the English language arts test of the California Standards Tests or any successor test. (Education Code 313.1)

English learner at risk of becoming a long-term English learner means an English learner who is enrolled in grades 5-11 in the United States for four years, scores at the intermediate level or below on the CELDT or any successor test, and scores in the fourth year at the below basic or far below basic level on the English language arts test of the California Standards Tests or any successor test. (Education Code 313.1)

English language classroom means a classroom in which the language of instruction used by the teaching personnel is overwhelmingly the English language, and in which such teaching personnel possess a good knowledge of the English language. (Education Code 306)

English language mainstream classroom means a classroom in which the students either are native English language speakers or already have acquired reasonable fluency in English. (Education Code 306)

Sheltered English immersion or structured English immersion means an English language acquisition process in which nearly all classroom instruction is in English but with the curriculum and presentation designed for students who are learning the language. (Education

Code 306)

Bilingual education/native language instruction means a language acquisition process for students in which much or all instruction, textbooks, and teaching materials are in the student's native language. (Education Code 306)

Identification and Assessment

Note: 5 CCR 11307 and 11511 require the district to administer a home language survey to all enrolled students and, for students who are determined by the home survey to have a primary language other than English, to follow up with administration of the California English Language Development Test (CELDT) as provided in the following paragraphs. According to the CDE's 2012-13 CELDT Information Guide, these requirements also apply to students in a transitional kindergarten program, who are expected to have the same level of services as kindergarten students; see BP 6170.1 - Transitional Kindergarten.

Upon enrollment in the district, each student's primary language shall be determined through use of a home language survey. (5 CCR 11307)

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not been previously identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be assessed for English proficiency using the CELDT. The test shall be administered between 60 calendar days before the date of first enrollment in a district school and 30 calendar days after the date of first enrollment, but not before July 1 of that school year. (5 CCR 11511)

The CELDT shall be administered in accordance with 5 CCR 11511-11516.7.

Note: 5 CCR 11516-11516.6 specify allowable variations and accommodations in CELDT administration. These variations and accommodations are generally the same as those allowed for the Standardized Testing and Reporting Program; see AR 6162.51 - Standardized Testing and Reporting Program. A matrix of allowable accommodations is available on the CDE's web site.

Variations and accommodations in test administration may be provided pursuant to 5 CCR 11516-11516.7. Any student with a disability shall be allowed to take the CELDT with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan that are appropriate and necessary to address the student's individual needs. If he/she is unable to participate in the assessment or a portion of the assessment with such accommodations, he/she shall be administered an alternate assessment for English language proficiency as set forth in his/her IEP. (5 CCR 11516-11516.7)

(cf. 6152.51 - Standardized Testing and Reporting Program) (cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

Parental Notifications

Note: The following section specifies notifications that must be sent to parents/guardians regarding assessment results and available programs for English learners. The district may choose to combine these notifications with notifications required for parental exception waivers, as detailed in the section "Parental Exception Waivers" below. The CDE has developed sample notification letters, available on its web site in multiple translations, to notify parents/guardians of the initial identification of the student as an English learner or as initially fluent English proficient and to notify them of the results of the annual assessment.

Note: Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to their parents/guardians must be written in English and in the primary language and may be answered by the parent/guardian in either language.

Note: As provided in the following paragraph, 5 CCR 11511.5 requires the district to notify parents/guardians of their child's CELDT results within 30 calendar days following receipt of the results from the test contractor. According to the CDE's 2012-13 CELDT Information Guide, individual student performance results are received approximately eight weeks after the completed tests are sent to the test contractor for scoring.

The district shall notify parents/guardians of their child's results on the CELDT within 30 calendar days following receipt of the results from the test contractor. (5 CCR 11511.5)

(cf. 5145.6 - Parental Notifications)

At the beginning of each school year, parents/guardians shall be informed of the placement of their child in a structured English immersion program and shall be notified of an opportunity to apply for a parental exception waiver. (Education Code 310; 5 CCR 11309)

Note: The remainder of this section is for use by districts that receive federal Title III funds. Pursuant to Education Code 440 and 20 USC 7012, districts receiving federal Title III funds must notify parents/guardians of their child's assessment of English proficiency, as specified below.

Not later than 30 calendar days after the beginning of the school year, each parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title III funds shall receive notification of the assessment of his/her child's English proficiency. The notice shall include all of the following: (Education Code 440; 20 USC 7012)

- 1. The reason for the student's classification as an English learner
- 2. The level of English proficiency

- 3. A description of the program for English language development instruction, including a description of all of the following:
- a. The manner in which the program will meet the educational strengths and needs of the student
- b. The manner in which the program will help the student develop his/her English proficiency and meet age-appropriate academic standards
- c. The specific exit requirements for the program, the expected rate of transition from the program into classrooms not tailored for English learners, and the expected rate of graduation from secondary school if applicable
- d. Where the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP
- 4. Information regarding a parent/guardian's option to decline to allow the student to be enrolled in the program or to choose to allow the student to be enrolled in an alternative program
- 5. Information designed to assist a parent/guardian in selecting among available programs, if more than one program is offered

Parental Exception Waivers

Note: Pursuant to Education Code 311, parents/guardians may request a waiver of their child's placement in a structured English immersion program under the circumstances described below. See the accompanying Exhibit for a sample form that may be used to obtain and process the parent/guardian's waiver request.

A parent/guardian may, by personally visiting the school, request that the district waive the requirements pertaining to the placement of his/her child in a structured English immersion program if one of the following circumstances exists: (Education Code 310-311)

- 1. The student already possesses good English language skills, as measured by standardized tests of English vocabulary comprehension, reading, and writing, in which the student scores at or above the state average for his/her grade level or at or above the fifth-grade average, whichever is lower.
- 2. The student is age 10 years or older, and it is the informed belief of the principal and educational staff that an alternate course of study would be better suited to the student's rapid acquisition of basic English skills.

***Note: Education Code 311 provides that a waiver may be granted when the student has such special physical, emotional, psychological, or educational needs that an alternate course of study would be better suited to the student's overall educational development, as provided in item #3

below. The State Board of Education (SBE) has declared that the definition of "special needs" is broader than special education, or any other specific medical condition, in that expert documentation justifying the waiver need not be presented by the parent/guardian. Rather, the determination as to whether a child has "special needs" should be based on the parent/guardian's opinion that an alternative program is better for his/her child. According to the CDE, for a special education student, the IEP determines placement of that student, and therefore a waiver pursuant to this section is not required.***

3. The student already has been placed, for a period of not less than 30 calendar days during that school year, in an English language classroom and it is subsequently the informed belief of the principal and educational staff that the student has special physical, emotional, psychological, or educational needs and that an alternate course of educational study would be better suited to the student's overall educational development.

Note: 5 CCR 11309 mandates that districts establish procedures for granting parental exception waivers that contain the following two paragraphs. Pursuant to Education Code 311, waivers granted pursuant to item #3 above are subject to approval by the Superintendent under guidelines adopted by the Governing Board and ultimately subject to SBE guidelines.

Upon request for a waiver, the Superintendent or designee shall provide parents/guardians with a full written description and, upon request, a spoken description of the intent and content of the structured English immersion program, any alternative courses of study, all educational opportunities offered by the district and available to the student, and the educational materials to be used in the different educational program choices. For a request for waiver pursuant to item #3 above, the Superintendent or designee shall notify the parent/guardian that the student must be placed for a period of not less than 30 calendar days in an English language classroom and that the waiver must be approved by the Superintendent pursuant to any guidelines established by the Governing Board. (Education Code 310, 311; 5 CCR 11309)

The principal and educational staff may recommend a waiver to a parent/guardian pursuant to item #2 or #3 above. Parents/guardians shall be informed in writing of any recommendation for an alternative program made by the principal and staff and shall be given notice of their right to refuse to accept the recommendation. The notice shall include a full description of the recommended alternative program and the educational materials to be used for the alternative program as well as a description of all other programs available to the student. If the parent/guardian elects to request the alternative program recommended by the principal and educational staff, the parent/guardian shall comply with district procedures and requirements otherwise applicable to a parental exception waiver, including Education Code 310. (Education Code 311; 5 CCR 11309)

Note: If standardized tests are not available to measure a student's English language skills and for waivers pursuant to item #1 above, 5 CCR 11309 provides that the district may use equivalent measures as determined by the Board. The following optional paragraph should be revised to reflect district practice.

When evaluating waiver requests pursuant to item #1 above and other waiver requests for those

students for whom standardized assessment data are not available, other equivalent assessment measures may be used. These equivalent measures may include district standards and assessment and teacher evaluations of such students.

Parental exception waivers pursuant to item #2 above shall be granted if it is the informed belief of the principal and educational staff that an alternate course of educational study would be better suited to the student's rapid acquisition of basic English language skills. (Education Code 311)

Parental exception waivers pursuant to item #3 above shall be granted by the Superintendent if it is the informed belief of the principal and educational staff that, due to the student's special physical, emotional, psychological, or educational needs, an alternate course of educational study would be better suited to the student's overall educational development. (Education Code 311)

All parental exception waivers shall be acted upon within 20 instructional days of submission to the principal. However, parental waiver requests pursuant to item #3 above shall not be acted upon during the 30-day placement in an English language classroom. Such waivers shall be acted upon no later than 10 calendar days after the expiration of that 30-day English language classroom placement or within 20 instructional days of submission of the waiver to the principal, whichever is later. (5 CCR 11309)

Note: Education Code 310 provides that when 20 or more students in the same grade level at the same school receive a waiver, the school is required to offer an alternative class; otherwise it must allow the students to transfer to a public school in which such a class is offered. Districts that have questions about the requirement to offer a program should consult legal counsel as necessary.

Any individual school in which 20 students or more of a given grade level receive a waiver shall offer an alternative class where the students are taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. Otherwise, the students shall be allowed to transfer to a public school in which such a class is offered. (Education Code 310)

In cases where a parental exception waiver pursuant to item #2 or #3 above is denied, the parent/guardian shall be informed in writing of the reason(s) for the denial and advised that he/she may appeal the decision to the Board if the Board authorizes such an appeal, or to the court. (5 CCR 11309)

Waiver requests shall be renewed annually by the parent/guardian. (Education Code 310)

Reclassification/Redesignation

***Note: The following section reflects procedures established by law and state regulations for the reclassification of English learners to fluent English proficient. Education Code 313.5, as added by SB 1108 (Ch. 434, Statutes of 2012), requires the CDE to review the criteria, policies, and practices of a sampling of school districts and to recommend to the Legislature and the SBE,

by January 1, 2014 and again by January 1, 2017, any guidelines or regulatory or statutory changes needed to identify when English learners are prepared for the successful transition to classrooms and curricula that require English proficiency.***

The district shall continue to provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers until they: (5 CCR 11302)

- 1. Demonstrate English language proficiency comparable to that of the district's average native English language speakers
- 2. Recoup any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers

English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

Note: 5 CCR 11303 mandates that the district's reclassification process include the criteria specified in items #1-4 below. The CDE's 2012-13 CELDT Information Guide includes recommendations for assessing each of the following criteria.

The following measures shall be used to determine whether an English learner shall be reclassified as fluent English proficient: (Education Code 313; 5 CCR 11303)

- 1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the CELDT.
- 2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student.
- 3. Parent/guardian opinion and consultation. The Superintendent or designee shall provide the parent/guardian with notice and a description of the reclassification process and of his/her opportunity to participate in the process and shall encourage his/her involvement in the process.
- 4. Student performance on a statewide assessment of basic skills in English.

Note: 5 CCR 11304 requires the district to monitor the progress of reclassified students to ensure that their classification and placement are correct. During the Federal Program Monitoring process, CDE staff will check whether the district monitors the progress of reclassified students for at least two years and whether such monitoring includes a determination of additional academic support needed.

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

Students shall be monitored for at least two years following their reclassification. As part of this evaluation, the Superintendent or designee shall identify whether the student needs any additional academic support to ensure his/her language and academic success.

Advisory Committees

Note: The following section should be revised to reflect district practice. Pursuant to 5 CCR 11308, parent/guardian advisory committees are required for any district with over 50 English learners and for schools with over 20 English learners. Duties of the advisory committee are specified in 5 CCR 11308. Also see BP/AR 5020 - Parent Rights and Responsibilities for information about the rights of parents/guardians of English learners.

At the district level when there are more than 50 English learners in the district and at each school with more than 20 English learners, parent/guardian advisory committees shall be maintained to serve the advisory functions specified in law. (5 CCR 11308)

Parents/guardians of English learners shall constitute committee membership in at least the same percentage as their children represent of the total number of students in the school. (Education Code 52176)

The district's English language advisory committee shall advise the Board on at least the following tasks: (5 CCR 11308)

- 1. The development of a district master plan of education programs and services for English learners, taking into consideration the school site plans for English learners
- 2. The districtwide needs assessment on a school-by-school basis
- 3. Establishment of a district program, goals, and objectives for programs and services for English learners
- 4. Development of a plan to ensure compliance with applicable teacher or aide requirements
- 5. Administration of the annual language census
- 6. Review of and comment on the district's reclassification procedures
- 7. Review of and comment on the written notification required to be sent to parents/guardians pursuant to 5 CCR 11300-11316

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

In order to assist advisory members in carrying out their responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

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CSBA Sample

Exhibit

Education For English Language Learners

E 6174 Instruction

Address:

PARENTAL EXCEPTION W EDUCATION CODE 311	/AIVER		
Student's Name:	Grade:		
School:	Date of Birth:		
Student's Primary Language:			
I request a waiver of the place immersion program for the fo		the school's structured/sheltered English	h
My child possesses good	l English language ski	ills. (Education Code 311(a))	
My child is 10 years of ag suited to my child's rapid acqu		eve that an alternate course of study is l (Education Code 311(b))	better
I believe that my child ha to his/her educational develop	~	nat an alternate course of study is better ode 311(c))	r suited
possible. I have been provide structured English immersion and made available to my chil	ed a full written descri program; any alternat d; all educational opp	taught English as rapidly and effective ription of the intent and content of the tive courses of study offered by the dis- portunities offered by the district and m is to be used in the different educational	strict nade
I have personally visited the s	chool to apply for this	s waiver.	
I understand that I must reque	st that this waiver be 1	reconsidered annually, each school yea	ar.
Parent/Guardian Signature:			
Date:			

City:	_ State: Zip:	
Phone Number:		
For School Use Only:		
<u>-</u>	* *	dent's English standardized test scores: e child's grade level or above the 5th grade
Waiver Granted/Denied:	Date:	
Signature:		Title:

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CSBA Sample

Board Policy

Weekend/Saturday Classes

BP 6176 Instruction

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants 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 2012-13 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.

Cautionary Notice 2010-13:Ê AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 and Government Code 17581.5 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under those sections. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended

The Governing Board may provide classes on Saturday and/or Sunday in order to meet the academic needs of students.

(cf. 6111 - School Calendar)

***Note: Education Code 37223 authorizes the Board to establish weekend classes in any or all of the categories listed below. Items #1.4 may be revised to reflect those weekend classes approved by the Board. ***

Weekend classes may include but are not limited to: (Education Code 37223)

1. Continuation classes

(cf. 6184 - Continuation Education)

***Note: Pursuant to Education Code 37223, voluntary attendance in special weekend activities for mentally gifted minors, as described in item #2, below cannot be included in the district's ADA computation. ***

2. Special day classes for mentally gifted minors

(cf. 6172 - Gifted and Talented Student Program)

Makeup classes for unexcused absences occurring during the week

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Truancy)

<u>(</u>

(cf. 6154 - Homework/Makeup Work)

4. The programs of a regional occupational center or regional occupational program

Note: Pursuant to Education Code 37252 and 37252.2, districts must offer supplemental instruction to students in grades 7-12 who are not making sufficient progress towards the exit examination required for high school graduation and students in grades 2-9 who are retained or recommended for retention pursuant to Education Code 48070.5. These programs may be offered on Saturdays, during summer, before school, after school, and/or during intersessions. Optional supplemental instructional programs that may be offered at these times are described in Education Code 37252.8 and 37253, as these sections were amended by AB 1136 (Ch. 402, Statutes of 2005). In addition, the Pupil Retention Block Grant (Education Code 41505-41506, as amended by AB 1136) allows block grant funding to be spent for the purposes of intensive reading or algebra programs described in Education Code 53025-53032 and 53091-53095, as these repealed statutes read on January 1, 2004, which may include Saturday programs. See BP/AR 6179 - Supplemental Instruction for descriptions of all these supplemental instructional programs.

Saturday classes also may be used to provide supplemental instruction for students who are failing to meet academic requirements and/or students who desire enrichment in core academic subjects in accordance with law, Board policy and administrative regulation. (Education Code 37252, 37252.8, 37253, 41505-41506)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6179 - Supplemental Instruction)

Legal Reference:

EDUCATION CODE

37223 Weekend classes

37252-37254.1 Supplemental instruction

41505-41508 Pupil Retention Block Grant

41601 Reports of average daily attendance

42239 Summer school attendance computation

44824 Weekend classes, assignment of certificated employees

48070-48070.5 Promotion and retention, supplemental instruction

48205 Excused absence for personal reasons

48260 Truants, definition

51000-52706 General instructional programs, especially

51002 Development of local programs within guidelines REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

53025-53032 Intensive reading instruction

53091-53095 Intensive algebra instruction

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CSBA Sample

Administrative Regulation

Weekend/Saturday Classes

AR 6176 Instruction

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

***Note: The following optional regulation should be revised to reflect programs offered by the district. ***

Any class offered on a Saturday or Sunday pursuant to Education Code 37223, except in regional occupational centers or programs, shall be one offered Monday through Friday during the regular school week. (Education Code 37223)

(cf. 6111 - School Calendar)

Except in regional occupational centers or programs, weekend attendance shall not result in crediting any student with more than five days of attendance per week. (Education Code 37223)

Attendance at weekend classes offered pursuant to Education Code 37223 shall be voluntary, except that truants, as defined in Education Code 48260, may be required to attend makeup classes on one day of a weekend in order to make up lost instructional time. (Education Code 37223)

(cf. 5113.1 - Truancy)

A student shall be excused from a weekend class if it is held on a day when such attendance would be in conflict with his/her religious beliefs. (Education Code 37252-37253, 48205)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

Summer Learning Programs

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.

Cautionary Notice 2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 and Government Code 17581.5 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under those sections. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.

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

The Governing Board recognizes that an extended break from the instructional program may result in significant learning loss, especially among disadvantaged and low-achieving students, and desires to provide opportunities during the summer for students to practice essential skills and make academic progress.

Summer programs offered by the district shall be aligned with district goals and curriculum. When feasible, summer programs shall blend high-quality academic instruction in core curricular and/or elective subjects with recreation, nutrition programs, social/emotional development, and support services that encourage attendance, student engagement in learning, and student wellness.

(cf. 0200 - Goals for the School District)

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

(cf. 5141.6 - School Health Services)

(cf. 5148 - Child Care and Development Program)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6153 - School-Sponsored Trips)

Summer School

***Note: Summer school programs may be funded through a variety of sources that include, but are not limited to, state hourly reimbursement funding for supplemental instruction (Education

Code 37252, 37252.2) as described below, Title I funding (20 USC 6311-6322), supplemental funds as part of After School Education and Safety Program grants (Education Code 8482-8484.6), supplemental funds as part of 21st Century Community Learning Center grants (Education Code 8484.7-8484.9; 20 USC 7171-7176), and other federal, state, and district funds.***

Note: In addition, Education Code 54444.3 requires agencies receiving federal Title I Migrant Education funding to conduct summer school programs for eligible migrant students; see BP/AR 6175 - Migrant Education Program.

When funds are available, the Superintendent or designee, with Board approval, shall establish summer school day and/or evening classes.

(cf. 5148.2 - Before/After School Program) (cf. 6171 - Title I Programs) (cf. 6175 - Migrant Education Program)

Note: Pursuant to Education Code 37252 and 37252.2, districts must offer supplemental instruction to students in grades 7-12 who are not making sufficient progress toward passing the state exit examination required for high school graduation and students in grades 2-9 who are retained or recommended for retention pursuant to Education Code 48070.5. These programs and other optional supplemental instructional programs described in Education Code 37252.8 and 37253 may be offered during summer, on Saturdays, before school, after school, and/or during intercessions. In addition, the Pupil Retention Block Grant (Education Code 41505-41506) allows block grant funding to be spent for the purposes of intensive reading or algebra programs described in Education/Code 53025-53032 and 53091-53095, as these repealed statutes read on January 1, 2004, which may include summer programs. See BP/AR 6179 - Supplemental Instruction for descriptions of all these supplemental instructional programs.

Note: The following optional paragraph is for use by districts that choose to offer supplemental instructional programs during the summer in accordance with law.

The district's summer school program may be used to provide supplemental instruction for students failing to meet academic requirements and/or students who desire enrichment in core academic subjects in accordance with law, Board policy, and administrative regulation. (Education Code 37252, 37252.2, 37252.8, 37253, 41505-41506; 5 CCR 11472)

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(cf. 5123 - Promotion/Acceleration/Retention)
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(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6179 - Supplemental Instruction)

Note: The following optional list establishes enrollment priorities for the provision of summer school instruction and may be revised to reflect district practice. Items #1-2 establish priority for students eligible for mandatory supplemental instructional programs pursuant to Education Code 37252 and 37252.2. Item #3 should be deleted by districts that do not maintain grade 12.

Priority to enroll in summer school programs shall be given to district students who:

- 1. Are eligible for supplemental instruction on the basis of retention or recommendation for retention pursuant to Education Code 37252.2
- 2. Are eligible for supplemental instruction on the basis of insufficient progress toward passing the state high school exit examination pursuant to Education Code 37252
- 3. Need course credits in order to graduate from high school before the beginning of the next school year

OPTION 1: The remaining openings shall be offered to district students on a first-come first-served basis.

OPTION 2: The remaining openings shall be offered to district students on a lottery basis.

Note: Although the determination of excused and unexcused absences is irrelevant for accounting purposes pursuant to Education Code 42238.8, verification of excused absences may still be relevant for purposes of awarding credit for summer school classes. The following optional paragraph should be modified to reflect district practice.

Because summer courses cover extensive instructional content in a relatively short time period, students who have more than three excused absences or one unexcused absence may not receive credit for summer session class(es) unless they make-up missed work in accordance with law, Board policy, and administrative regulation.

(cf. 5113 - Absences and Excuses) (cf. 6154 - Homework/Make-Up Work)

Note: State funding is not available for transportation to summer school. To accommodate students and parents/guardians who need to provide their own transportation, some districts rotate the sites at which summer sessions are offered, as provided in the following optional paragraph.

Sites for summer school programs may be rotated in an effort to make summer school programs more accessible to all students, regardless of residence or regular attendance area, and to accommodate the maintenance needs of district schools.

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Note: The following optional paragraph should be revised to reflect indicators for program evaluation that have been agreed upon by the Board and Superintendent, as well as a timeline for reports to the Board.

The Superintendent or designee shall annually report to the Board on summer school enrollment in the current year and previous year for the program as a whole and disaggregated by grade level, school that the students attend during the regular school year, and student population such as students from low-income families, students with disabilities, and English learners. In addition, he/she shall report on the extent to which students successfully achieved the academic outcomes established for the program.

Additional Summer Learning Opportunities

Note: The following optional section may be revised to reflect district practice and may be adapted for use during intercessions other than summer break. For further information about summer learning opportunities, see CSBA's policy brief School's Out, Now What? How Summer Programs Are Improving Student Learning and Wellness.

The Superintendent or designee may collaborate with parents/guardians, city and county agencies, community organizations, child care providers, and/or other interested persons to develop, implement, and build awareness of organized activities that support summer learning.

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(cf. 1020 - Youth Services)
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(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

Strategies to support summer learning may include, but are not limited to:

- 1. Gathering and providing information to students and parents/guardians about summer reading programs scheduled to be conducted by public libraries or community organizations
- 2. Collaborating with the local parks and recreation agency and/or community organizations to provide day camps, sports programs, or other opportunities for physical education and activity

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(cf. 1330.1 - Joint Use Agreements)
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3. Collaborating with workforce development agencies, businesses, and community organizations to provide summer job training programs that include an academic component

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(cf. 3260 - Fees and Charges)
(cf. 5113.2 - Work Permits)
(cf. 6178.1 - Work-Based Learning)
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4. Encouraging reading in the home, such as providing lists of recommended reading to

students and parents/guardians, establishing a target number of books or pages, and providing prizes for achievement of reading goals

(cf. 6020 - Parent Involvement)

- Assigning summer homework in core curricular subject(s) that is due at the beginning of the school year for extra credit
- 6. Conducting occasional, interactive "fun days" during the summer to provide activities related to art, music, science, technology, mathematics, environmental science, multicultural education, debate, or other subjects
- 7. Arranging opportunities for community service

(cf. 6142.4 - Service Learning/Community Service Classes)

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety Program

8484.7-8484.9 21st Century Community Learning Centers

37252-37254.1 Supplemental instruction

39837 Transportation to summer employment programs

41505-41508 Pupil Retention Block Grant

41976.5 Summer school programs, substantially disabled persons or graduating high school seniors

42238.8 Revenue limit for average daily attendance

42239 Summer school apportionments

48070-48070.5 Promotion and retention

51210 Areas of study for elementary schools

51220 Areas of study for grades 7-12

51730-51732 Powers of governing boards (authorization for elementary summer school classes)

54444.3 Summer program for migrant students

56345 Extended-year program for special education students

58700-58702 Credit towards summer school apportionments for tutoring and homework assistance

58806 Summer school apportionments

60851 Supplemental instruction toward exit examination

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

53025-53032 Intensive reading instruction

53091-53095 Intensive algebra instruction

CODE OF REGULATIONS, TITLE 5

3043 Extended school year, special education students

11470-11472 Summer school

UNITED STATES CODE, TITLE 20

6311-6322 Improving basic programs for disadvantaged students

7171-7176 21st Century Community Learning Centers

Management Resources:

CSBA PUBLICATIONS

School's Out, Now What? How Summer Programs Are Improving Student Learning and

Wellness, Policy Brief, April 2013

NATIONAL SUMMER LEARNING ASSOCIATION PUBLICATIONS

Healthy Summers for Kids: Turning Risk into Opportunity, May 2012

New Vision for Summer School, 2010

RAND CORPORATION PUBLICATIONS

Making Summer Count: How Summer Programs Can Boost Children's Learning, 2011

WEB SITES

CSBA: http://www.csba.org

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

National Summer Learning Association: http://www.summerlearning.org

Partnership for Children and Youth: http://partnerforchildren.org

RAND Corporation: http://www.rand.org

Summer Matters: http://summermatters2you.net

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CSBA Sample

Board Policy

Career Technical Education

BP 6178
Instruction

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

Note: The following policy is for use by districts that maintain any of grades 7-12. Education Code 51220 requires that the adopted course of study for grades 7-12 include courses in career technical education (CTE); see BP/AR 6143 - Courses of Study.

Note: The Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) (20 USC 2301-2414) provides (1) state basic grants for local programs of CTE for secondary and postsecondary students, and (2) tech prep grants for programs that incorporate at least two years of secondary education with two years of postsecondary education in a sequential course of study. In addition, secondary schools may offer CTE through partnership academies (Education Code 54690-54697), regional occupational centers and programs (ROC/Ps) (Education Code 52300-52335.12), and/or district-funded programs. Education Code 52372.5-52372.7, as amended by AB 790 (Ch. 616, Statutes of 2011), establish a pilot project to implement a limited number of districtwide "linked learning" programs integrating academic and technical study (sometimes called "multiple pathways") and describe components of such programs; see the accompanying administrative regulation.

Note: The following policy should be revised to reflect program(s) offered by the district and grade levels at which such programs shall be offered.

The Governing Board desires to provide a comprehensive career technical education (CTE) program in the secondary grades which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy. The program shall include a rigorous academic

component and provide students with a strong experience and understanding of all aspects of an industry.

(cf. 6143 - Courses of Study) (cf. 6200 - Adult Education)

The district's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs, tech prep programs, charter schools, small learning communities, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

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(cf. 0420.4 - Charter School Authorization)
(cf. 6178.2 - Regional Occupational Center/Program)
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Note: Pursuant to 20 USC 2354, districts applying for Perkins IV funding must submit to the California Department of Education (CDE) a district plan which covers the same time period as the state plan required by 20 USC 2342, see the accompanying administrative regulation. In addition, the district must annually submit an application for funding which must be approved by the Governing Board.

The Board shall review and approve all district plans and applications for the use of state and/or federal funds supporting CTE.

Note: State model curriculum standards for CTE for grades 7-12 integrate the state's academic content standards with industry-specific knowledge and skills in 58 career pathways organized into 15 industry sectors: agriculture and natural resources; arts, media, and entertainment; building trades and construction; education, child development, and family services; energy and utilities; engineering and design; fashion and interior design; finance and business; health science and medical technology; hospitality, tourism, and recreation; information technology; manufacturing and product development; marketing, sales, and service; public services; and transportation. The state's curriculum framework for CTE provides guidance in implementing the state content standards. Any district that adopts a course of study that meets or exceeds the state model curriculum standards will be deemed to have satisfied the requirement of Education Code 51228 that the district offer students in grades 7-12 the opportunity to attain entry-level employment skills in business or industry upon high school graduation; see BP 6143 - Courses of Study.

The Board shall adopt district standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with district-adopted standards and the state's curriculum framework.

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(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
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Note: The following two paragraphs are mandated for districts that receive funding through the targeted instructional improvement block grant (Education Code 41541) and choose to use such funds to develop and implement, in consultation with the ROC/P and community college serving the geographic area of the district, a CTE program for high school students in accordance with Education Code 52376. Pursuant to Education Code 52376, districts that receive supplemental funding or other funds for this purpose are mandated to adopt policies and procedures that include (1) comparison of the district's CTE curriculum, course content, and course sequence with the model state curriculum standards, and (2) review of CTE courses to determine the extent to which they may offer an alternative means for completing course requirements for high school graduation.

Note: In addition, beginning in the 2012-13 school year, Education Code 51225.3, as amended by AB 1330 (Ch. 621, Statutes of 2011), authorizes the Board to include a course in CTE as an alternative to the visual or performing arts or foreign language course requirement for high school graduation; see BP 6146.7 - High School Graduation Requirements.

At least every three years, the Board shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code 52376)

The Superintendent or designee shall systematically review the district's CTE classes to determine the degree to which each class may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for high school graduation. The Board shall ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Note: Education Code 51760.1 authorizes districts, county offices of education, ROC/Ps, and partnership academies to provide work-based learning opportunities which may include, but are not limited to, work experience education as defined in Education Code 51764, community classrooms or cooperative CTE programs as defined in Education Code 52372.1, and job shadowing as defined in Education Code 51769; see BP/AR 6178.1 - Work-Based Learning. In addition, although not specified in state law, other examples of work-based learning opportunities cited in the CDE's publication Multiple Pathways to Student Success: Envisioning the New California High School include student internships/field study, apprenticeships, service learning, work in social/civic enterprises or school-based enterprises such as student stores, and technology-based or other simulated work experiences.

The Superintendent or designee shall develop partnerships with local businesses and industries to ensure that course sequences, career technical and integrated curriculum, classroom instruction and projects, and assessments have real-world relevance and reflect labor market needs and priorities. He/she also shall work to develop connections with businesses, postsecondary institutions, community organizations, and/or other employers to provide students with actual or

simulated work-based learning opportunities.

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 5113.2 - Work Permits)

(cf. 6178.1 - Work-Based Learning)

The Superintendent or designee shall collaborate with postsecondary institutions to ensure that the district's program is articulated with postsecondary programs in order to provide a sequential course of study. Articulation opportunities may include dual or concurrent enrollment in community college courses.

(cf. 6172.1 - Concurrent Enrollment in College Classes)

Note: The following optional paragraph may be revised to reflect district practice. Among the criteria for admission to the University of California (UC) or California State University (CSU) system is a requirement that high school students satisfactorily complete 15 units of specified courses ("a-g" courses). These include a growing number of CTE courses that connect knowledge of academic content with practical or work-related applications. Education Code 51229 requires that districts annually provide parents/guardians of students in grades 9-12 with (1) a brief explanation of the a-g course requirements; (2) a list of UC and CSU web sites that provide related information and a list of certified a-g courses; (3) a brief description of what CTE is, as defined by the CDE; (4) the Internet address for the portion of the CDE web site where students can learn more about CTE; and (5) information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or to enroll/in CTE courses; see AR 6143 - Courses of Study and E 5145.6 - Parental Notifications.

Note: In addition, districts that include a course in CTE as an alternative to the visual or performing arts or foreign language course requirement for high school graduation, as authorized by Education Code 51225.3, are required by Education Code 48980 to provide a list of CTE courses offered by the district that satisfy the a-g course requirements for college admission and to specify which requirements they satisfy. Districts that do not allow this alternative graduation requirement should modify the paragraph below accordingly.

Note: As a condition of receiving funds under the Supplemental School Counseling Program, Education Code 52378 requires the district's counseling program to provide specified services, including an individualized review of a student's career goals as well as the academic and CTE opportunities and community and workplace experiences available to support those goals; see BP/AR 6164.2 - Guidance/Counseling Services.

The Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the district, CTE courses that satisfy college admission criteria, and, if applicable, CTE courses that satisfy high school graduation requirements. In addition, secondary students shall receive individualized career guidance and academic counseling which provides information about academic and CTE opportunities related to the student's career goals.

(cf. 5145.6 - Parental Notifications) (cf. 6164.2 - Guidance/Counseling Services)

Note: Teachers of technical, trade, or vocational courses must possess a single subject credential or a designated subjects credential issued by the Commission on Teacher Credentialing (CTC) which authorizes teaching CTE courses. The designated subjects CTE credential is available in 15 subjects which reflect the 15 industry sectors identified in the state's model curriculum standards; see AR 4112.2 - Certification. In order to obtain the preliminary designated subjects credential, teachers must have at least three years of work experience directly related to each industry sector specified on the credential.

Note: Education Code 44257.3, as added by AB 1304 (Ch. 259, Statutes of 2011), authorizes the CTC to develop program standards for the issuance of a "recognition of study in linked learning" demonstrating completion of a CTC-approved program in linked learning teaching methods. The recognition of study must not be considered a type of authorization, used as a condition of employment, replace subject matter competence requirements, or used in making decisions related to reductions in employee positions.

Note: For districts applying for Perkins IV funding, 20 USC 2354 requires the district plan to address ongoing staff development for CTE teachers and administrators; see the accompanying administrative regulation.

The Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. He/she also shall provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and shall provide opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.

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

The Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the district's CTE program, work-based learning opportunities, and postsecondary education and employment options following high school.

Note: The following paragraph is for use by districts that receive funding through Perkins IV for either basic CTE programs of tech prep programs pursuant to 20 USC 2301-2414.

Upon written request from a nonprofit private school within the geographical area served by the district, the Superintendent or designee shall consult with private school representatives in a timely and meaningful manner and may provide for the participation of private school secondary

students in the district's programs and activities funded under the federal Carl D. Perkins Career and Technical Education Act. To the extent practicable, the Superintendent or designee also shall, upon request, permit participation of CTE teachers, administrators, and other personnel from private schools in the district's inservice and preservice professional development programs funded through the Perkins Act. (20 USC 2397)

Note: The following paragraph is optional. Education Code 17078.72 provides funding for improving and expanding CTE programs through construction of new facilities, remodeling of existing facilities, and/or purchase of equipment.

The Superintendent or designee shall regularly assess district needs for facilities, technologies, and equipment to increase students' access to the district's CTE program.

(cf. 0440 - District Technology Plan)

(cf. 3440 - Inventories)

(cf. 3512 - Equipment)

(cf. 7110 - Facilities Master Plan)

Nondiscrimination

Note: The following paragraph is for use by districts that receive Perkins IV funding but may be adapted for use by other districts. Pursuant to 20 USC 2354, the district plan for Perkins IV funding must describe how individuals who are members of "special populations," as defined in 20 USC 2302, will not be discriminated against. In addition, a district that receives federal aid is required by 34 CFR 100 B (Appendix B-IV), 104.8, and 106.9 to take "continuing steps" to notify students, parents/guardians, employees, employee organizations, and applicants for admission and employment that it does not discriminate in its educational programs or activities. See BP 0410 - Nondiscrimination in District Programs and Activities.

Note: In the Federal Program Monitoring (FPM) process, CDE staff will check to ensure that the district complies with requirements to (1) ensure equitable participation of special population students through outreach, recruitment, enrollment, and placement activities; (2) identify and adopt strategies to overcome barriers to access or success in the program; (3) ensure that counseling materials and activities, including student program selection and career/employment selection, and promotional and recruitment efforts are nondiscriminatory; and (4) advise students, parents/guardians, employees, and the general public, prior to the beginning of the school year, that all CTE opportunities are offered without regard to race, color, national origin, sex, or disability in accordance with 34 CFR 100.B (Appendix B-IV).

The district's program shall provide equal access to and shall not unlawfully discriminate against students who are members of special populations. Special populations include, but are not limited to, students with disabilities; students from economically disadvantaged families, including foster youth; single parents and single pregnant females; displaced homemakers; students with limited English proficiency; and students preparing for nontraditional fields. Nontraditional fields include occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one

gender constitute less than 25 percent of the individuals employed in each such occupation or field of work. (20 USC 2302, 2354, 2373)

Note: Pursuant to 34 CFR 100.B (Appendix B-IV), the notice specified below may be made in local newspapers, publications or media reaching target populations, or by other means, and should include a brief summary of program offerings, admission criteria, and the name and contact information of the person designated to coordinate Title IX and Section 504 compliance activity.

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. (34 CFR 100.B, 104.8, 106.9)

(cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 1312.3 - Uniform Complaint Procedures)

Note: 34 CFR 100.B (Appendix B-IV) requires that, when the population within the district contains a community of persons with limited English language skills, the above notification shall be disseminated in the languages of the community. See BP 5145.6 - Parental Notifications for state requirements pertaining to the translation of parental notifications.

The above notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100.B)

School and Community Involvement

Note: Education Code 8070 requires the Board to appoint an advisory committee composed of representatives from specified groups, as detailed below. During the FPM process, CDE staff will review whether the district has appointed such a committee.

The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)

(cf. 1220 - Citizen Advisory Committees)

***Note: The following paragraph is for use by districts that receive Perkins IV funding but may be adapted for use by other districts. 20 USC 2354 requires that the persons specified below be involved in the development, implementation, and evaluation of CTE programs funded by

Perkins IV. One way of accomplishing this is to include representatives of these groups on the CTE advisory committee described above. Pursuant to the 2008-2012 State Plan for Career Technical Education, the district must hold at least one annual business and industry advisory committee meeting.***

The district also shall involve parents/guardians; students; academic and CTE teachers; administrators; career guidance and academic counselors; representatives of tech prep consortia if applicable, business and industry, labor organizations, and special populations; and other interested individuals in the development, implementation, and evaluation of CTE programs. (20 USC 2354)

Program Evaluation

Note: The following section is for use by districts that receive Perkins IV funding but may be adapted for use by other districts. Pursuant to 20 USC 2323, each district receiving Perkins IV funding must be evaluated annually by the state to determine whether the district is making substantial progress in achieving specific performance level targets on core indicators as detailed in the state plan. The following paragraph reflects indicators specified in the 2008-2012 State Plan for Career Technical Education. Districts are required to enter data electronically through the CDE's Perkins Data System.

Note: Pursuant to 20 USC 2343, if the district falls below 90 percent on any of these performance level targets, the district will be required to develop and implement an improvement plan. The state plan further provides that if the district falls below 90 percent on three or more performance levels or below 60 percent on any one performance level, then the district will be required to submit a detailed action plan that describes the strategies to be implemented for bringing the district to the 90 percent performance level within two years. A district scoring in the lowest percentage of overall performance, as determined by a composite ranking of measures, will be subject to Perkins program monitoring. Ultimately, a district that fails to submit the required program improvement plan and/or fails to make the required improvements is subject to sanctions that could result in the loss of a portion or all of its allocated funds.

The Board shall monitor the achievement of students participating in the district's CTE program in order to determine the need for program improvements. The Superintendent or designee shall annually report to the Board and the California Department of Education on program enrollment and completion rates, including enrollment and completion of programs in nontraditional fields as defined in 20 USC 2302; student academic assessment results; attainment of career and technical skill proficiencies; attainment of a high school diploma or equivalent; graduation rates; and subsequent placement in postsecondary education or advanced training, military service, or employment. Data shall be disaggregated, in accordance with 20 USC 2323, by race, ethnicity, gender, disability status, migrant status, English proficiency, and economic disadvantage status and for each special population as defined in 20 USC 2302 and listed in the section "Nondiscrimination" above.

(cf. 0500 - Accountability) (cf. 6162.5 - Student Assessment) (cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

1205 Classification of counties

8006-8156 Career technical education

17078.70-17078.72 Career technical education facilities

33430-33432 Health science and medical technology grants

35168 Inventory of equipment

41505-41508 Pupil Retention Block Grant

41540-41544 Targeted instructional improvement block grant

44257.3 CTC recognition of study in linked learning teaching methods

44260-44260.1 Designated subjects career technical education credential

44260.9 Designated subjects career technical education credential

48430 Legislative intent; continuation education schools and classes

48980 Parental notifications

51220-51229 Courses of study, grades 7-12

51760-51769.5 Work experience education

52300-52499.66 Career technical education

52519-52520 Adult education, occupational training

53080-53084 School-to-career initiatives

53086 California Career Resource Network

54690-54699.1 California Partnership Academies

54750-54760 California Partnership Academies, green technology and goods movement occupations

56363 Related services for students with disabilities; specially designed career technical education

66205.5-66205.9 Approval of career technical education courses for admission to California colleges

88500-88551 Community college economic and workforce development program

GOVERNMENT CODE

54950-54963 Brown Act

LABOR CODE

3070-3099.5 Apprenticeships

CODE OF REGULATIONS, TITLE 5

1635 Credit for work experience education

3051.14 Specially designed career technical education for students with disabilities

10070-10075 Work experience education

10080-10092 Community classrooms

10100-10111 Cooperative vocational education

11500-11508 Regional occupational centers and programs

11535-11538 Career technical education contracts with private postsecondary schools

11610-11611 Regional adult and vocational education councils

CODE OF REGULATIONS, TITLE 8

200-240 Apprenticeships

UNITED STATES CODE, TITLE 20

2301-2414 Carl D. Perkins Career and Technical Education Act of 2006

6301-6578 Improving the Academic Achievement of the Disadvantaged

CODE OF FEDERAL REGULATIONS, TITLE 34

76.730-76.731 Records related to federal grant programs

80.32 Equipment acquired with federal funds

80.42 Record retention

100.B Appendix B Guidelines for eliminating discrimination in career technical education programs

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX

Management Resources:

CSBA PUBLICATIONS

Orientation to Apprenticeship Overview, Construction Management Task Force Fact Sheet, November 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

2008-2012 State Plan for Career Technical Education

Multiple Pathways to Student Success: Envisioning the New California High School, 2010

Regional Occupational Centers and Programs Operations Handbook March 2008

Model Programs and Practices: Setting Standards for Regional Occupational Centers and Programs (ROCPs), rev. October 2007

Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007

California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, May 2005

Management of Vocational Education Equipment, April 2000

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS, DIVISION OF

APPRENTICESHIP STANDARDS PUBLICATIONS

Orientation to Apprenticeships: A Guide for Educators, January 2001

WEB SITES

CSBA: http://www.csba.org

Association for Career and Technical Education: http://www.acteonline.org

California Association of Regional Occupational Centers and Programs: http://www.carocp.org

California Career Resource Network: http://www.californiacareers.info

California Department of Education, Career Technical Education: http://www.cde.ca.gov/ci/ct

California Department of Employment Development: http://www.edd.ca.gov

California Department of Industrial Relations: http://www.dir.ca.gov

California Workforce Investment Board: http://www.calwia.org

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

University of California, a-g Course Submissions: http://www.ucop.edu/a-gGuide/ag/

course submissions

U.S. Department of Education, Office of Vocational and Adult Education:

http://www.ed.gov/about/offices/list/ovae/pi/cte/index.html
U.S. Department of Labor, Bureau of Labor Statistics: http://www.bls.gov

(3/00 3/08) 7/12

CSBA Sample

Board Policy

Work-Based Learning

BP 6178.1 Instruction

***Note: The following optional policy is for use by districts maintaining middle and/or high schools and should be revised to reflect/district practice. ***

***Note: Under the state plan for career technical education (CTE), each district receiving funds under the Carl D. Perkins Career and Technical Education Act (20 USC 2301-2414) is required to include specified components in its CTE program, including practical application and experience through actual or simulated work-based learning assignments. Other districts may offer work-based learning opportunities at their discretion. Also see BP/AR 6178 - Career Technical Education. ***

The Governing Board desires to facilitate the preparation of secondary school students for college and career by providing work-based learning opportunities which link classroom learning with real-world experiences. Work-based learning opportunities offered by the district shall be designed to teach the skills, attitudes, and knowledge necessary for successful employment and to reinforce mastery of both academic and career technical education (CTE) standards.

(cf. 6000 - Concepts and Roles)
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)

***Note: The following paragraph may be revised to reflect the program(s) available in the district. Education Code 51760.1 authorizes districts, county offices of education, regional occupational centers/programs, and partnership academies to provide work-based learning opportunities which may include, but are not limited to, work experience education (WEE), community classrooms or cooperative CTE programs, and job shadowing experiences, as described below. See the accompanying administrative regulation for legal requirements pertaining to these programs. In addition, although not delineated in state law, other examples of work-based learning opportunities cited in the California Department of Education's publication Multiple Pathways to Student Success: Envisioning the New California High School include student internships/field study, apprenticeships, service learning, work in social/civic enterprises or school-based enterprises such as student stores, and technology-based or other simulated work experiences. ***

Work-based learning opportunities offered by the district may include paid and/or unpaid work experiences, including, but not limited to, work experience education as defined in Education

Code 51764, cooperative CTE or community classrooms as defined in Education Code 52372.1, job shadowing as defined in Education Code 51769, student internships, apprenticeships, service learning, employment in social/civic or school-based enterprises, and technology-based or other simulated work experiences.

(cf. 6142.4 - Service Learning/Community Service Classes)

***Note: The following optional paragraph may be revised to reflect district practice. Education Code 51760.1 encourages districts to work with any local workforce investment board youth councils and workforce investment boards established by Education Code 51760.2 to coordinate work-based learning opportunities and facilitate regional planning. ***

The Superintendent or designee shall involve local businesses or business organizations in planning and implementing work-based learning opportunities that support the district's vision and goals for student learning and local workforce development efforts. He/she also may work with postsecondary institutions, community organizations, and others to identify opportunities for work-based learning.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 6020 - Parent Involvement)

***Note: Districts that offer WEE programs are required by 5 CCR 10070-10071, as amended by Register 2011, No. 12, to develop a written training agreement with each employer with specified components and assurances. 5 CCR 10087 and 10108 require the development of a training agreement and individual student training plans for community classrooms and cooperative CTE programs. Districts that do not offer these specific programs may delete or revise the following paragraph. ***

When required by law, the Superintendent or designee shall develop a written training agreement with the employer that describes the conditions and requirements to be met by all parties and shall develop an individual training plan for each student which outlines the objectives or competencies that the student is expected to accomplish at the work site. (5 CCR 10070-10071, 10087, 10108)

District staff shall coordinate with the workplace supervisor or mentor to ensure appropriate guidance and supervision of participating students and maximum educational benefit from placement in the program.

***Note: Education Code 49160 prohibits any person, firm, or corporation from employing a minor under age 18 without a work permit issued by the proper education authority, with specified exceptions. See BP/AR 5113.2 - Work Permits. Work permits are not required for unpaid work-based learning opportunities. Districts that offer only unpaid programs should delete the following paragraph. ***

A minor student shall be issued a work permit before beginning employment through a paid work-based learning program in accordance with law, Board policy, and administrative regulation. (Education Code 49113, 49160)

(cf. 5113.2 - Work Permits)

All laws or rules applicable to minors in employment relationships shall be applicable to students enrolled in work-based learning programs. (Education Code 51763)

***Note: The following optional paragraph may be revised to reflect district practice. According to the CDE's Work Experience Education Guide, students participating in a paid work-based learning program must be covered by their employer for workers' compensation insurance pursuant to Education Code 51769. Students participating in an unpaid work-based learning program must be covered by the district's insurance, unless the employer elects to provide such coverage. ***

***Note: In addition, Education Code 35208 requires districts to insure against liability. Pursuant to Education Code 51760, the Governing Board may choose to purchase liability insurance for students participating in work-based learning programs off school grounds or may require such students to purchase insurance and pass on all or a portion of the costs to the district, at the discretion of the Board. ***

The Superintendent or designee shall ensure that any student participating in a work-based learning program off school grounds is covered under the employer's or district's insurance, as applicable, in the event the student is injured.

(cf. 3530 - Risk Management/Insurance) (cf. 5143 - Insurance)

***Note: 5 CCR 10075 establishes requirements related to the qualifications of WEE teacher-coordinators. As amended by Register 2011, No. 12, 5 CCR 10075 provides that the teacher-coordinator may possess any valid preliminary, professional clear, or life credential or other nonintern teaching credential that authorizes the teacher to teach in California K-12 schools. Pursuant to 5 CCR 10080 and 10100, teachers of community classrooms and cooperative CTE programs must be certificated CTE teachers. ***

The Superintendent or designee shall ensure that any teacher/coordinator of a work-based learning program possesses the appropriate credential issued by the Commission on Teacher Credentialing. (5 CCR 10075, 10080, 10100)

(cf. 4112.2 - Certification)

The Superintendent or designee shall maintain records for each student's participation in the program, including, but not limited to, the student's individualized training plan, his/her employment hours and job site, work permit if applicable, employer's report of student's

attendance and job performance, the teacher/coordinator's consultations and observations, and the student's grade and credits earned.

(cf. 5125 - Student Records)

***Note: The following optional paragraph may be revised to reflect indicators agreed upon by the Board and Superintendent for evaluating program effectiveness. ***

The Superintendent or designee shall periodically report to the Board regarding program implementation and effectiveness, including, but not limited to, rates of student participation in work-based learning programs and assessment results of participating students.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

35208 Liability insurance

46144 Minimum school day for work experience program

46147 Exception for minimum day; students in last semester or quarter of grade 12

46300 Method of computing ADA

48402 Enrollment in continuation education, minors not regularly employed

49110-49119 Permits to work

49160 Permits to work, duties of employer

51760-51769.5 Work-based learning

52300-52499.66 Career technical education

54690-54697 Partnership academies

56026 Students with exceptional needs

52372.1 Community classrooms and cooperative career technical education programs

LABOR CODE

1285-1312 Employment of minors

1391-1394 Working hours for minors

3070-3099.5 Apprenticeship

3200-6002 Workers' compensation and insurance

CODE OF REGULATIONS, TITLE 5

1635 Credit for work experience education

10070-10075 Work experience education

10080-10090 Community classrooms

10100-10111 Cooperative career technical education programs

UNITED STATES CODE, TITLE 20

2301-2414 Carl D. Perkins Career and Technical Education Act of 2006

CODE OF FEDERAL REGULATIONS, TITLE 29

570.35a Work experience programs

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Multiple Pathways to Student Success: Envisioning the New California High School, 2010

2008-2012 California State Plan for Career Technical Education, 2008

Career Technical Education Framework for California Public Schools: Grades Seven Through

Twelve, 2007

Work Experience Education Guide

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Child Labor Laws, 2000

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Work-Based Learning in California: Opportunities and Models for Expansion, 2009

WEB SITES

CSBA: http://www.csba.org

California Association of Work Experience Educators: http://www.cawee.org

California Department of Education, Work Experience Education:

http://www.cde.ca.gov/ci/ct/we

California Department of Industrial Relations: http://www.dir.ca.gov

Linked Learning Alliance: http://www.linkedlearning.org

WestEd: http://www.wested.org

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CSBA Sample

Board Policy

Alternative Schools/Programs Of Choice

BP 6181
Instruction

Note: Education Code 58500-58512 authorize the Governing Board to establish and maintain one or more alternative schools, or separate class groups within traditional schools, which offer a different structure, learning philosophy, or academic emphasis. Examples of such schools and programs are on the California Department of Education's (CDE) web site and include magnet schools, schools organized around a curricular theme, independent study, "schools without walls" utilizing community facilities and resources, online learning, newcomer centers, and "school-within-a-school" programs. The CDE refers to these as "alternative schools or programs of choice" to distinguish them from alternative schools for at-risk students, such as community day schools, continuation schools, and opportunity schools.

The Governing Board desires to provide a variety of innovative educational programs to accommodate students' diverse learning needs and interests, foster student engagement in the schools, and enhance student achievement. Toward this end, the Board may establish and maintain alternative schools or programs of choice.

A district alternative school or program of choice may differ from the traditional educational program in its academic emphasis, sequence of curriculum, educational philosophy, instructional strategy, structure, setting, size, scheduling, targeted student population, decision-making process, and/or other components. All alternative schools or programs of choice shall offer enrolled students the opportunity to acquire the knowledge and skills necessary to achieve district content standards in core academic subjects and shall provide access to the course of study required for high school graduation.

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6158 - Independent Study)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

(cf. 6178 - Career Technical Education)

Note: Education Code 58502 allows a parent/guardian to request that the Board establish an alternative school or program of choice. The following optional paragraph extends this authority to staff and other interested persons.

Any staff member, parent/guardian of any student, or other interested person may request the Board to establish an alternative school or program of choice. The Superintendent or designee shall establish procedures and criteria for reviewing proposals. Based on such criteria, he/she

shall evaluate all proposals received and present his/her recommendation to the Board for action.

Note: Education Code 58509 authorizes the Superintendent of Public Instruction, upon the district's application, to grant an alternative school an administrative waiver of all Education Code provisions except those specifically related to alternative schools (Education Code 58500-58512) and earthquake safety. As with all waiver requests, the CDE's Alternative School of Choice Waiver Request form contains spaces for certifying that employee bargaining units, the public, and advisory committees or councils have had opportunities for input.

As necessary to provide flexibility to alternative schools or programs of choice to improve student performance and/or streamline operations, the Superintendent or designee may request that the Superintendent of Public Instruction waive any provision of the Education Code except provisions specified in Education Code 58509.

(cf. 0420 - School Plans/Site Councils)

The Superintendent or designee shall establish processes to ensure communication among staff in the alternative schools or programs of choice and staff in the regular educational program in order to share information and ideas.

Program Evaluation

Note: Education Code 58510 requires that the district conduct an annual evaluation of each alternative school of choice which includes testing of enrolled students' basic skills, identification of variables that may have affected achievement, and input from teachers, parents/guardians, and students. The CDE's Guidelines for Annual Evaluations and Reports for Alternative Schools and Programs of Choice, available on its web site, clarify that testing of basic skills can be accomplished through the state's Standardized Testing and Reporting Program. In addition, the guidelines specify that, when identifying variables that may have affected student achievement, the focus should be on features of the school or program that differentiate it from traditional schools and programs, rather than on student characteristics. Surveys or questionnaires are commonly used to solicit input from teachers, parents/guardians, and students.

Note: Pursuant to Education Code 52052 and 5 CCR 1068-1074, alternative schools of choice that meet eligibility requirements approved by the State Board of Education (e.g., those that serve highly mobile or at-risk students) may participate in the state's alternative schools accountability model and not be included in the district's Academic Performance Index rankings.

The Superintendent or designee shall conduct an annual evaluation of each alternative school or program of choice which includes testing of basic skills for student participants and which identifies the variables that may have affected student academic achievement. The evaluation process shall include input from teachers, parents/guardians, and students from the alternative school or program of choice. (Education Code 58510)

Evaluation reports shall be sent to the Superintendent of Public Instruction on or before August 1 following the close of the school year. (Education Code 58510)

(cf. 6162.5 - Student Assessment) (cf. 6162.51 - Standardized Testing and Reporting Program)

Prior to submitting the evaluation report to the Superintendent of Public Instruction, the Superintendent or designee shall report the evaluation results to the Board. The Board shall review the effectiveness of the school or program in meeting program objectives, compare student achievement data with that of students in other district schools, evaluate changes in the school or program over time, and make program modifications as needed.

(cf. 0500 - Accountability) (cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

35160.5 Intradistrict open enrollment

41505-41508 Pupil Retention Block Grant

48980 Parental notifications

52052 Academic Performance Index

58500-58512 Alternative schools and programs of choice

CODE OF REGULATIONS, TITLE 5

1068-1074 Alternative schools accountability model

11705 Charter schools as alternative schools

COURT DECISIONS

American Civil Rights Foundation v. Los Angeles Unified School District, (2008) 169 Cal.App.4th 436

Management Resources:

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Creating and Sustaining Successful K-8 Magnet Schools, September 2008

Innovations in Education: Successful Magnet High Schools, September 2008

WEB SITES

California Department of Education, Alternative Schools of Choice:

http://www.cde.ca.gov/sp/eo/as

Foundation for California Community Colleges, Early College High School Initiative:

http://www.foundationecc.org/ECHS

U.S. Department of Education, Office of Innovation and Improvement:

http://www.ed.gov/about/ofices/list/oii

CSBA Sample

Administrative Regulation

Alternative Schools/Programs Of Choice

AR 6181 Instruction

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

Notifications

Note: Education Code 58501 sets forth a "Notice of Alternative Schools" which must be sent to parents/guardians at the beginning of each year, as provided below. This notice must be sent along with the annual notification required by Education Code 48980; see BP/E 5145.6 - Parental Notifications.

At the beginning of each school year, the "Notice of Alternative Schools" shall be sent to all parents/guardians as set forth in Education Code 58501. During the entire month of March of each year, a copy of this notice shall be posted at each school in at least two places normally visible to students, teachers, and visiting parents/guardians. (Education Code 58501)

(cf. 5145.6 - Parental Notifications)

Copies of the law providing for alternative schools or programs of choice (Education Code 58500-58512) shall be made available in the district office and each school office to any interested parent/guardian, teacher, or student. (Education Code 58501)

Proposals

All proposals for the establishment of an alternative school or program of choice shall:

1. Address the district's vision, goals, and academic standards

(cf. 0000 - Vision) (cf. 0200 - Goals for the School District) (cf. 6011 - Academic Standards)

2. Demonstrate that the number of students interested in enrolling in the alternative school or program of choice is sufficient to meet desired student-teacher staffing ratios

(cf. 6151 - Class Size)

3. Demonstrate that teachers are willing to work within the school or program

- 4. Demonstrate that the proposed operational plan conforms with district timelines and makes equitable use of district staff, facilities, and resources
- 5. Provide a statement of the specific anticipated costs of implementing the proposal as well as funding sources, including outside funding sources and/or district support
- 6. Include a comprehensive plan for an annual evaluation of the program to be carried out by the district

(cf. 0500 - Accountability) (cf. 6190 - Evaluation of the Instructional Program)

Note: The California Department of Education's web site recommends that districts consider organizing a committee to process requests and make recommendations, as provided in the optional paragraph below.

The Superintendent or designee may establish an advisory committee of staff, parents/guardians, and community members to evaluate proposals for alternative schools or programs of choice and make recommendations to the Superintendent.

(cf. 1220 - Citizen Advisory Committees)

Enrollment

The district may establish alternative schools or programs of choice in each attendance area and/or on a districtwide basis with enrollment open to all students districtwide. (Education Code 58505)

(cf. 5116.1 - Intradistrict Open Enrollment)

Students enrolled in alternative schools or programs of choice shall be selected entirely from volunteers. (Education Code 58503)

Alternative schools and programs of choice shall comply with state and federal law and Board policy regarding nondiscrimination in district programs.

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

Previous classroom performance shall not be a criterion limiting any student from the opportunity to attend an alternative school or program of choice. (Education Code 58504)

When an alternative class group is established within a school, the Superintendent or designee shall ensure that students currently enrolled in the school will not be displaced.

Operations

The district shall maintain and fund alternative schools or programs of choice at the same level of support as other district educational programs for students of the same age level. (Education Code 58507)

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(cf. 3100 - Budget)
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Teachers employed in alternative schools or programs of choice shall be selected entirely from volunteers. (Education Code 58503)

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(cf. 4113 - Assignment)
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Course credits earned in an alternative school or program of choice shall be equivalent to the credits earned in other district schools. Students enrolled in such schools or programs shall be expected to complete all district graduation requirements and shall earn a regular diploma.

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(cf. 6146.1 - High School Graduation Requirements) (cf. 6162.52 - High School Exit Examination)
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Note: The following optional paragraph may be revised to reflect district practice. Education Code 58512 authorizes the Governing Board to provide in whole or in part for the transportation of students attending an alternative school of choice. In lieu of providing such transportation, the Board may reimburse students' parents/guardians a sum not to exceed the cost of actual and necessary travel incurred. In no case shall the district's state apportionment for transportation expenses be increased because of the operation of an alternative school of choice. Districts that charge transportation fees may wish to clarify that these fees will be charged regardless of what school the student attends.

Students enrolled in alternative schools may be eligible for district transportation in the same manner as students attending other district schools.

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(cf. 3250 - Transportation Fees)
(cf. 3540 - Transportation)
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CSBA Sample

Administrative Regulation

Home And Hospital Instruction

AR 6183 Instruction

Note: Pursuant to Education Code 48206.5, any district which, prior to January 1, 1986, maintained a program to provide individual instruction to students who have a temporary disability may continue to operate the program as it existed prior to that time.

A student with a temporary disability which makes school attendance impossible or inadvisable shall receive individual instruction in the student's home or in a hospital or other residential health facility, excluding state hospitals. This instruction applies to students incurring a physical, mental or emotional disability after which they can reasonably be expected to return to regular day classes or an alternative education program without special intervention. It does not apply to students identified as individuals with exceptional needs pursuant to Education Code 56026. (Education Code 48206.3)

(cf. 6158 - Independent Study) (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

Home or hospital instruction shall be provided only by teachers with valid California teaching credentials who consent to the assignment. (Education Code 44865)

(cf. 4112.2 - Certification) (cf. 4113 - Assignment)

Note: Pursuant to Education Code 48200, persons aged 6-18 years are required to attend "full time day school" for the full time designated as the length of the school day by the Governing Board. Education Code 48206.3 provides that each hour of home or hospital instruction will count as one day of attendance; therefore, home/hospital students aged 6-18 must receive at least one hour of instruction for every day of instruction offered by the district in the regular education program (usually five days a week). Districts may provide more than five hours of instruction per week but, for apportionment purposes, cannot claim more days of attendance for such students than its calendar provides.

The district shall offer at least one hour of instruction for every day of instruction offered by the district in the regular education program. No student shall be credited with more than five days of attendance per calendar week or credited with more than the total number of calendar days that regular classes are offered by the district in any fiscal year. (Education Code 48200, 48206.3)

***Note: The following two paragraphs are optional and may be revised to reflect district

practice.***

Insofar as possible, the teacher providing home or hospital instruction shall consult with the student's current classroom teacher(s) so as to provide a continuity of instruction that enables the student to stay abreast with the regular school program.

The Superintendent or designee may require verification through any reasonable means that the student requires home instruction. In addition, this verification shall also state that the disabling condition will not expose the teacher to a contagious disease that can be transmitted through casual contact. Home or hospital instruction shall not be denied to students with Hepatitis B, herpes or HIV/AIDS, as long as the home or hospital practices current preventive protocol as determined by the U.S. Centers for Disease Control.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.22 - Infectious Diseases)

Nondistrict Students

A student of another district who is temporarily disabled and confined to a hospital or health facility within this district shall be eligible to receive individual instruction in this district. (Education Code 48207)

In such circumstances, it is the responsibility of the parent/guardian to notify the district of the student's presence in a qualifying hospital. (Education Code 48208)

Upon receiving such notification, the Superintendent or designee shall: (Education Code 48208)

- 1. Within five working days of the notification, determine whether the student is able to receive individualized instruction and, if so, when it shall begin. Instruction shall begin no later than five working days after the Superintendent or designee has determined that the student is able to receive individualized instruction.
- 2. Within five working days of the beginning of the individualized instruction, the Superintendent or designee shall provide written notification to the district in which the student was previously enrolled stating that the student shall not be counted by that district for purposes of computing average daily attendance, effective the date on which individualized instruction began.

Alternatively, the Superintendent or designee may enter into an agreement with the district in which the student was previously enrolled to have that district provide the individualized instruction. (Education Code 48208)

Parental Notifications

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians that: (Education Code 48208, 48980)

- 1. Individual instruction is available for temporarily disabled students as prescribed by Education Code 48206.3.
- 2. If a student becomes temporarily disabled, it is the parent/ guardian's responsibility to notify the receiving district of the student's presence in a qualifying hospital.

(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

44865 Qualifications for home teachers

45031 Home teachers

48200 Minimum school day

48206.3 Pupils with temporary disabilities; individual instruction; definitions; computing average daily attendance

48206.5 Continuation of individual instruction programs for students with temp. disabilities

48207 Pupils with temporary disabilities in hospitals out- side of school district; compliance with residency requirements

48208 Presence of pupils with temporary disabilities in qualifying hospitals; notice by parents or guardians; commencement of individualized instruction

48980 Required notification of rights and availability of nutrition and individualized instruction programs

51800-51802 Employment of home teachers

CODE OF REGULATIONS, TITLE 5

421 Method of verification

423 Prolonged illness

(3/87 6/89) 10/98

CSBA Sample

Administrative Regulation

Charter School Authorization

AR 0420.4

Philosophy, Goals, Objectives and Comprehensive Plans

***Note: The following administrative regulation is optional. ***

Petition Signatures

A petition for the establishment of a start-up charter school must be signed by either of the following: (Education Code 47605)

- 1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the school for its first year of operation
- 2. A number of teachers equivalent to at least one-half of the total number of teachers that the charter school estimates will be employed at the school during its first year of operation

If the charter petition calls for an existing public school to be converted to a charter school, the petition must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

(cf. 4116 - Permanent/Probationary Status)

In circulating a petition, the petitioners shall include a prominent statement explaining that a parent/guardian's signature means that the parent/guardian is meaningfully interested in having his/her child attend the charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the charter school. The proposed charter shall be attached to the petition. (Education Code 47605)

Advisory Committee

***Note: The following optional section may be revised to reflect district practice. CSBA's publication Charter Schools: A Manual for Governance Teams suggests that a petition review team is one method that may be used to obtain input on proposed charters. Such a committee might include representatives of the district's human resources, fiscal services, risk management, student services, curriculum, special education, facilities, and other departments. ***

At his/her discretion, the Superintendent or designee may establish a staff advisory committee to evaluate the completeness of a petition or the merits of a proposed educational program and to identify any concerns that should be addressed by the petitioners. The Superintendent or designee shall also consult with legal counsel, as appropriate, regarding compliance of the

charter proposals with legal requirements.

(cf. 2230 - Representative and Deliberative Groups)

Components of Charter Petition

***Note: CSBA's publication Charter Schools: A Manual for Governance Teams recommends specific content that might be included in the descriptions of each component listed in items #1-16 below. ***

The charter petition shall include affirmations of the conditions described in Education Code 47605(d) as well as reasonably comprehensive descriptions of: (Education Code 47605, 47611.5)

1. The educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

***Note: Education Code 47605, as amended by AB 97 (Ch. 47, Statutes of 2013), requires the charter petition to include annual goals for all students and for each subgroup of students identified pursuant to Education Code 52052 and specific actions to achieve those goals, similar to the local control and accountability plan that is required for districts and county offices of education pursuant to Education Code 52060-52077. Pursuant to Education Code 52052, as amended by AB 97, a numerically significant subgroup includes ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, when there are at least 30 students in the subgroup (or at least 15 foster youth) in the school. For schools with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction with approval by the State Board of Education (SBE). ***

***Note: As amended by AB 97, Education Code 47605 requires that these annual goals be aligned with eight state priorities related to (1) the degree to which teachers are appropriately assigned and fully credentialed, students have sufficient access to standards-based instructional materials, and facilities are maintained in good repair; (2) implementation of and student access to state academic content and performance standards; (3) parent/guardian involvement; (4) student achievement; (5) student engagement; (6) school climate; (7) student access to and enrollment in a broad course of study, including programs and services provided to benefit low-income students, English learners, and/or foster youth (i.e., "unduplicated students" for purposes of the local control funding formula); and (8) student outcomes in the specified course of study. See BP/AR 0460 - Local Control and Accountability Plan. ***

***Note: Unlike districts, charter schools are exempt from the requirements to solicit public comment, hold public hearings, and have their plans approved by the county office of education.

***Note: Education Code 47606.5, as added by AB 97, requires the charter school to annually update its goals and the specific actions identified to achieve the goals; see AR/E 0420.41 - Charter School Oversight. ***

The petition shall include a description of annual goals for all students and for each numerically significant subgroup of students identified pursuant to Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth. These goals shall be aligned with the state priorities listed in Education Code 52060 that apply to the grade levels served or the nature of the program operated by the charter school. The petition also shall describe specific annual actions to achieve those goals. The petition may identify additional priorities established by the charter school, goals aligned with those priorities, and specific annual actions to achieve those goals.

(cf. 0420.41 - Charter School Oversight) (cf. 0460 - Local Control and Accountability Plan)

If the proposed school will serve high school students, the petition shall describe the manner in which the charter school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "a-g" admissions criteria may be considered to meet college entrance requirements.

***Note: Education Code 47605 requires that the petition identify student outcomes that the charter school intends to use, including those that address increases in student achievement both schoolwide and for all groups of students served by the charter school, as defined in Education Code 47607. Education Code 47607 defines "all groups of students served by the charter school" to mean all numerically significant subgroups of students served by the charter school, as defined in Education Code 52052. ***

2. The measurable student outcomes identified for use by the charter school. Student outcomes means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each numerically significant subgroup of students served by the charter school. The student outcomes shall align with the state priorities identified in Education Code 52060 that apply for the grade levels served or the nature of the program operated by the charter school.

***Note: As amended by AB 97 (Ch. 47, Statutes of 2013), Education Code 47605 requires that, to the extent practicable, the methods of measuring student outcomes for state priorities be consistent with the way information is reported on a school accountability report card pursuant to Education Code 33126. ***

3. The method by which student progress in meeting the identified student outcomes is to be

measured. To the extent practicable, the method for measuring student outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.

(cf. 0510 - School Accountability Report Card)

- 4. The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.
- 5. The qualifications to be met by individuals to be employed by the school.
- 6. The procedures that the school will follow to ensure the health and safety of students and staff, including the requirement that each school employee furnish the school with a criminal record summary as described in Education Code 44237.
- 7. The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the district's territorial jurisdiction.
- 8. Admission requirements, if applicable.
- 9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the Governing Board's satisfaction.
- 10. The procedures by which students can be suspended or expelled.
- 11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.
- 12. The public school attendance alternatives for students residing within the district who choose to not attend the charter school.
- 13. A description of the rights of any district employee upon leaving district employment to work in the charter school and of any rights of return to the district after employment at the charter school.
- 14. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.

***Note: Education Code 47605 requires charter petitions to contain the declaration specified in item #15 below regarding responsibilities for collective bargaining. If the charter school is not deemed the public school employer for purposes of collective bargaining under Government Code 3540-3549.3, the district where the charter school is located shall be deemed the public school employer for these purposes, pursuant to Education Code 47611.5. Education Code

- 47611.5 further provides that, if the charter does not specify that the charter school shall comply with laws and regulations governing tenure or a merit or civil service system, the scope of representation for that charter school shall also include discipline and dismissal of charter school employees. ***
- 15. A declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.
- ***Note: Education Code 47605 and 5 CCR 11962 require the charter petition to include procedures to be used in the event that the charter school closes for any reason, as provided in item #16 below. Duties of the district pertaining to charter school closures include notification requirements pursuant to Education Code 47604.32 and 5 CCR 11962.1; see BP 0420.41 Charter School Oversight. ***
- 16. The procedures to be used if the charter school closes, including, but not limited to: (5 CCR 11962)
- a. Designation of a responsible entity to conduct closure-related activities
- b. Notification to parents/guardians, the Board, the county office of education, the special education local plan area in which the school participates, the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:
- (1) The effective date of the closure
- (2) The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure
- (3) The students' districts of residence
- (4) The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements
- c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with item #16a above
- d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #16a above, except for records and/or assessment results that the charter may require to be transferred to a different entity
- e. Transfer and maintenance of personnel records in accordance with applicable law

- f. Completion of an independent final audit within six months after the closure of the school that includes an accounting of all financial assets and liabilities pursuant to 5 CCR 11962 and an assessment of the disposition of any restricted funds received by or due to the school
- g. Disposal of any net assets remaining after all liabilities of the school have been paid or otherwise addressed pursuant to 5 CCR 11962
- h. Completion and filing of any annual reports required pursuant to Education Code 47604.33
- i. Identification of funding for the activities identified in item #16a-h above

***Note: Education Code 47605 requires that petitioners provide to the Governing Board the information listed in items #1-4 below. The Board may require additional information. For example, U.S. Department of Education nonregulatory guidance, The Impact of New Title I Requirements on Charter Schools, suggests that districts may, at their discretion, choose to incorporate in the charter the state's definition of "adequate yearly progress" to assist charter schools in understanding their accountability requirements; see the accompanying Board policy and BP/AR 0520.2 - Title I Program Improvement Schools. ***

***Note: As outlined in CSBA's publication Charter Schools: A Manual for Governance Teams, some districts request a school calendar, information regarding transportation arrangements, staff development plans, assurances that the school will provide appropriate services for English language learners and students with disabilities, or any other information that will assist the Board in understanding the proposal. Districts that wish to require additional information in the charter may list those items below. ***

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

***Note: Education Code 47605 requires that information on school facilities, listed in item #1 below, must specify where the school intends to locate. Unless otherwise exempted, the school must be located within the geographic boundaries of the chartering district; see section "Location of Charter School" below. ***

- 1. The facilities to be used by the school, including where the school intends to locate
- (cf. 7160 Charter School Facilities)
- 2. The manner in which administrative services of the school are to be provided
- 3. Potential civil liability effects, if any, upon the school and district
- 4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation

Location of Charter School

***Note: Education Code 47605 and 47605.1 establish geographic and site requirements for charter schools. Pursuant to Education Code 47605, a charter school granted by either the County Board of Education or the SBE following initial denial by the district also must locate within the geographic boundaries of the district that denied the petition. ***

***Note: The Attorney General has opined, in 89 Ops.Cal.Atty.Gen. 166 (2006), that online charter schools are subject to the restrictions and conditions placed upon independent study programs, including the requirement that students reside in the charter school's home county or an adjacent county. ***

Unless otherwise exempted by law, the charter petition shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school that is unable to locate within the district's jurisdictional boundaries may establish one site outside district boundaries but within the county, provided that: (Education Code 47605, 47605.1)

- 1. The district is notified prior to approval of the petition.
- 2. The County Superintendent of Schools and Superintendent of Public Instruction are notified before the charter school begins operations.
- 3. The charter school has attempted to locate a single site or facility to house the entire program but such a facility or site is unavailable in the area in which the school chooses to locate, or the site is needed for temporary use during a construction or expansion project.

A charter school may establish and locate a resource center, meeting space, or other satellite facility in an adjacent county if both of the following conditions are met: (Education Code 47605.1)

- 1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.
- 2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

(3/12 11/12) 10/13

CSBA Sample

Board Policy

Charter School Oversight

BP 0420.41

Philosophy, Goals, Objectives and Comprehensive Plans

***Note: The following optional policy may be revised to reflect district practice. The Governing Board is obligated to monitor the performance of any charter school it authorizes in order to ensure the school's compliance with legal requirements and progress toward meeting measurable outcomes specified in the charter. Information about the school's performance will be needed when determining whether or not to grant a renewal of the charter or whether a revocation of the charter is warranted; see BP 0420.42 - Charter School Renewal and BP 0420.43 - Charter School Revocation. In addition, pursuant to Education Code 47604, if the district complies with all oversight responsibilities required by law, it will not be liable for the debts or obligations of any charter school that operates as or is operated by a nonprofit public benefit corporation pursuant to Corporations Code 5110-6910. ***

***Note: Pursuant to Education Code 47605, if the State Board of Education (SBE) approves a petition upon appeal after the Board and County Board of Education have denied the petition, the SBE may, by mutual agreement, designate its supervisorial and oversight responsibilities to the Board or to any local educational agency in the county in which the charter school is located. ***

The Governing Board recognizes its ongoing responsibility to ensure that any charter school authorized by the Board is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

(cf. 0420.4 - Charter School Authorization) (cf. 0500 - Accountability)

The Superintendent or designee shall identify at least one staff member to serve as a contact for each charter school. (Education Code 47604.32)

***Note: Education Code 47604.32 requires the district to visit each charter school at least once every year. CSBA's publication Charter Schools: A Manual for Governance Teams recommends more frequent visits, perhaps two or three times during the school year, in order to monitor school operations more closely and develop relationships with the staff at the charter school. ***

The Board and Superintendent or designee may inspect or observe any part of the charter school at any time. The Superintendent or designee shall visit each charter school at least annually. (Education Code 47604.32, 47607)

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

to Education Code 47604, if a charter school operates as or is operated by a nonprofit public benefit corporation, the Board is entitled to a single representative on the board of directors of the nonprofit public benefit corporation. CSBA's publication Charter Schools: A Manual for Governance Teams recommends that the district consult with legal counsel and consider any potential conflict of interest that may arise from having an individual Board member vote as a member of the charter board of directors on issues on which the Board will need to provide oversight. CSBA's manual suggests that an alternative may be for the district to designate its charter school contact appointed pursuant to Education Code 47604.32 to sit on the charter board. ***

Whenever a charter school operates as or is operated by a nonprofit public benefit corporation as authorized by Education Code 47604, the Superintendent shall recommend and the Board shall appoint a district representative, who may be the district's charter school contact, on the corporation's board of directors.

Waivers

***Note: A charter school is not authorized to submit general waiver requests to the SBE on its own behalf. Rather, the district must submit the waiver request for the charter school. A general waiver request form is available on the California Department of Education's (CDE) web site. Exceptions for which the charter school may directly apply for a waiver include a federal waiver of the Carl Perkins Career and Technical Education Act and a specific waiver of instructional time penalties. ***

If the charter school wishes to request a general waiver of any state law or regulation, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall apply for the waiver.

(cf. 1431 - Waivers)

Provision of District Services

***Note: The following optional section may be revised to reflect district practice. A charter school may elect to receive its funding directly from the County Superintendent of Schools pursuant to Education Code 47651 and be directly responsible for the provision of payroll, human resources, maintenance and operations, legal services, and other administrative operations. Alternatively, a charter school may receive its funding through the district that granted its charter, as is the case with most "dependent" charter schools. CSBA's publication Charter Schools: A Manual for Governance Teams recommends one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school, including any services that will be provided by the district; see BP 0420.4 - Charter School Authorization. ***

The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services, the district and charter school shall develop a memorandum of understanding which clarifies the financial and operational agreements between the district and charter school.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The charter school may be charged for the actual costs of the reporting services, but shall not be required to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

Material Revisions to Charter

Material revisions to a charter may be made only with Board approval. Material revisions shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to expand operations to one or more additional sites within the district's boundaries, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations. The Board shall consider approval of the additional locations at an open meeting. (Education Code 47605)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision.

Monitoring Charter School Performance

***Note: The district has a responsibility to ensure that the charter school complies with all applicable legal requirements. Violation of any law may subject the charter school to revocation pursuant to Education Code 47607. See the accompanying Exhibit for a list of legal requirements pertaining to the operation of charter schools. ***

The Superintendent or designee shall monitor the charter school to determine whether it complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32. Any violations of law shall be reported to the Board.

***Note: Education Code 47605 requires that measurable student outcomes for "all groups of students served by the charter school" be included in the school's charter petition; see AR 0420.4 - Charter School Authorization. Pursuant to Education Code 47607, "all groups of students served by the charter school" means all numerically significant subgroups of students served by the charter school, as defined in Education Code 52052. Education Code 52052, as amended by AB 97 (Ch. 47, Statutes of 2013), provides that a numerically significant subgroup includes ethnic subgroups, socioeconomically disadvantaged students, English learners, students with

disabilities, and foster youth, when there are at least 30 students in the subgroup (or at least 15 foster youth) in the school. For schools with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction (SPI) with approval by the SBE. ***

***Note: In addition, Education Code 47605 requires that the charter petition include methods for measuring the charter school's progress toward achieving student outcomes. Although these methods may vary, Education Code 47605 requires that charter schools conduct any statewide assessments applicable to other public schools. At a minimum, the charter school must demonstrate that it is meeting its Academic Performance Index growth targets pursuant to Education Code 52051.5-52052 and, if the school receives federal Title I funding, that it is making "adequate yearly progress" (AYP) as defined by the SBE in accordance with 20 USC 6311. ***

The Board shall monitor each charter school to determine whether it is achieving, both schoolwide and for all groups of students served by the school, the measurable student outcomes set forth in the charter. This determination shall be based on the measures specified in the approved charter and shall include, at a minimum, a consideration of whether the school is meeting its Academic Performance Index growth targets established pursuant to Education Code 52052 and is making "adequate yearly progress" (AYP) pursuant to 20 USC 6311, as applicable.

Note: As amended by AB 97 (Ch. 47, Statutes of 2013), Education Code 47604.32 requires the district to ensure that the charter school submits an annual update of school goals and actions to achieve those goals as required by Education Code 47606.5. Pursuant to Education Code 47606.5, as added by AB 97, this annual update must be developed using the template adopted by the SBE pursuant to Education Code 52064.

The Board shall monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget; an annual update, aligned to the template adopted by the SBE, of school goals, actions, and related expenditures; first and second interim financial reports; and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

***Note: Education Code 47613 authorizes the district to charge the charter school, within specified limits, for the costs of supervisorial oversight of the school. As amended by AB 97 (Ch. 47, Statutes of 2013), Education Code 47613 provides that the costs of supervisorial oversight include, but are not limited to, costs incurred for technical assistance or intervention pursuant to Education Code 47607.3; see the section "Technical Assistance/Intervention" below. Although no other examples are provided in law, CSBA's publication Charter Schools: A Manual for Governance Teams suggests that supervisorial oversight activities also might include site visits, reviews of performance data and financial reports, and legal auditing. The actual provision of administrative or support services would not likely be considered supervisorial oversight for purposes of charging supervisorial oversight costs to the charter school. ***

The district may charge up to one percent of a charter school's revenue for the actual costs of supervisorial oversight of the school. However, if the district is able to provide substantially

rent-free facilities to the charter school, the district may charge actual costs of supervisorial oversight up to three percent of the charter school's revenue. (Education Code 47613)

(cf. 7160 - Charter School Facilities)

Technical Assistance/Intervention

Note: Pursuant to 20 USC 6311, if a charter school receiving Title I funds fails to make AYP for two or more consecutive years, the school will be identified for program improvement pursuant to 20 USC 6316, see BP/AR 0520.2 - Title I Program Improvement Schools. U.S. Department of Education nonregulatory guidance, The Impact of the New Title I Requirements on Charter Schools, clarifies that the entity which authorizes the charter is responsible for ensuring that the school complies with accountability provisions.

If a charter school receiving federal Title I funding fails to make AYP, as defined pursuant to 20 USC 6311, for two or more consecutive years, the school shall be identified for program improvement and shall implement improvement strategies in accordance with 20 USC 6316.

(cf. 0520.2 - Title I Program Improvement Schools)

***Note: Education Code 47607.3, as added by AB 97 (Ch. 47, Statutes of 2013), requires the provision of technical assistance to a charter school under the circumstances described below.

If, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more student subgroups identified in Education Code 52052, or for all of the student subgroups if the school has fewer than three, in regard to one or more state or school priorities identified in the charter, the district: (Education Code 47607.3)

- 1. Shall provide technical assistance to the charter school using an evaluation rubric adopted by the SBE pursuant to Education Code 52064.5
- 2. May request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074

***Note: Education Code 47607 requires the Board to consider specified criteria of academic performance when determining whether to deny a petition for charter renewal or to revoke a charter, with achievement of all student subgroups served by the charter school being the most important factor; see BP 0420.42 Charter School Renewal and BP 0420.43 - Charter School Revocation. In addition, Education Code 47607.3, as added by AB 97 (Ch. 47, Statutes of 2013), requires the Board to consider revocation of a charter whenever it finds that the charter school failed to implement the recommendations of the California Collaborative for Educational Excellence or continues to demonstrate persistent or acute inadequate performance. ***

In accordance with law, the Board may deny a charter's renewal petition or may revoke a charter

based on the charter school's poor performance, especially with regards to the academic achievement of all numerically significant subgroups of students served by the charter school.

(cf. 0420.42 - Charter School Renewal) (cf. 0420.43 - Charter School Revocation)

Complaints

***Note: Pursuant to Education Code 52075, as added by AB 97 (Ch. 47, Statutes of 2013), charter schools are required to establish policies and procedures, on or before June 30, 2014, addressing complaints of noncompliance with Education Code 47606.5 (annual update of school goals, actions, and related expenditures) or 47607.3 (technical assistance or intervention based on the school's failure to improve student outcomes). See AR 1312.3 - Uniform Complaint Procedures for applicable procedures. ***

Each charter school shall maintain processes to enable any person to file a complaint, in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4687, alleging the school's noncompliance with Education Code 47606.5 or 47607.3. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

***Note: Pursuant to Education Code 52075, as added by AB 97 (Ch. 47, Statutes of 2013), a complainant may appeal the charter school's decision to the SPI and will receive a written appeal decision within 60 days of the SPI's receipt of the appeal. ***

A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

School Closure

***Note: The following optional section may be revised to reflect district practice. Pursuant to Education Code 47605, procedures to be followed in the event a charter school ceases operation for any reason must be specified in the charter; see AR 0420.4 - Charter School Authorization. 5 CCR 11962 lists components that must be included in these procedures, including (1) designation of a responsible entity to conduct closure-related activities; (2) notifications to specified persons and entities; (3) provision of information about students' grade level, course completion, and district of residence; (4) transfer and maintenance of student and personnel records; (5) completion of an independent final audit; and (6) disposal of any net assets remaining after all liabilities of the charter school have been paid or otherwise addressed. ***

***Note: Depending on the terms of the charter, these duties may be performed by the charter school, the district, or another specified entity. However, Education Code 47604.32 specifies that it is the responsibility of the district to notify the CDE when a charter school ceases

operation for any reason. The CDE's web site also recommends that, in addition to the notifications required by 5 CCR 11962, either the district or the charter school should announce the closure to any school districts that may be responsible for providing education services to the former students of the charter school. ***

***Note: The CDE's web site recommends that charter school closures occur at the end of a school year if it is feasible to maintain a legally compliant program until then. ***

In the event that the Board revokes or denies renewal of a charter or the school closes for any other reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or a memorandum of understanding, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days, if the charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

Legal Reference:

EDUCATION CODE

220 Nondiscrimination

17280-17317 Field Act

17365-17374 Field Act, fitness for occupancy

35330 Field trips and excursions; student fees

38080-38086 School meals

42100 Annual statement of receipts and expenditures

44237 Criminal record summary

44830.1 Certificated employees, conviction of a violent or serious felony

45122.1 Classified employees, conviction of a violent or serious felony

46201 Instructional minutes

47600-47616.7 Charter Schools Act of 1992

47634.2 Nonclassroom-based instruction

47640-47647 Special education funding for charter schools

48000 Minimum age of admission for kindergarten; transitional kindergarten

48010-48011 Minimum age of admission (first grade)

48907 Students' exercise of free expression; rules and regulations

48950 Student speech and other communication

49061 Student records

49110 Authority of issue work permits

49475 Health and safety, concussions and head injuries

51745-51749.3 Independent study

52051.5-52052 Academic performance index, applicability to charter schools

52060-52077 Local control and accountability plans

52075 Uniform complaint procedures

56026 Special education

56145-56146 Special education services in charter schools

60600-60649 Assessment of academic achievement

60850-60859 High school exit examination

CORPORATIONS CODE

5110-6910 Nonprofit public benefit corporations

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

54950-54963 The Ralph M. Brown Act

LABOR CODE

1198.5 Personnel records related to performance and grievance

PENAL CODE

667.5 Definition of violent felony

1192.7 Definition of serious felony

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

11700.1-11705 Independent study

11960-11969 Charter schools

CODE OF REGULATIONS, TITLE 24

101 et seq. California Building Standards Code

UNITED STATES CODE, TITLE 20

6311 Adequate yearly progress

6319 Qualifications of teachers and paraprofessionals

7223-7225 Charter schools

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.78 Accountability

300.18 Highly qualified special education teachers

COURT DECISIONS

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

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 166 (2006)

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

78 Ops.Cal.Atty.Gen. 297 (1995)

CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS

Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Sample Copy of a Memorandum of Understanding

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 11-01, November 9, 2011

Special Education and Charter Schools: Questions and Answers, September 10, 2002

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Charter Schools Program: Title V, Part B of the ESEA, April 2011

The Impact of the New Title I Requirements on Charter Schools, July 2004

WEB SITES

CSBA: http://www.csba.org

California Charter Schools Association: http://www.calcharters.org

California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs National Association of Charter School Authorizers: http://www.qualitycharters.org

U.S. Department of Education: http://www.ed.gov

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CSBA Sample

Exhibit

Charter School Oversight

E 0420.41

Philosophy, Goals, Objectives and Comprehensive Plans

REQUIREMENTS FOR CHARTER SCHOOLS

***Note: The following Exhibit lists some, but not necessarily all, legal requirements that apply to charter schools. Pursuant to Education Code 47610, charter schools are generally exempt from Education Code provisions governing school districts unless otherwise specified in law. Districts should consult with legal counsel regarding the applicability of state law other than the Education Code to charter schools. ***

Charter schools are generally exempt from provisions of the Education Code unless they are expressly included in the law. However, charter schools are subject to the terms of their charters, any memorandum of understanding with their chartering authority, and other legal requirements including, but not limited to, requirements that each charter school:

- 1. Comply with the state and federal constitution and applicable federal laws
- 2. Comply with state laws that apply to governmental agencies in general, such as the Brown Act requirements in Government Code 54950-54963
- 3. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)
- 4. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
- 5. Not charge tuition (Education Code 47605)

***Note: Education Code 47605 specifically prohibits a charter school from charging tuition, but does not mention fees or other charges. As clarified in the California Department of Education's (CDE) advisory Pupil Fees, Deposits, and Other Charges, charter schools are subject to the California Constitution and therefore the free school guarantee of the California Constitution, Article IX, Section 5, applies to charter schools. Charter schools may only charge fees authorized by those Education Code sections that have been made explicitly applicable to charter schools. For example, charter schools may charge fees for meals and field trips pursuant to Education Code 35330, 38082, and 38084 because those provisions apply to charter schools. However, charter schools may not charge other fees authorized by law for school districts, except to the extent that any such fees do not relate to an activity that is an integral component of public education. ***

- 6. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
- 7. Adhere to all laws establishing minimum age for public school attendance (Education Code 47610)
- 8. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)
- ***Note: Education Code 56145 requires charter schools to serve students with disabilities in the same manner as other public schools. Pursuant to Education Code 47646, districts must ensure that each charter school receives an equitable share of state and federal special education funding and/or any necessary special education services provided by the district on behalf of disabled students in the charter school. ***
- ***Note: If a charter school is operating as a public school of the district for purposes of providing special education, the district retains responsibility and must determine how best to ensure that all special education students receive a free appropriate public education (FAPE). However, the California Office of Administrative Hearings has ruled (Student v. Horizon Instructional Systems Charter School) that a charter school operating as its own local educational agency for purposes of special education, including a charter school offering an independent study program, is solely responsible for providing special education students with FAPE. ***
- 9. Serve students with disabilities in the same manner as such students are served in other public schools (Education Code 47646, 56145)
- 10. Admit all students who wish to attend the school, according to the following criteria and procedures:
- a. Admission to the charter school shall not be determined according to the student's place of residence, or that of his/her parents/guardians, within this state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within the school's former attendance area. (Education Code 47605)

However, if a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admissions preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing, except that preferences

shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)

- c. Other admissions preferences may be established on an individual school basis as consistent with law.
- 11. If the school offers a kindergarten program, offer a transitional kindergarten program to eligible students who do not yet meet the age criterion for entry into kindergarten (Education Code 48000)
- 12. Require its teachers to hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)
- ***Note: According to U.S. Department of Education (USDOE) nonregulatory guidance, The Impact of the New Title I Requirements on Charter Schools, teachers who teach core academic subjects in charter schools, in addition to meeting state charter school laws regarding teacher qualifications, must meet the requirements for "highly qualified" teachers pursuant to 20 USC 6319; see BP/AR/E 4112.24 Teacher Qualifications Under the No Child Left Behind Act. 34 CFR 300.18 clarifies that, with regard to special education teachers in a charter school, "highly qualified" means that the teacher meets the certification requirements set forth in the state's charter school law. ***
- 13. Require its teachers of core academic subjects to satisfy requirements for "highly qualified teachers" as defined by the State Board of Education (SBE) (20 USC 6319; 34 CFR 300.18)
- ***Note: Education Code 44830.1 and 45122.1 prohibit charter schools from hiring any person who has been convicted of a violent or serious felony as defined in Penal Code 667.5 and 1192.7, unless that person has received a certificate of rehabilitation and a pardon. Schools also may not retain in employment any temporary, substitute, or probationary employee who has been convicted of a violent or serious felony. See AR 4112.5/4312.5 Criminal Record Check and AR 4212.5 Criminal Record Check. ***
- 14. Not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law (Education Code 44830.1, 45122.1)
- 15. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)
- 16. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
- ***Note: According to USDOE nonregulatory guidance, The Impact of the New Title I Requirements on Charter Schools, charter schools that receive Title I funds and have

paraprofessionals working in programs supported by Title I funds must comply with requirements of 20 USC 6319 regarding paraprofessional qualifications; see BP/AR/E 4222 - Teacher Aides/Paraprofessionals. ***

- 17. If applicable, meet federal requirements for qualifications of paraprofessionals working in programs supported by Title I funds (20 USC 6319)
- 18. Meet all statewide standards and conduct the student assessments required by Education Code 60605 and 60851 and any other statewide standards or assessments applicable to noncharter public schools (Education Code 47605, 47612.5)
- ***Note: Pursuant to Education Code 47612.5, which specifies the minimum number of instructional minutes that must be offered each fiscal year by grade level, any charter school that fails to meet that requirement will have its state apportionment reduced in proportion to the percentage of instructional minutes that the school fails to offer. Education Code 47612.5 and 47612.6 provide that neither the State Board of Education (SBE) nor the Superintendent of Public Instruction (SPI) may waive the required number of instructional minutes but may waive the fiscal penalties under specified conditions. ***
- 19. Offer at least the number of instructional minutes set forth in Education Code 47612.5 for the grade levels provided by the charter school (Education Code 47612.5)
- ***Note: Education Code 47612.5 provides that charter schools offering independent study are subject to Education Code 51745,51749.3. Education Code 51745 requires that no course included among the courses required for graduation may be offered solely through independent study. However, pursuant to 5 CCR 11705, a charter school offering grades 9-12 shall be deemed to be an "alternative school" for purposes of independent study and thus, according to the CDE, would comply with this provision because students in such alternative schools are enrolled voluntarily and, if they wished, could attend any other district high school in which the courses were offered via classroom instruction. ***
- 20. Meet the requirements of Education Code 51745-51749.3 if it provides independent study, except that it may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)
- ***Note: Pursuant to Education Code 47634.2 and 5 CCR 11963.2, charter schools offering nonclassroom-based instruction will receive 70 percent of the level of funding to which the charter school would otherwise be entitled, unless the SBE determines that a different percentage is appropriate. ***
- 21. Identify and report to the Superintendent of Public Instruction (SPI) any portion of its average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)

- 22. On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)
- ***Note: Education Code 48907 requires charter schools to establish a written "publications code" related to students' rights to freedom of speech and of the press. These written rules and regulations must include reasonable provisions for the time, place, and manner in which free expression may take place within the charter school's jurisdiction. ***
- 23. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)
- 24. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
- 25. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)
- 26. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)
- a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
- b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.
- 27. Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding its financial records (Education Code 47604.3)
- 28. Annually prepare and submit financial reports to the Governing Board and the County Superintendent of Schools in accordance with the following reporting cycle:
- a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)
- b. By December 15, an interim financial report for the current fiscal year reflecting changes

through October 31. (Education Code 47604.33)

- c. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)
- d. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)
- e. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the state Controller and the California Department of Education. (Education Code 47605)

CSBA Sample

Board Policy

Local Control And Accountability Plan

BP 0460

Philosophy, Goals, Objectives and Comprehensive Plans

***Note: The following optional policy reflects Education Code 52060-52077, as added by AB 97 (Ch. 47, Statutes of 2013), which require the Governing Board to adopt a three-year local control and accountability plan (LCAP) by July 1, 2014, and to update the LCAP on or before July 1 of each subsequent year. SB 97 (Ch. 357, Statutes of 2013) subsequently amended some of these provisions. ***

The Governing Board desires to ensure the most effective use of available state funding to improve outcomes for all students. A community-based, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions aligned with state and local priorities and to facilitate continuous improvement of district practices.

(cf. 0000 - Vision) (cf. 0200 - Goals for the School District)

***Note: Pursuant to Education Code 52060, the LCAP must include goals and actions aligned with eight state priorities related to (1) the degree to which teachers are appropriately assigned and fully credentialed, students have sufficient access to standards-based instructional materials, and facilities are maintained in good repair; (2) implementation of and student access to state academic content and performance standards; (3) parent/guardian involvement; (4) student achievement; (5) student engagement; (6) school climate; (7) student access to and enrollment in a broad course of study, including programs and services provided to benefit low-income students, English learners, and/or foster youth (i.e., "unduplicated students" for purposes of the local control funding formula); and (8) student outcomes in the specified course of study. Education Code 52064 requires the State Board of Education (SBE) to provide a template for the LCAP on or before March 31, 2014. See the accompanying administrative regulation for further information about the required content of the LCAP. ***

The Board shall adopt a districtwide local control and accountability plan (LCAP), using the template provided by the State Board of Education, which addresses the state priorities specified in Education Code 52060. The LCAP shall be effective for three years and shall be updated on or before July 1 of each year. (Education Code 52060)

***Note: Education Code 52060 provides that, in addition to addressing the state priorities in the LCAP, the district may establish and address local priorities. The following paragraph may be revised to reflect any local priorities. Examples include priorities for student wellness and other conditions of children, professional development, community involvement, and effective governance and leadership. ***

In addition, the LCAP shall address any local priorities adopted by the Board.

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" and other underperforming students.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth and are counted only once for purposes of the local control funding formula. (Education Code 42238.02)

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(cf. 3553 - Free and Reduced Price Meals)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6174 - Education for English Language Learners)
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***Note: Education Code 52062 requires the district to ensure that the specific actions included in the LCAP or the annual update are consistent with strategies in the single plan for student achievement (SPSA) submitted by each school pursuant to Education Code 64001; see BP/AR 0420 - School Plans/Site Councils for SPSA requirements. In addition, pursuant to Education Code 52064, the SBE is required to take steps to minimize duplication of effort at the local level to the extent possible. The LCAP template developed by the SBE must allow districts to complete a single plan that meets the requirements for the LCAP and the Title I local educational agency plan required by 20 USC 6312 (see BP/AR 6171 - Title I Programs). ***

To minimize duplication of effort and provide clear direction for program implementation, the LCAP and other district and school plans shall be aligned to the extent possible.

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(cf. 0400 - Comprehensive Plans)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5030 - Student Wellness)
(cf. 6171 - Title I Programs)
(cf. 7110 - Facilities Master Plan)
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The Superintendent or designee shall review the single plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP or the annual update are consistent with strategies included in the SPSA. (Education Code 52062)

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(cf. 0420 - School Plans/Site Councils)
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***Note: Pursuant to Education Code 52075, the district is required to establish policies and procedures, on or before June 30, 2014, implementing uniform complaint procedures for complaints that the district has not complied with LCAP requirements; see AR 1312.3 - Uniform Complaint Procedures. ***

Any complaint that the district has not complied with legal requirements pertaining to the LCAP

may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the numbers of students in various student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

***Note: Education Code 52060, as amended by SB 97 (Ch. 357, Statutes of 2013), requires consultation on plan development with all of the following groups. The law does not specify a timeline or method for such consultation. Examples of consultation may include the establishment of an advisory committee consisting of representatives of all the specified groups, solicitation of feedback from the groups after a draft plan is available, discussion of the LCAP at staff meetings, and communication with parent organizations, student councils, school site councils, or other established committees or organizations. The Board may delegate responsibility for arranging meetings and other input opportunities to the Superintendent or designee. The district may expand the following paragraph to reflect district practice. ***

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. (Education Code 52060)

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 6020 - Parent Involvement)

Public Review and Input

***Note: Pursuant to Education Code 52063, the Board is required to establish a parent advisory committee that includes parents/guardians of unduplicated students. In addition, if district enrollment includes at least 15 percent English learners and at least 50 students who are English learners, the Board is required to establish an English learner parent advisory committee.

***Note: The district may use existing parent advisory committees for these purposes if the committee composition complies with Education Code 52063. However, the district should consider whether such opportunities need to be expanded to achieve significant levels of stakeholder involvement in the planning process as intended by the law. ***

The Board shall establish the following committee(s) to review and comment on the LCAP: (Education Code 52063)

1. A parent advisory committee including at least one parent/guardian of unduplicated students as defined above

***Note: Item #2 may be deleted if district enrollment does not include at least 15 percent English learners and at least 50 students who are English learners. ***

2. An English learner parent advisory committee whenever district enrollment includes at least 15 percent English learners and at least 50 students who are English learners

The Superintendent or designee shall present the LCAP or the annual update to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

***Note: Education Code 52062 requires notification to the public of the opportunity to submit written comments on the proposed LCAP, including notification in the primary language of parents/guardians when required by Education Code 48985. Pursuant to Education Code 48985, whenever 15 percent or more of the students in a school speak a single primary language other than English, notifications sent to parents/guardians of such students must be written in the primary language as well as in English; see BP 5145.6 - Parental Notifications. ***

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP or the annual update to the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP or the annual update shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

***Note: Pursuant to Education Code 42127, as amended by AB 97 (Ch. 47, Statutes of 2013) and SB 97 (Ch. 357, Statutes of 2013), for the 2014-15 fiscal year and each fiscal year thereafter, the Board must not adopt a district budget until the LCAP or an annual update to the LCAP is in place for the budget year; see BP 3100 - Budget. The budget must include the expenditures necessary to implement the plan that is effective during the subsequent fiscal year. If it does not, the County Superintendent of Schools must disapprove the district's budget. ***

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP or the annual update. The public hearing shall be held at the same meeting as the public hearing required prior to the adoption of the district budget in accordance with Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9320 - Meetings and Notices)

Adoption of the Plan

Prior to adopting the district budget, but at the same public meeting, the Board shall adopt the LCAP or the annual update. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

Submission of Plan to County Superintendent of Schools

***Note: Education Code 52070 requires the district to submit the LCAP and the annual update to the County Superintendent. The County Superintendent may seek written clarification of the contents of the plan and may submit recommendations for amendments, in accordance with the timelines specified in law as provided below. He/she is required to approve the LCAP or the annual update on or before October 8 if he/she determines that (1) the LCAP adheres to the SBE template; (2) the district budget includes expenditures sufficient to implement the specific actions and strategies in the LCAP; and (3) as amended by SB 97 (Ch. 357, Statutes of 2013), the LCAP or annual update adheres to supplemental and concentration grant expenditure requirements specified in Education Code 42238.07 for unduplicated students. ***

***Note: Pursuant to Education Code 52064, the district is not required to submit the LCAP or annual update to the SBE unless otherwise required by federal law. ***

Not later than five days after adoption of the LCAP or the annual update to the LCAP, the Board shall file the LCAP or the annual update with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP or the annual update, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

Monitoring Progress

***Note: The following optional paragraph may be revised to reflect the district's timeline for reviewing evaluations of the progress and effectiveness of strategies included in the LCAP. Such reports should be provided to the Board in sufficient time to allow for any necessary changes in the annual update to the LCAP by July 1 of each year, as required by Education Code 52060-52061. ***

***Note: Pursuant to Education Code 52064.5, the SBE is required to adopt evaluation rubrics by October 1, 2015, to assist districts in evaluating their strengths, weaknesses, and areas that

require improvement. The rubrics will include all of the state priorities described in Education Code 52060 and the SBE standards for district and school performance and expectations for improvement in regard to those state priorities. ***

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

(cf. 0500 - Accountability)

Technical Assistance/Intervention

***Note: Pursuant to Education Code 52071, the Board may, at its discretion and at the district's expense, request technical assistance as described in items #1-3 below. In addition, the County Superintendent is required to provide such technical assistance whenever he/she does not approve the district's LCAP or annual update to the LCAP and/or the district fails to improve student achievement across more than one state priority described in Education Code 52060, as determined using the SBE evaluation rubric. ***

When it is in the best interest of the district, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

- 1. Assistance in the identification of district strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the district's goals
- 2. Assistance from an academic expert, team of academic experts, or another district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
- 3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

***Note: Education Code 52072 provides that the Superintendent of Public Instruction (SPI), with approval of the SBE, may intervene when a district meets both of the following criteria: (1) the district did not improve the outcomes for three or more student subgroups identified pursuant to Education Code 52052, or all of the student subgroups if the district has fewer than three subgroups, in regard to more than one state or local priority in three out of four consecutive school years; and (2) the California Collaborative for Educational Excellence (CCEE) has provided advice and assistance to the district and submits a finding that the district failed or is unable to implement the CCEE's recommendations or that the district's inadequate performance

is so persistent or acute as to require intervention. For any district identified as needing intervention, the SPI or an academic trustee appointed by the SPI may, with approval of the SBE, take one or more of the actions listed in items #1-3 below. ***

If the Superintendent of Public Instruction (SPI) identifies the district as needing intervention pursuant to Education Code 52072, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

- 1. Revision of the district's LCAP
- 2. Revision of the district's budget in accordance with changes in the LCAP
- 3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

Legal Reference:

EDUCATION CODE

17002 State School Building Lease-Purchase Law, including definition of good repair

41020 Audits

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Academic Performance Index; numerically significant student subgroups

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning pilot program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

60811.3 Assessment of language development

64001 Single plan for student achievement

99300-99301 Early Assessment Program

UNITED STATES CODE, TITLE 20

6312 Local educational agency plan

6826 Title III funds, local plans

Management Resources:

CSBA PUBLICATIONS

Impact of Local Control Funding Formula on Board Policies, November 2013

Local Control Funding Formula 2013, Governance Brief, August 2013
State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California School Accounting Manual
WEB SITES
CSBA: http://www.csba.org

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

10/13

CSBA Sample

Administrative Regulation

Local Control And Accountability Plan

AR 0460

Philosophy, Goals, Objectives and Comprehensive Plans

***Note: Education Code 52060-52077, as added by AB 97 (Ch. 47, Statutes of 2013), requires the Governing Board to adopt a three-year local control and accountability plan (LCAP) by July 1, 2014, and to update the LCAP on or before July 1 of each subsequent year. ***

Content of the Plan

***Note: Education Code 52060 requires that the LCAP include annual goals, aligned with specified state priorities, to be achieved for all students and for each numerically significant subgroup as defined in Education Code 52052. Pursuant to Education Code 52052, a numerically significant subgroup includes ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, when there are at least 30 students in the subgroup (or at least 15 foster youth) in the school or district. For schools or districts with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction (SPI) with approval by the State Board of Education (SBE).

***Note: In addition, several state priorities address programs and services for "unduplicated students." For purposes of supplemental and concentration grants allocated through the local control funding formula, "unduplicated students" are defined by Education Code 42238.02 as students eligible for free or reduced-price meals, English learners, and foster youth; see the accompanying Board policy. ***

The district's local control and accountability plan (LCAP) shall include, for the district and each district school: (Education Code 52060)

- 1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth. The LCAP shall identify goals for each of the following state priorities:
- a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

(cf. 1312.4 - Williams Uniform Complaint Procedures)

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(cf. 3517 - Facilities Inspection)(cf. 4112.2 - Certification)(cf. 4113 - Assignment)(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
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b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

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(cf. 6011 - Academic Standards)
(cf. 6174 - Education for English Language Learners)
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c. Parent/guardian involvement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy

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(cf. 3553 - Free and Reduced Price Meals)
(cf. 6020 - Parent Involvement)
(cf. 6159 - Individualized Education Program)
(cf. 6173.1 - Education for Foster Youth)
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- d. Student achievement, as measured by all of the following as applicable:
- (1) Statewide assessments of student achievement
- (2) Academic Performance Index
- (3) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that satisfy specified requirements and align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
- (4) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
- (5) The English learner reclassification rate
- (6) The percentage of students who have passed an advanced placement examination with a score of 3 or higher
- (7) The percentage of students who participate in and demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

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(cf. 0500 - Accountability)
(cf. 6141.5 - Advanced Placement)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6178 - Career Technical Education)
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e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

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(cf. 6146.1 - High School Graduation Requirements)(cf. 5113.1 - Chronic Absence and Truancy)(cf. 5147 - Dropout Prevention)(cf. 5149 - At-Risk Students)
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f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

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(cf. 5137 - Positive School Climate)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
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g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

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(cf. 6143 - Courses of Study)
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h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

***Note: In addition to goals aligned with the state priorities described in item #1 above, Education Code 52060 provides that the LCAP may include goals for local priorities established by the Board; see the accompanying Board policy. Optional item #2 below may be revised to reflect local priorities. ***

2. Any goals identified for any local priorities established by the Board.

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(cf. 0200 - Goals for the School District)
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***Note: Education Code 52060 requires that the LCAP include a description of specific

actions the district will take each year to achieve the identified goals. As amended by SB 97 (Ch. 357, Statutes of 2013), Education Code 52060 provides that these actions must not supersede the provisions of existing collective bargaining agreements. ***

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

***Note: Pursuant to Education Code 52060, in developing goals and actions for the LCAP, the Board may consider qualitative information, including, but not limited to, the results of school quality reviews conducted pursuant to Education Code 52052. Education Code 52052, as amended by AB 97 (Ch. 47, Statutes of 2013), authorizes the SPI, with approval of the SBE and conditional upon an appropriation in the state budget, to develop and implement a program of school quality reviews that features locally convened panels to visit schools, observe teachers, interview students, and examine student work. ***

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on a school accountability report card. (Education Code 52060)

(cf. 0510 - School Accountability Report Card)

Annual Updates

***Note: Pursuant to Education Code 52061, the district is required to update the LCAP on or before July 1, 2015, and each year thereafter. ***

On or before July 1 of each year, the LCAP shall be updated using the template developed by the SBE and shall include all of the following: (Education Code 52061)

- 1. A review of any changes in the applicability of the goals described in the existing LCAP pursuant to the section "Content of the Plan" above
- 2. A review of the progress toward the goals included in the existing LCAP, an assessment of the effectiveness of the specific actions described in the existing LCAP toward achieving the

goals, and a description of changes to the specific actions the district will make as a result of the review and assessment

***Note: Pursuant to Education Code 52061, as amended by SB 97 (Ch. 357, Statutes of 2013), the annual update to the LCAP must include expenditures for specific actions included in the LCAP and expenditures serving unduplicated students. The expenditures specified in items #3-4 below must be classified in accordance with the California School Accounting Manual. ***

- 3. A listing and description of the expenditures for the fiscal year implementing the specific actions included in the LCAP and the changes to the specific actions made as a result of the reviews and assessment required by items #1-2 above
- 4. A listing and description of expenditures for the fiscal year that will serve unduplicated students and students redesignated as fluent English proficient

Availability of the Plan

***Note: Education Code 52065 requires the district to post its LCAP and annual update or revisions to the LCAP on the district web site. In addition, the County Superintendent of Schools is required to post all district LCAPs, or links to those plans, on the county office of education web site and to transmit all such plans to the SPI, who will then post links to all plans on the California Department of Education web site. ***

The Superintendent or designee shall post the LCAP and any updates or revisions to the LCAP on the district's web site. (Education Code 52065)

(cf. 1113 - District and School Web Sites)

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CSBA Sample

Board Policy

Accountability

BP 0500

Philosophy, Goals, Objectives and Comprehensive Plans

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

The Governing Board recognizes its responsibility to ensure accountability to the public for the performance of district schools. The Board shall regularly review the effectiveness of the district's programs, personnel, and fiscal operations, with a focus on the district's effectiveness in improving student achievement. The Board shall establish appropriate processes and measures to monitor results and to evaluate progress toward accomplishing the district's vision and goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 2140 - Evaluation of the Superintendent)

(cf. 3460 - Financial Accountability and Reports)

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6190 - Evaluation of the Instructional Program)

(cf. 9400 - Board Self-Evaluation)

***Note: California's accountability system is based on both state and federal requirements, including the calculation of an Academic Performance Index (API) pursuant to Education Code 52052-52052.1 and a determination as to whether schools and districts make "adequate yearly progress" (AYP) pursuant to 20 USC 6311. Both the API and AYP incorporate multiple measures, including, but not limited to, student performance on statewide assessments. However, as amended by AB 484 (Ch. 489, Statutes of 2013), Education Code 52052 authorizes the State Board of Education to suspend the API in the 2013-14 and 2014-15 school years while the state assessment system is transitioning from the Standardized Testing and Reporting program to the California Measurement of Academic Performance and Progress. ***

Indicators of district progress in improving student achievement shall include, but are not limited to, the state Academic Performance Index (API) and the measures of "adequate yearly progress" (AYP) required under the federal accountability system.

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

Alternative schools serving high-risk student populations, including continuation high schools, opportunity schools, and community day schools, shall be subject to an alternative accountability system established by the Superintendent of Public Instruction. (Education Code 52052)

***Note: Education Code 52052 requires that schools and districts demonstrate comparable improvement in academic achievement by all numerically significant student subgroups, as defined below. AB 97 (Ch. 47, Statutes of 2013) amended Education Code 52052 to add foster youth to the list of student subgroups and to change the definition of "numerically significant."

The district and each district school shall demonstrate comparable improvement in academic achievement, as measured by the API, for all numerically significant student subgroups. Numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, and foster youth, when the subgroup consists of at least 30 students with a valid test score or 15 foster youth. (Education Code 52052)

***Note: The following optional paragraph may be revised to reflect district practice. AB 97 (Ch. 47, Statutes of 2013) repealed Education Code 52056, which had required an annual discussion of the results of each school's API ranking at a regularly scheduled Governing Board meeting. Nevertheless, reporting to the public and receiving input from the public are key components of accountability. ***

***Note: Education Code 52060, as added by AB 97 and amended by SB 97 (Ch. 357, Statutes of 2013), requires that the district consult with parents/guardians, students, teachers, principals, administrators, other school personnel, and employee bargaining units in the development of the district's local control and accountability plan (LCAP); see BP 0460 - Local Control and Accountability Plan. ***

The Superintendent shall provide regular reports to the Board and the public regarding district and school performance. Opportunities for feedback from students, parents/guardians, staff, and community members shall be made available as part of any review and evaluation of district programs and operations and as part of the development or annual update of the local control and accountability plan (LCAP).

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0510 - School Accountability Report Card)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

***Note: Schools are subject to intervention and support based on their API and their ability to meet growth targets established by the State Board of Education; see BP 0520.4 - Quality Education Investment Schools. In addition, a school or district that receives federal Title I funds

may be identified for program improvement if it does not meet AYP criteria for two consecutive years within specific areas; see BP/AR 0520.2 - Title I Program Improvement Schools and BP/AR 0520.3 - Title I Program Improvement Districts. ***

***Note: Pursuant to Education Code 52071, as added by AB 97 (Ch. 47, Statutes of 2013), a district will receive technical assistance whenever the County Superintendent of Schools does not approve the district's LCAP or annual update to the LCAP, the district fails to improve student achievement across more than one state priority identified in Education Code 52060, or the district requests technical assistance. AB 97 also added Education Code 52072 which provides that, under specified conditions, the Superintendent of Public Instruction may intervene to revise the district's LCAP or budget and/or to stay or rescind any district action that is preventing the district from improving outcomes for all student subgroups and is not required by a collective bargaining agreement. See BP/AR 0460 - Local Control and Accountability Plan.

Evaluation results may be used as a basis for revising district or school goals, updating the LCAP or other comprehensive plans, identifying and developing strategies to address disparities in achievement among student subgroups, implementing programmatic changes, determining the need for additional support and assistance, awarding incentives or rewards, and establishing other performance-based consequences.

(cf. 0400 - Comprehensive Plans)

(cf. 0420 - School Plans/Site Councils)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 0520.4 - Quality Education Investment Schools)

(cf. 4141/4241 - Collective Bargaining Agreement)

Legal Reference:

EDUCATION CODE

33127-33129 Standards and criteria for fiscal accountability

33400-33407 California Department of Education evaluation of district programs

44660-44665 Evaluation of certificated employees

51041 Evaluation of the educational program

52052-52052.1 Academic Performance Index

52055.57-52055.59 Districts identified or at risk of identification for program improvement

52060-52077 Local control and accountability plan

CODE OF REGULATIONS, TITLE 5

1068-1074 Alternative schools accountability model, assessments

15440-15463 Standards and criteria for fiscal accountability

UNITED STATES CODE, TITLE 20

6311 Accountability, adequate yearly progress

6312 Local educational agency plan

6316 School and district improvement

CODE OF FEDERAL REGULATIONS, TITLE 34 200.13-200.20 Adequate yearly progress 200.30-200.53 Program improvement

Management Resources:

WEB SITES

CSBA: http://www.csba.org

California Department of Education, Accountability: http://www.cde.ca.gov/ta/ac

U.S. Department of Education: http://www.ed.gov

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CSBA Sample

Board Policy

Budget

BP 3100

Business and Noninstructional Operations

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, priorities, and comprehensive plans. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

***Note: Pursuant to Education Code 42127, as amended by AB 97 (Ch. 47, Statutes of 2013), prior to adopting the district budget for the 2014-15 fiscal year, the Governing Board must adopt a local control and accountability plan (LCAP). Each fiscal year thereafter, the Board must not adopt the district budget until it has an approved LCAP or update to the LCAP that is effective for the budget year. Education Code 52062, added by AB 97, requires that the LCAP or annual update be adopted at the same public meeting during which the Board adopts the budget. See BP/AR 0460 - Local Control and Accountability Plan. ***

The Board shall adopt the budget only after a local control and accountability plan (LCAP) developed pursuant to Education Code 52060-52077 or an annual update to the LCAP is in place for the budget year. Expenditures necessary to implement the LCAP or the annual update during the subsequent fiscal year shall be included in the budget. (Education Code 42127)

(cf. 0460 - Local Control and Accountability Plan)

Budget Development and Adoption Process

***Note: Education Code 42127 gives districts a choice of budget adoption methods. Under

the single budget adoption process (Education Code 42127(i)), the Board must adopt and submit, by July 1, a "final" budget which subsequently may be amended within 45 days after the state budget is adopted and when necessary in response to disapproval of the budget by the County Superintendent of Schools. Under the dual budget adoption process (Education Code 42127(e) and (g)), the budget that the Board adopts by July 1 serves as a "tentative" budget. By September 8, the Board must submit a revised final budget which responds to the County Superintendent's recommendations and reflects changes in projected income or expenditures after July 1. ***

***Note: Education Code 42127 requires districts using the single budget adoption process to notify the County Superintendent of that decision by October 31 of the preceding calendar year. However, according to the California Department of Education's (CDE) budget calendar, this notification should be provided to the County Superintendent along with the unaudited actual data report (see AR 3460 - Financial Reports and Accountability) which may be required sooner than October 31. ***

OPTION 1: (Single Budget Adoption Process)

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year. (Education Code 42127)

OPTION 2: (Dual Budget Adoption Process)

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the dual budget adoption process described in Education Code 42127(e) and (g).

***Note: The remainder of this section applies to districts that selected either Option 1 or 2 above. ***

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

***Note: Education Code 42103 and 42127 require a public hearing prior to adoption of the budget and, in the case of the dual budget adoption process, a second public hearing prior to revising the budget; see the accompanying administrative regulation. ***

The Board encourages public input in the budget development process and shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

***Note: Education Code 42126 requires the district's final budget to be submitted to the County Superintendent in a format prescribed by the Superintendent of Public Instruction. The CDE requires districts to use the Standardized Account Code Structure; see the accompanying administrative regulation. At its discretion, the district may use a different format for communicating the budget to the Board, staff, and public but, according to the CDE, the budget that the Board formally adopts must be in the format that will be submitted to the County Superintendent. ***

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

Budget Advisory Committee

***Note: The following optional section is for use by districts that choose to establish a budget advisory committee to provide input during the budget development process. The committee may be appointed by the Superintendent or designee (Option 1), by the Board (Option 2), or may be a Board subcommittee composed exclusively of Board members (Option 3). Committees established by Board action are subject to the Brown Act; see BP/AR 1220 - Citizen Advisory Committees. Districts should delete or modify the following options as appropriate. See the accompanying administrative regulation for optional language regarding the committee's composition and duties. ***

***Note: This committee is different from the budget review committee that is required in the event that the County Superintendent disapproves the district's budget; see the accompanying administrative regulation. ***

OPTION 1: The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 2: The Board may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 3: The Board may establish a budget subcommittee composed exclusively of Board members.

***Note: The following paragraph is for use by districts that selected either Option 1, 2, or 3 above. ***

The committee shall develop recommendations during the budget development process and its

duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board or the Superintendent or designee.

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 3350 - Travel Expenses)

(cf. 9130 - Board Committees)

(cf. 9140 - Board Representatives)

Budget Criteria and Standards

***Note: Education Code 33129 requires the district to develop its budget and manage its expenditures in keeping with criteria and standards adopted by the State Board of Education (SBE) pursuant to Education Code 33127. These criteria and standards are delineated in Education Code 33128 and 5 CCR 15440-15451. ***

***Note: Pursuant to Education Code 33128.3, by the 2013-14 fiscal year, districts are required to restore their reserve for economic uncertainty to the level specified in 5 CCR 15450. The CDE's New Requirements for Reporting Fund Balance in Governmental Funds suggests that districts may find it prudent to maintain reserves above the minimum required level; see the section "Fund Balance" below. ***

***Note: AB 97 (Ch. 47, Statutes of 2013) amended Education Code 33127 to require the SBE to revise the state standards and criteria, on or before January 1, 2014, to reflect the requirements of the LCAP pursuant to Education Code 52060-52077. The updated standards and criteria will be applicable to district budgets starting in the 2014-15 school year. ***

The Superintendent or designee shall develop a district budget in accordance with criteria and standards adopted by the State Board of Education (SBE). (Education Code 33127, 33128, 33128.3, 33129; 5 CCR 15440-15451)

***Note: Education Code 42238.02 and 42238.03, as added by AB 97 (Ch. 47, Statutes of 2013), provide supplemental and concentration grants within the local control funding formula for some districts based on the number and concentration of unduplicated counts of students who are eligible for free or reduced-price meals, English learners, and foster youth. Pursuant to Education Code 42238.07, as added by AB 97, the SBE is required to adopt regulations on or before January 31, 2014, governing the expenditure of supplemental and concentration grant funds and requiring districts to increase or improve services for targeted student groups in proportion to the increase in funds through these grants. ***

The budget shall provide that funding received through state supplemental and concentration grants pursuant to Education Code 42238.02 and 42238.03 shall be used in accordance with regulations adopted by the SBE for schoolwide or districtwide purposes to increase or improve services for students who are English learners, eligible for free or reduced-price meals, and/or foster youth at least in proportion to the increase to the district's revenue generated from such

funds. (Education Code 42238.07)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy) (cf. 3110 - Transfer of Funds)

Fund Balance

***Note: The following optional section should be revised to reflect district practice. Governmental Accounting Standards Board (GASB) Statement 54 addresses the way fund balances (i.e., the gross differences between assets and liabilities reflected on the balance sheet) in governmental funds are reported in external financial reports. Fund balances must be classified as nonspendable, restricted, committed, assigned, and unassigned in accordance with GASB 54 definitions; also see AR 3460 - Financial Reports and Accountability. Pursuant to GASB 54, the Board has sole authority to specify purposes of funds classified as "committed" and also must express, or delegate the authority to express, intended purposes of resources that result in the "assigned" fund balance. The Board may modify the following section to reflect its fund balance policy or may adopt a formal resolution containing the required components. ***

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

- 1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
- 2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.
- 3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period of June 30, although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which the Board or its designee intends to use

for a specific purpose.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent or designee and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

***Note: The remainder of this section is optional. Although not required by GASB 54, the Government Finance Officers Association (GFOA) recommends that public agencies adopt a minimum fund balance policy that establishes an appropriate level of unrestricted fund balance that will be maintained in the general fund. The GFOA's Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund describes a variety of factors that should be considered when developing a minimum fund balance policy, such as the predictability of its revenue and volatility of its expenditures, perceived exposure to significant one-time outlays, potential drain upon the general fund from other funds as well as the availability of resources in other funds, liquidity of resources, and portion of unrestricted fund balance already committed or assigned for a specific purpose. According to the GFOA, a public agency may deem it appropriate to exclude committed and assigned resources and focus on unassigned fund balance rather than unrestricted fund balance. ***

***Note: The CDE's New Requirements for Reporting Fund Balance in Governmental Funds suggests that a district's fund balance policy should not be limited to the reserve for economic uncertainty and that many districts find it prudent to maintain reserves above the minimum level specified in 5 CCR 15450. The following optional paragraph is based on sample language for non-basic aid districts provided on the CDE's web site and should be revised to reflect district practice. Basic aid districts may choose to adopt the CDE's recommendation that basic aid districts maintain a minimum unassigned fund balance of not less than 15 percent of budgeted general fund expenditures and other financing uses as a reserve for economic uncertainties. ***

To protect the district against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the Board intends to maintain a minimum unassigned fund balance which includes a reserve for economic uncertainties equal to at least two months of general fund operating expenditures, or 17 percent of general fund expenditures and other financing uses.

***Note: The GFOA recommends that the minimum fund policy address both the circumstances under which the unrestricted fund balance can be spent down and the procedure for replenishing deficiencies. The district may revise the following optional paragraph to specify the rate at which the district will attempt to recover the fund balance (e.g., the Board shall develop a plan to recover the fund balance at a rate of at least one percent each year). ***

If the unassigned fund balance falls below this level due to an emergency situation, unexpected

expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Long-Term Financial Obligations

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement) (cf. 4143/4243 - Negotiations/Consultation) (cf. 4154/4254/4354 - Health and Welfare Benefits) (cf. 7210 - Facilities Financing) (cf. 9250 - Remuneration, Reimbursement and Other Benefits)

***Note: The following two optional paragraphs are for use by districts that provide "other postemployment benefits" (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other nonpension benefits to retired employees or Board members) and should be revised to reflect district practice; see BP/AR 4154/4254/4354 - Health and Welfare Benefits and BB 9250 Remuneration, Reimbursement and Other Benefits. CSBA recommends that districts adopt a specific funding strategy for addressing their OPEB obligations. The district may pay the premiums as they fall due ("pay-as-you-go"), but in such a case the district would then accrue a deficit with respect to future retirees which can be expected to grow as a result of an increasing retiree population and increases in benefit costs. Therefore, it is recommended that the district prefund the debt to the extent possible using a method and level to be determined by the Board. For example, the district may contribute a set amount or percentage of the actuarially determined "annual required contributions" to an irrevocable trust or designated fund each year. ***

***Note: Regardless of the funding strategy used by the district, GASB Statement 45 requires the district to report the annual expense of OPEBs and, to the extent that the OPEBs are not prefunded, to report them as a liability on the district's financial statements; see AR 3460 - Financial Reports and Accountability. ***

***Note: CSBA's GASB 45 Solutions program provides access to qualified actuaries and consultants and a GASB 45-compliant trust to prefund future obligations. See CSBA's web site for further information. ***

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to

ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

***Note: The following optional paragraph is for use by districts that are self-insured for workers' compensation claims, either individually or as part of a joint powers agency. See AR 3460 - Financial Reports and Accountability for provisions related to reporting the estimated accrued but unfunded cost of workers' compensation claims based on an actuarial report. ***

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

Budget Amendments

***Note: The following section is optional and should be revised to reflect district practice. ***

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:
EDUCATION CODE
1240 Duties of county superintendent of schools
33127-33131 Standards and criteria for local budgets and expenditures

35035 Powers and duties of superintendent

35161 Powers and duties, generally, of governing boards

42103 Public hearing on proposed budget; requirements for content of proposed budget

42122-42129 Budget requirements

42130-42134 Financial certifications

42140-42141 Disclosure of fiscal obligations

42238-42251 Apportionments to districts, especially:

42238.01-42238.07 Local control funding formula

42602 Use of unbudgeted funds

42605 Tier 3 categorical flexibility

42610 Appropriation of excess funds and limitation thereon

45253 Annual budget of personnel commission

45254 First year budget of personnel commission

52060-52077 Local control and accountability plan

GOVERNMENT CODE

7900-7914 Appropriations limit

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure

15440-15451 Criteria and standards for school district budgets

Management Resources:

CSBA PUBLICATIONS

Local Control Funding Formula 2013, Governance Brief, August 2013

State Priorities for Funding: The Need for Local Control and Accountability Plans, Fact Sheet, August 2013

School Finance CD-ROM, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES

CSBA: http://www.csba.org

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

California Department of Education, Finance and Grants: http://www.cde.ca.gov/fg

California Department of Finance: http://www.dof.ca.gov

Fiscal Crisis and Management Assistance Team: http://www.fcmat.org

Government Finance Officers Association: http://www.gfoa.org Governmental Accounting Standards Board: http://www.gasb.org Legislative Analyst's Office: http://www.lao.ca.gov School Services of California, Inc.: http://www.sscal.com

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CSBA Sample

Administrative Regulation

Budget

AR 3100

Business and Noninstructional Operations

Budget Advisory Committee

***Note: The following optional section is for use by districts that have established a budget advisory committee and have selected either Option 1 or 2 in the "Budget Advisory Committee" section of the accompanying Board policy. ***

Membership of the district's budget advisory committee may include representatives of each of the following groups:

1. Governing Board members, provided that less than a majority of the Board serves on the committee

(cf. 9140 - Board Representatives)

- 2. District and school site administrators
- 3. Representatives of bargaining units
- 4. Certificated and/or classified staff
- 5. Parents/guardians
- 6. Representatives of the business community and/or other community members
- 7. Students

(cf. 1220 - Citizen Advisory/Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 9130 - Board Committees)

***Note: The remainder of this section details the duties of the budget advisory committee and is for use by districts that selected either Option 1, 2, or 3 in the "Budget Advisory Committee" section of the accompanying Board policy. ***

The committee's duties may include, but not necessarily be limited to:

1. Making recommendations regarding budget priorities

- 2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued
- 3. Reviewing the clarity and effectiveness of budget documents and communications
- 4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board

The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

(cf. 3350 - Travel Expenses)

Initial Budget Adoption

***Note: Under the authority granted by Education Code 42126, the Superintendent of Public Instruction (SPI) has established a requirement that district budgets be reported using the standardized account code structure (SACS) software. SACS ensures that districts meet state and federal reporting guidelines and comply with generally accepted accounting principles prescribed by the Governmental Accounting Standards Board (GASB). The California Department of Education's (CDE) California School Accounting Manual provides guidance regarding coding of revenues and expenditures. ***

On or before July 1 of each year, the Board shall adopt a budget which adheres to the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

***Note: Pursuant to Education Code 52062, as added by AB 97 (Ch. 47, Statutes of 2013), the public hearing on the budget described below must be at the same meeting as the public hearing on the local control and accountability plan (LCAP); see BP 0460 - Local Control and Accountability Plan. ***

Before adopting the district budget for the subsequent fiscal year, the Board shall hold a public hearing. The agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. This hearing shall be held at the same meeting as the public hearing to solicit public input on the local control and accountability plan (LCAP) or the annual update to the LCAP. (Education Code 42103, 42127, 52062)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

***Note: Pursuant to Education Code 42103, the County Superintendent of Schools must publish the location, dates, and times at which the district's proposed budget may be inspected, as well as the location, date, and time of the public hearing described above. This notice must be published in a newspaper of general circulation 10-45 days before the hearing. The following paragraph is optional. ***

The Superintendent or designee shall notify the County Superintendent of Schools of the location, dates, and times at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing as required by Education Code 42103.

During the hearing, any district resident may speak to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

(cf. 9323 - Meeting Conduct)

***Note: Pursuant to Education Code 42127, as amended by AB 97 (Ch. 47, Statutes of 2013), prior to adopting the district budget for the 2014-15 fiscal year, the Governing Board must adopt the LCAP. Each fiscal year thereafter, the Board must not adopt the district budget until it has an approved LCAP or update to the LCAP that is in effect for the budget year. Education Code 52062, added by AB 97, requires that the LCAP or annual update be adopted at the same public meeting during which the Board adopts the budget. See BP/AR 0460 - Local Control and Accountability Plan. ***

After the public hearing, at a public meeting held on a different date, the Board shall adopt the district budget following adoption of the LCAP at the same meeting. The budget shall not be adopted if an approved LCAP or annual update to the LCAP is not in effect for the budget year. (Education Code 52062)

***Note: Education Code 42127 requires the district to file the adopted budget with the County Superintendent as described below. If the district fails to submit a budget, the County Superintendent will, at district expense, develop a budget by September 15 and transmit that budget to the Board. ***

The Superintendent or designee shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

Revised Budget

***Note: Pursuant to Education Code 42127, as amended by AB 97 (Ch. 47, Statutes of 2013), it is the County Superintendent's responsibility to determine whether the district's adopted budget complies with state standards and criteria, will allow the district to meet its current and future financial obligations, and includes the expenditures necessary to implement the LCAP or the annual update to the LCAP. Education Code 42127 also requires the County Superintendent to consider other studies, reports, evaluations, or audits that may indicate that the district is in fiscal distress; see the Fiscal Crisis and Management Assistance Team's (FCMAT) Fiscal Oversight Guide and BP 3460 - Financial Reports and Accountability. ***

***Note: On or before August 15, the County Superintendent will approve, conditionally approve, or disapprove the district's adopted budget and report to the Board and the SPI regarding the fiscal solvency of a district with a disapproved budget, as required by Education Code 1240 and 42127. If disapproved or conditionally approved, the County Superintendent must provide the Board with recommendations regarding revision of the budget and the reasons for those recommendations. The County Superintendent also may assign a fiscal advisor or may appoint a committee to review his/her recommendations. ***

***Note: The district should select the appropriate option below reflecting the budget adoption process selected by the Board; see the accompanying Board policy. Districts using the single budget adoption process pursuant to Education Code 42127(i) (Option 1) must respond to a disapproved budget on or before September 8. Districts using the dual budget adoption process pursuant to Education Code 42127(e) and (g) (Option 2) must hold a second public hearing prior to adopting a revised budget on or before September 8. For districts using the dual budget adoption process, the requirement to adopt a revised budget applies regardless of whether the initial budget was approved or disapproved by the County Superintendent. ***

OPTION 1: (Single Budget Adoption Process)

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which are consequently necessary. (Education Code 42127)

If the County Superintendent disapproves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

OPTION 2: (Dual Budget/Adoption Process)

On or before September 8, the Board shall adopt and file a revised budget with the County Superintendent which reflects: (Education Code 42127)

- 1. Changes in projected income or expenditures subsequent to July 1
- 2. Any response to the County Superintendent's recommendations on the initial budget

Before revising the budget, the Board shall hold a second public hearing regarding the proposed revisions in accordance with Education Code 42103. In addition, if the initial budget was disapproved by the County Superintendent, the public hearing shall include a review by the Board and the County Superintendent of the disapproval and the County Superintendent's recommendations. (Education Code 42127)

The revised budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

Budget Review Committee for Disapproved Budgets

***Note: The following optional section applies to all districts. With either budget adoption process, Education Code 42127 requires the County Superintendent to approve or disapprove the district's revised budget by October 8. If the County Superintendent disapproves the revised budget, he/she is required by Education Code 42127 and 42127.1 to call for the formation of a budget review committee unless the Board and the County Superintendent agree to waive the committee requirement and the CDE agrees to the waiver. See BP 1431 - Waivers. The formation, convening procedures, and timelines of the budget review committee are set forth in Education Code 42127.1-42127.3. ***

***Note: As amended by SB 97 (Ch. 357, Statutes of 2013), Education Code 42127 provides that, beginning in the 2014-15 fiscal year, the County Superintendent cannot call for the formation of a budget review committee if his/her sole reason for disapproving the district's budget is that he/she has not approved the district's LCAP or the annual update to the LCAP. ***

If the district's revised budget is disapproved by the County Superintendent for any reason other than his/her disapproval of the district's LCAP or annual update to the LCAP, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California/Department of Education accepts the waiver. (Education Code 42127)

***Note: Pursuant to Education Code 42127.2, if the Board fails to select the budget review committee from a list of candidates provided by the SPI within five working days of receiving the list, as provided in item #1 below, the SPI will select and convene the committee within 10 working days from the date the Board received the candidate list. ***

This committee shall consist of either: (Education Code 42127.1, 42127.2)

- 1. Three persons selected by the Board from a list of candidates provided by the SPI, who shall be selected within five working days after receiving the list of candidates
- 2. A regional review committee convened by the County Superintendent with the approval of the Board

***Note: Pursuant to Education Code 42127.2, the budget review committee is required to submit, by October 31, its recommendation as to whether the district's budget should be

approved or disapproved and, if the recommendation is for disapproval, its recommended revisions to the budget. ***

If the budget review committee recommends disapproval of the district budget, the Board may submit a response no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent as he/she develops and adopts, by November 30, a fiscal plan and budget that will allow the district to meet its financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

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CSBA Sample

Board Policy

Transfer Of Funds

BP 3110

Business and Noninstructional Operations

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

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

(cf. 3400 - Management of District Assets/Accounts)

(cf. 3460 - Financial Reports and Accountability)

***Note: Education Code 42600 requires the district to expend funds in accordance with the classification of expenditures included in its adopted budget. However, other provisions of state law provide exceptions under which money may be transferred from one fund or account to another, as reflected in items #1-5 below. ***

***Note: AB 97 (Ch. 47, Statutes of 2013) repealed Education Code 17583 which provided a process for the transfer of excess local funds in the deferred maintenance fund to any other expenditure classifications whenever state funds for deferred maintenance are insufficient to fully match local funds. ***

***Note: AB 97 also repealed Education Code 42605, which provided temporary flexibility for specified "Tier 3" categorical programs, and redirects the funding for those categorical programs into the local control funding formula (LCFF) (Education Code 42238.01-42238.07). The supplemental and concentration grant portions of the LCFF may be used for any schoolwide or districtwide educational purpose in accordance with state regulations to be adopted by January 31, 2014, with the goal of increasing or improving services for students who are eligible for free and reduced-price meaks, English learners, and foster youth; see BP/AR 0460 - Local Control and Accountability Plan and BP/AR 3100 - Budget. ***

The total amount budgeted by the district for each major classification of expenditures, as listed in the California Department of Education's budget forms, shall be the maximum amount which the district may expend for that classification for the school year. (Education Code 42600)

However, when it is in the best interest of the district, the Board may:

1. At any time, adopt a written resolution providing for transfers from the designated fund

balance or the unappropriated fund balance to any expenditure classification or between classifications. The resolution shall be filed with the County Superintendent of Schools and the county auditor. (Education Code 42600)

2. Direct the temporary transfer of monies held in any district fund or account to another fund or account as necessary for the payment of obligations. Such borrowing shall occur only when the fund or account receiving the money will earn sufficient income during the current fiscal year to repay the amount transferred. No more than 75 percent of the maximum amount held in any fund or account during the current fiscal year may be transferred. Amounts transferred shall be repaid in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. (Education Code 42603)

***Note: Pursuant to Education Code 42601, the Governing Board may identify and request that the County Superintendent of Schools make transfers at the close of a school year in order to permit the payment of district obligations, as provided in item #3 below. For elementary school districts with average daily attendance (ADA) of 900 or less, high school districts with ADA of 300 or less, or unified districts with ADA of 1,500 or less, the County Superintendent may identify and make the transfers, with the consent of the Board. ***

- 3. At the close of a school year, request that the County Superintendent make transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification(s), or balance any expenditure classifications of the district budget as necessary for the payment of obligations incurred during that school year. (Education Code 42601)
- 4. Specify amounts to be transferred by the county auditor and treasurer from the district's general fund to the special reserve fund during the fiscal year. If any special reserve funds are maintained for purposes other than capital outlay or if monies in the special reserve fund are not actually encumbered for ongoing expenses, the Board may transfer those monies into the general fund for the general operating purposes of the district. If any monies remain in the special reserve fund at the conclusion of a project, the Board may, by written request to the County Superintendent, auditor, and treasurer, transfer those monies to the district's general fund. (Education Code 42841-42843)
- 5. Transfer monies between other funds or accounts when authorized by law.

Legal Reference:

EDUCATION CODE

78 Definition, governing board

5200 Districts governed by boards of education

16095 Transfer of district funds to district state school building fund

41301 Section A state school fund allocation schedule

42125 Designated and unappropriated fund balances

42238-42251 Apportionments to districts, especially:

42238.01-42238.07 Local control funding formula

42600 District budget limitation on expenditure

42601 Transfers between funds to permit payment of obligations at close of year

42603 Transfer of monies held in any fund or account to another fund; repayment

42840-42843 Special reserve fund

52616.4 Expenditures from adult education fund

Management Resources:

WEB SITES

CSBA: http://www.csba.org

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

Fiscal Crisis and Management Assistance Team: http://www.fcmat.org

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Certificated Personnel

DUTIES OF PERSONNEL

Specialist

Definition:

Under the general direction of the principal and with assistance from appropriate staff personnel, establishes learning objectives and standards based on general district guidelines; provides instruction, counsel, discipline, and supervision to meet the academic needs of assigned students; assesses student performance and progress to enhance an effective learning environment; regularly communicates student progress to teachers and to parents.

Duties and responsibilities:

- 1. Collaborating with teachers and administrators, establishes instructional goals and objectives in conformance with courses of study specified by state and school district statutes, regulations, guidelines and grade level California state standards in reading and mathematics.
- 2. Plans an instructional program based on assessment data designed to meet student needs in reading and math, and fosters a climate conducive to the learning and maturation process of assigned students; prepares lesson plans and uses instructional methods and materials necessary to implement established program or curriculum objectives.
- 3. Evaluates and records student progress and prepares reports for staff and parents.
- 4. Assists in the screening and assessment of students with diverse learning needs; adapts programs to meet these needs; seeks and recommends additional assistance as required.
- 5. Directs the activities of assigned non-certificated personnel.
- 6. Establishes and implements classroom policies and procedures governing student behavior and conduct; provides guidance, counseling, and discipline to encourage students to meet standards of achievement and conduct.
- 7. Performs varied data collecting duties and provides reports and interpretations for administrative purposes.
- 8. Participates in activities to enhance personal and professional skills.
- 9. Attends staff meetings and serves on school and district committees as required.
- 10. Performs other duties as assigned by the principal which are appropriate to the assignment.

The following are minimum qualifications:

Education:

B.A. /B.S. Degree

Valid California State Teaching Credential

Advanced degree or curricular emphases, credentials and/or certificates demonstrating expertise in primary reading and/or math instruction. English Language authorization and No Child Left Behind (NCLB) certification.

Bilingual (desired)

Demonstrated proficiency in reading, writing, and oral communications skills

Academic preparation or experience in teaching students of different cultures, races, and abilities in a rural school system; designing and implementing lesson plans for students who have a wide range of achievement; and communicating effectively with staff and parents.

Based on program requirements, one or more of the following qualifications may also be required for specific classroom teacher position:

Academic preparation or professional experience in working with low income, and/or language minorities children and adolescents. Implementing programs designed to prevent the dropout of "at risk" students; teaching multi-level, open-concept, and mainstreamed classes; establishing and implementing behavior change programs; teaching reading and math and adapting instructional techniques and practices for students at risk of retention; a basic understanding of rules and regulations governing special education.

Board Approved: Revised October 29, 2013