

Mesa Union School District

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

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

1. **CLOSED SESSION:** During this time, the Board may adjourn to Closed Session to discuss confidential material relating to:
 - A. Negotiations as authorized by Government Code §3549.1 as relates to Certificated (MUTA) bargaining Unit.
 - B. Negotiations as authorized by Government Code §3549.1 as relates to Classified (MUST) bargaining Unit.
 - C. Personnel as authorized by Government Code 54957 as it relates to the 2013-2014 school year.
 - D. Conference with Legal Counsel – Anticipated Litigation (1 case) Government Code §54956.9
 - *Student Personnel [Education Code §35146, 48912, 48920, 48915.5]*
 - *Personnel as authorized by Government Code §54957*
 - *Negotiations as authorized by Government Code §3549.1*
 - *Real Property as authorized by Government Code §54956.8 and or*
 - *Litigation, Pursuant to the attorney-client privilege as authorized by Government Code §54956.9*

2. **OFFICIAL OPENING - PLEDGE OF ALLEGIANCE**

3. **ADOPTION OF AGENDA**

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

4. **MINUTES**

It is the recommendation of the district administration that the Board of Trustees approve the minutes of the Regular Board Meeting of February 19, 2013, and the minutes of the Special Board Meeting of March 5, 2013 as presented.

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

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

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

Superintendent:

1. Supplemental Education Services
2. Food Services Review
3. National School Safety Center
4. Technology Update
5. Golden Valley Charter School and Golden Valley Virtual Charter School
6. District Goals and Objectives

Principal:

1. School Plan
2. Update on SESR
3. Professional Development

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7. BOARD MEMBERS' REPORTS AND COMMUNICATIONS

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

8. CONSENT AGENDA

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

A. Purchase Orders – Mesa

That the Purchase Orders be approved as presented.

PLEASE SEE AGENDA ITEM 8A IN THE PACKET

B. Check Register – Mesa

That the check register be approved as presented.

PLEASE SEE AGENDA ITEM 8B IN THE PACKET

C. Statement of Revenues and Expenditures (February 2013)

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

PLEASE SEE AGENDA ITEM 8C IN THE PACKET

D. Student of the Month

That the Student of the Month listing be accepted as presented.

PLEASE SEE AGENDA ITEM 8D IN THE PACKET

E. Enrollment Report

That the Board of Trustees accepts the Enrollment Report as presented.

PLEASE SEE AGENDA ITEM 8E IN THE PACKET

F. Golden Valley Charter School Statement of Revenue and Expenditures

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

PLEASE SEE AGENDA ITEM 8F IN THE PACKET

G. County of Ventura Report of Investments for period ending December 31, 2012.

That the Board of Trustees accepts the Report of Investments from Ventura County.

PLEASE SEE AGENDA ITEM 8G IN THE PACKET

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9. DISCUSSION/ACTION ITEMS

- A. Consideration of adoption of the District Mission and Vision Statement.

It is the recommendation of the District Administration that the Board of Trustees approve the revised District Mission and Vision Statement.

PLEASE SEE AGENDA ITEM 9A IN THE PACKET

- B. Consideration of approval of the 2012-2013 Safety Plan.

It is the recommendation of the District Administration that the Board of Trustees approve the 2012-2013 School Safety Plan.

PLEASE SEE AGENDA ITEM 9B IN THE PACKET

- C. Consideration of approval of the Consolidated Application (ConApp) Winter Portion for 2012-2013

It is the recommendation of the District Administration that the Board of Trustees approve the ConApp Winter Portion for 2012-2013.

PLEASE SEE AGENDA ITEM 9C IN THE PACKET

- D. Consideration of approval of the Supplemental Education Services contract template.

It is the recommendation of the District Administration that the Board of Trustees approve the Supplemental Services contract template. Contract will be used with SES service providers.

PLEASE SEE AGENDA ITEM 9D IN THE PACKET

- E. Discussion/Consideration of approval of the agreement with Community Funding Solutions Inc.

It is the recommendation of the District Administration that the Board of Trustees approve the agreement with Community Funding Solutions Inc.

PLEASE SEE AGENDA ITEM 9E IN THE PACKET

- F. Consideration of approval of the agreement with Ventura County SELPA for Occupational Services at the maximum billable total of \$14,400 for the 2012-2013 school year.

It is the recommendation of the District Administration that the Board of Trustees approve the agreement with Ventura County SELPA for the Occupational Services for the 2012-2013 school year.

PLEASE SEE AGENDA ITEM 9F IN THE PACKET

- G. Consideration of approval of the 2013-2014 School Calendar.

It is the recommendation of the District Administration that the Board of Trustees adopt the 2013-2014 school calendar as presented.

PLEASE SEE AGENDA ITEM 9G IN THE PACKET

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- H.** Consideration of acceptance of the letter of terms of engagement from Vicenti, Lloyd, and Stutzman LLP for services provided in the agreement dated May 25, 2012.

It is the recommendation of the District Administration that the Board of Trustees accept the letter of terms engagement.

PLEASE SEE AGENDA ITEM 9H IN THE PACKET

- I.** Consideration of acceptance of the California Department of Education Nutrition Division Services SNP Validation Summation Report.

It is the recommendation of the District Administration that the Board of Trustees accept the California Department of Education Nutrition Division Services SNP Validation Summation Report.

PLEASE SEE AGENDA ITEM 9I IN THE PACKET

- J.** Consideration of approval of the Student Teacher Agreement with CSU Channel Islands.

It is the recommendation of the District Administration that the Board of Trustees approve the Student Teaching Agreement with CSU Channel Islands.

PLEASE SEE AGENDA ITEM 9J IN THE PACKET

- K.** Consideration of adoption of Board Policy and Administrative Regulations as presented or amended.

It is the recommendation of the District Administration that the Board of Trustees adopts policies and regulations as presented or amended.

PLEASE SEE AGENDA ITEM 9K IN THE PACKET

- L.** First Reading of Policy Updates

It is the recommendation of the District Administration that the Board of Trustees review the policies in sections 0000-9000 from the November, 2012 updates.

PLEASE SEE AGENDA ITEM 9L IN THE PACKET

10. PERSONNEL

Classified:

- A.** Consideration of ratification of the Professional Expert Agreement with Marilyn McGrath for the period of 3 days at the hourly rate of \$25.00 an hour to assist in the completion of the Special Education Self Review (to be funded by Special Education).

It is the recommendation of the Board of Trustees to approve the ratification of the Professional Expert Agreement with Marilyn McGrath for the period of 3 days at the hourly rate of \$25.00 an hour.

PLEASE SEE AGENDA ITEM 10A IN THE PACKET

- B.** Consideration of approval of the request for leave of absence for Jose Gonzalez effective June 24, 2013 thru June 28, 2013 and August 1, 2013 thru August 26, 2013.

It is the recommendation of the Board of Trustees to approve the request for leave of absence for Jose Gonzalez.

PLEASE SEE AGENDA ITEM 10B

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Certificated:

- C. Consideration of approval to authorize Dr. Debby Dunn to teach 6th grade Earth Science in accordance with Ed Code 44258.2.

It is the recommendation of the District Administration that the Board of Trustees authorize the above listed personnel issues/assignments for the 2012-2013 school year. All teachers are NCLB compliant.

E.C.44258.2 – authorizes holders of secondary-type credential to be assigned to teach classes in middle school, grades 6-8. **REQUIRES:** 12 semester units or 6 upper division units; teacher consent; and Board authorization.

E.C.44256(b) – authorizes the holder of a multiple subject credential or a standard elementary credential to teach any subject in departmentalized classes, below grades 9 (grades 8 and below). **REQUIRES:** 12 semester units, or six upper division units; teacher's consent; and board authorization.

11. ITEMS FOR FUTURE CONSIDERATION

- A. Single Plan for Student Achievement
- B. Special Education Self Review

12. FUTURE MEETINGS

- A. April 16, 2013, 6:00 p.m.
- B. April 30, 2013, Special Session
- C. May 21, 2013, 6:00 p.m.

13. ADJOURNMENT

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

Call to order	<p>The Regular Meeting of the Board of Trustees of the Mesa Union School District was called to order by President Susan Nemets at 6:03 p.m., February 19, 2013, in the Multi-Purpose Room.</p> <p>At 6:03 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 for the 2013-2014 school year and MUTA Negotiations.</p> <p>At 6:46 p.m. the Board returned to open session and President Nemets reported that the Board had just returned from closed session where Personnel for 2013-2014, MUTA negotiations, and potential litigation were discussed. No action was taken.</p>
Roll Call	<p>Board members present were Susan Nemets, Rick Murray, Judith Thielemann, Steven Sullivan and Noel Camanag.</p> <p>Administration Present: Dr. Michael Babb, Superintendent; Ryan Howatt, Principal; and Erica Magdaleno, Executive Assistant; Cindy Hansen, CBO.</p>
Pledge	<p>President Nemets led the Pledge of Allegiance</p>
Agenda	<p>The agenda was adopted as common consent.</p>
Minutes	<p>On motion of Trustee Thielemann, seconded by Trustee Sullivan and carried with a 5-0-0, vote the minutes from January 15, 2013, and the minutes from the January 22, 2013, Special Board Meeting were approved as amended.</p>
Public Comment	<p>There was no public comment</p>
Superintendent's Report	<p>Superintendent's Report</p> <ol style="list-style-type: none">STEM-Dr. Babb shared information from the training that he attended, February 4, 2013 on STEM. The chemistry professor at CSU Channel Islands, Dr. Phil Hampton presented with outreach coordinator Sandy Birmingham. The presentation included the basics of STEM, STEM classroom environments, and STEM careers. Dr. Hampton presented interesting facts about the change of careers over the years and the need for skills in technology, science, engineering and mathematics. Resources for staff, families, and students were also provided and have been posted on the Mesa website. <p>Trustee Camanag who also attended the presentation shared his experience and is looking forward to implementing a STEM program at Mesa.</p> <p>Trustee Sullivan also attended and shared the importance of building partnerships with other schools and local businesses. Trustee Sullivan emphasized the need to hire STEM teachers with strong math and science backgrounds to implement a STEM program at Mesa. Trustee Sullivan suggested including Mesa Education Foundation to help build business relationships.</p> <p>Trustee Nemets shared that the Robotics Team attended an aerospace and education presentation last year which also focused on businesses and education partnerships. It was interesting to hear the involvement of companies such as Northrop Grumman Corporation with the local school of Torrance such as Da Vinci School. Trustee Nemets suggested looking at other businesses in the area that will benefit Mesa students.</p>

Trustee Sullivan reminded and shared with the board the impact and benefit of having programs such as NASA available to students. Trustee Sullivan shared the importance of engaging students at an early stage in their education.

2. **Inter-district Transfers-** Dr. Babb shared that communication letters have been sent out to districts of residence regarding the students that have been accepted under district of choice. The inter-district process started on February 1st. There have been 6 inter-district requests from Rio School District, and one request from Somis Union School District. With the new process that is being followed for inter-districts there has been a decrease of requests being submitted. In the past inter-district requests were accepted without a signature of release. With the new process inter-districts need to have a signature. Some school districts are not signing off on the inter-districts until later in the school year. Dr. Babb is suggesting that the timeline be reevaluated so that no families are at a disadvantage.
3. **Strategic Plan-**Dr. Babb shared that he took the notes from the Special Session regarding the mission and vision statement and shared with staff at staff development. Dr. Babb continues to receive input and will work on draft to present at the next Board meeting. Dr. Babb shared that he completed his 90 day plan and would like to share findings at the March 5, 2013, special session.

Principal's Report

Principal's Report

1. **Program update-**Mr. Howatt said that Rio Mesa High School provided a presentation to 8th graders on February 5th. Students were provided with enrollment forms. He will be working on having Camarillo High School also provide a presentation.
2. **Jog-a-thon-**is scheduled for March 1st. All announcements have gone home. The goal is to raise \$40, 0000. Scheduling the Jog-a-thon earlier this year will allow better preparation for CST testing in May.
3. **School Safety-**Mr. Howatt continues to monitor the parking lot in the morning and afternoon to promote school safety. Parking lot safety reminders are included in Tiger Tales, and automated calls.
4. **Professional Development-**Focused on English Language Learners and Common Core Standards. Staff interacted in an exercise that focused on alignment and design of Common Core Standards and how they are vertically aligned. Fran Chandler also presented on the needs of 21st Century learners.
5. **School Site Council/Migrant/English Language Advisory Committee-**Committees are meeting to provide input and feedback for Single School Plan. Committees are also looking at English Language Learner achievement and writing goals. Committees are moving in the direction of crafting a goal to address a continuum of writing skills from K-8.
6. **Safety Committee-**School Safety Plan draft will be presented tonight. Mr. Howatt is working with committee and local law enforcement to finish plan. The school had a lock down drill on Friday. Will be working on areas of improvement.

Board Member's Reports and Communications

Trustee Nemets shared correspondence from Ventura Office of Education regarding the acceptance of the 1st Interim report.

Trustees Thielemann suggested reviewing the policies regarding after school snacks. Families have shared that snacks are being offered after school and at homework club. Having a list available with items and prices will help parents. Trustee Thielemann has also suggested inquiring on the cost to post an ad in the Acorn newspaper. Mesa can benefit from having the school featured in the newspaper. Trustee Thielemann thanked the facilities department for the improvement in grounds/maintenance upkeep. Trustee Thielemann suggested having some more color contrast on the new website making it easier to read.

Consent Agenda

Trustee Camanag also commented on the improvement of the ground/facilities upkeep.

Trustee Nemets shared that the Robotics team recently attended and won at a Lego Land competition. She is very impressed with the growth of the students.

On motion of Trustee Sullivan, seconded by Trustee Camanag the consent agenda item 8B-8G was approved. Item 8A of the consent agenda was pulled for discussion.

Trustee Sullivan approached the board to discuss the purchase orders from MJP Technologies, Inc. Dr. Babb clarified the purchase order and there was no further discussion.

On motion of Trustee Sullivan, seconded by Trustee Camanag and carried with a 5-0-0 vote, Item 8A on the consent agenda was approved.

- Purchase orders totaling \$113,761.08
- Checks totaling \$236,652.49
- Fund Balances
- Enrollment report of 662
- Student of the month lists
- Golden Valley Charter School income/expenditure statement
- Jr. High Science Fair Winners

**Action
2nd Interim**

On motion of Trustee Sullivan, seconded by Trustee Camanag and carried with a 5-0-0 vote, the 2nd Interim Report ending January 31, 2013 was accepted.

Cindy Hansen, CBO provided the Board of Trustees with a presentation of the 2nd Interim Report.

**Resolution
#12-13-06**

On motion of Trustee Camanag, seconded by Trustee Thielemann and carried with a 5-0-0 vote, Resolution #12-13-06 Non-Reelection and Release of Temporary Certificated Employees was adopted.

**Resolution
#12-13-07**

On motion of Trustee Murray, seconded by Trustee Camanag and carried with a 5-0-0 vote, Resolution #12-13-07 Reduction or Discontinuance of Particular Kinds of Certificated Services was adopted.

**Associated
Transportation
Engineers(ATE)
Change Order**

On motion of Trustee Sullivan, seconded by Trustee Thielemann and carried with 4-1-0 vote, Change Order Request from Associated Transportation Engineers for the Construction Management Services for Route 118/La Vista Avenue-Mesa School Road Traffic Signal and Lighting Project to an increased estimated amount of \$7,373.19 was accepted.

**Resolution
#12-13-08**

On motion of Trustee Murray, seconded by Trustee Camanag and carried with a 5-0-0 vote, Resolution #12-13-08 Resolution of the Board of Trustees of the Mesa Union Providing for Prepayment of Existing 2010 Lease Obligation and Taking Related Actions was adopted.

**Application
#51-72470-00-001**

On motion of Trustee Sullivan, seconded by Trustee Murray and carried with a 5-0-0 vote, Application #51-72470-00-001 Facility Hardship Rehabilitation/Excessive Cost Hardship application for the Office of Public Schools Construction (OPSC) was approved.

**National School
Safety Center**

On motion of Trustee Murray, seconded by Trustee Camanag and carried with a 5-0-0 vote, the proposal from National School Safety Center in the amount not to exceed \$3000.00 for the services

of school safety assessment and training was accepted.

**Resolution
#12-13-09**

On motion of Trustee Murray, seconded by Trustee Camanag and carried with a 5-0-0 vote, Resolution #12-13-09 Authorization of Visa Credit Card Account Signer was adopted as amended.

Bright Spark

On motion of Trustee Sullivan, seconded by Trustee Camanag and carried with a 5-0-0 vote, the agreement with Bright Spark for the 2012-2013 8th Grade Washington D.C. Trip was approved

Field Trips

On motion of Trustee Thielemann, seconded by Trustee Murray and carried with a 5-0-0 vote, the 8th grade field trip request to Washington D.C. trip from March 20-March 25, 2013, was approved.

MUTA

On motion of Trustee Sullivan, seconded by Trustee Thielemann and carried with a 5-0-0 vote, the 2012-2013 agreement between Mesa Union Teacher Association (MUTA) and the Mesa Union School District was accepted.

CSBA

Due to Lack of motion no action was taken on the nomination to the CSBA 2013 Delegate Assembly for Sub region 11-B.

**Board Policy
6170.1**

On motion of Trustee Sullivan, seconded by Trustee Murray and carried with a 5-0-0 vote, the Revised Board Policy 6170.1 as it relates to Transitional Kindergarten was adopted.

**Safety Plan First
Read**

The Board was provided with the draft Safety Plan. The final draft of the safety plan will be brought to the March 19, 2013, Regular Board Meeting for approval.

Policy Updates

On motion of Trustee Thielemann, seconded by Trustee Camanag and carried with a 5-0-0 vote, the Board Policies were adopted as presented or amended.

**Board Policies
First Read**

The Board was provided with policy updates for a first reading. These policies will be placed on the March 2013 agenda for adoption.

Personnel

On motion of Trustee Thielemann, seconded by Trustee Camanag, and carried with a 5-0-0 vote, the request from Kimberly Kuklenski for a 60% job shared for the 2013-2014 school year was approved.

On motion of Trustee Camanag, seconded by Trustee Thielemann, and carried with a 5-0-0 vote, the request from Olivia Ford for a 60% job shared for the 2013-2014 school year was approved.

On motion of Trustee Murray, seconded by Trustee Thielemann, and carried with a 5-0-0 vote, the request from Michele Waggoner for a 40% job shared for the 2013-2014 school year was approved.

Future Meetings

On Board consensus, the Study Session Special Board will be March 5, 2013.
March 19, 2013-Regular Board Meeting

Adjournment

There being no further items of business, the meeting was adjourned at 9:04 p.m.

Call to order	The Special Board Meeting of the Board of Trustees of the Mesa Union School District was called to order by Trustee Nemets at 6:29p.m., March 5, 2013, in the Multi-Purpose Room.
Roll Call	Board members present were Susan Nemets, Noel Camanag, and Steve Sullivan. Rick Murray and Judith Thielemann were absent. Administration Present: Dr. Michael Babb, Superintendent; Mr. Ryan Howatt, Principal.
Pledge	Trustee Nemets led the Pledge of Allegiance.
Agenda	On common consent the Agenda was adopted as presented.
Public Comment	There were no public comments
Study Session- Setting of the Board Goal & Objectives	Board discussed draft vision and mission. Board made suggestions to improve vision and directed Superintendent Babb to bring drafts to 3/19 board meeting for adoption. These drafts are attached. Superintendent Babb reviewed 90-day Transition Plan activities. The board discussed findings and goals areas. Superintendent Babb will bring goals with objectives for board's review and approval. The transition plan activities and findings are attached.
Closed Session	There were no closed session items
Future Meetings	March 26, 2012
Adjournment	There being no further items of business, the meeting was adjourned at 8:50p.m.

Includes 02/01/2013 - 02/28/2013						
PO Number	Vendor Name	Order Site	Object Description	Resource Description	Account Amount	
B0313-00083	VTA CNTY OCCUPATIONAL	MESA UNION	Prof Svc	Transport	100.00	
B0313-00084	VTA CNTY OFFICE OF EDUCATION	MESA UNION	Prof Svc	NCLBIIILEP	3,300.00	
P0313-00167	FENCE FACTORY	MESA UNION	RntRprNCap	Unrestrict	1,457.00	
P0313-00168	HAMMOND & STEPHENS C T T	MESA UNION	Mat'ls/Sup	Unrestrict	302.87	
P0313-00169	INTERACTIVE EDUCATIONAL SERV	MESA UNION	Prof Svc	Lottery	1,560.00	
P0313-00170	VTA CNTY OFFICE OF EDUCATION	MESA UNION	STAFF DEV	Unrestrict	65.00	
P0313-00171	COAST PUMP, INC	MESA UNION	RntRprNCap	Unrestrict	225.00	
P0313-00172	PACIFIC EQUIPMENT	MESA UNION	RntRprNCap	Unrestrict	458.83	
P0313-00173	EDUCATIONAL DATA SYSTEMS	MESA UNION	Prof Svc	Unrestrict	177.36	
P0313-00174	JOHN DEERE LANDSCAPES	MESA UNION	RntRprNCap	Unrestrict	1,479.15	
P0313-00175	BANK OF AMERICA	MESA UNION	Mat'ls/Sup	Unrestrict	93.92	
P0313-00176	BANK OF AMERICA	MESA UNION	Mat'ls/Sup	Unrestrict	53.02	
P0313-00177	VTA CNTY OFFICE OF EDUCATION	MESA UNION	STAFF DEV	Unrestrict	100.00	
P0313-00178	JONES SCHOOL SUPPLY	MESA UNION	Mat'ls/Sup	Unrestrict	168.75	
P0313-00179	MARK-IT PLACE	MESA UNION	Mat'ls/Sup	Unrestrict	136.55	
P0313-00180	INTERACTIVE EDUCATIONAL SERV	MESA UNION	Prof Svc	Lottery	810.00	
P0313-00181	POSITIVE PROMOTIONS, INC	MESA UNION	Mat'ls/Sup	ChildNutri	242.29	
Total Number of POs			17	Total	10,729.74	

Fund Summary

Fund	Description	PO Count	Amount
010	General Fund	16	10,487.45
130	Cafeteria Fund	1	242.29
		Total	10,729.74

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

ESCAPE ONLINE

Includes 02/01/2013 - 02/28/2013

PO Changes

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
B0313-00003	1,907.00	010-5506	General Fund/PestContro	607.00
B0313-00005	3,000.00	130-5600	Cafeteria Fund/RntRprNCap	1,500.00
B0313-00006	1,050.00	130-5600	Cafeteria Fund/RntRprNCap	287.16
B0313-00043	1,500.00	010-4300	General Fund/Mat'ls/Sup	500.00
Total PO Changes				2,894.16

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ESCAPE ONLINE

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Checks Dated 02/01/2013 through 02/28/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
5003806004	02/04/2013	GOLDEN VALLEY VIRTUAL CHARTER	010-8096		5,157.52
5003806005	02/04/2013	REVOLVING ACCOUNT	010-4300		103.20
5003806006	02/04/2013	SYSCO VENTURA	130-4300	23.91	
			130-4700	1,215.25	1,239.16
5003806007	02/04/2013	TARANGO'S DIESEL REPAIR	010-4300	129.06	
			010-5600	221.25	350.31
5003806008	02/04/2013	VTA CNTY OCCUPATIONAL	010-5800		30.00
5003806009	02/04/2013	VTA CNTY OFFICE OF EDUCATION	010-5804		94.00
5003806010	02/05/2013	ALTA DENA DAIRY	130-4700		1,535.94
5003806011	02/05/2013	GOLDEN VALLEY CHARTER SCHOOL	010-8096		70,930.88
5003806012	02/05/2013	POOLE OIL COMPANY	010-4310		964.82
5003806013	02/05/2013	SELF-INSURED SCHOOLS OF CALIF	010-9534		47,133.15
5003806014	02/06/2013	BTC LABS - VERTICAL V	211-6290		4,760.00
5003806015	02/06/2013	BTC LABS - VERTICAL V	211-6290		480.00
5003806016	02/06/2013	BTC LABS - VERTICAL V	211-6290		300.00
5003806017	02/06/2013	SCOTT & SONS ELECTRIC	211-6200		14,202.50
5003806018	02/06/2013	TAX DEFERRED SERVICES	010-9539		1,150.00
5003806019	02/06/2013	VIRCO INC	010-4300		141.32
5003806020	02/07/2013	Patricia W. Dichiacchio	010-4300		50.51
5003806021	02/07/2013	Irene G. Ramirez	010-5200		59.94
5003806022	02/07/2013	Fawn P. Nguyen	010-5300		120.00
5003806023	02/07/2013	EXCEL LD	010-5901		16.04
5003806024	02/07/2013	FENCE FACTORY	010-5600		1,457.00
5003806025	02/07/2013	HIGHWAY TECHNOLOGIES, INC	010-4300		216.51
5003806026	02/07/2013	HOME DEPOT CREDIT SERVICES	010-4300		656.63
5003806027	02/07/2013	MISSION LINEN SUPPLY	130-5600		62.84
5003806028	02/07/2013	REVOLVING ACCOUNT	010-5903		192.52
5003806029	02/07/2013	SAFETY-KLEEN SYSTEMS	010-5800		236.45
5003806030	02/07/2013	SO CA EDISON CO	010-5502		4,455.93
5003806031	02/07/2013	SO CA GAS CO	010-5501		1,088.32
5003806032	02/07/2013	SOUTHWEST SCHOOL & OFFICE SPLY	010-4300		103.20
5003806033	02/07/2013	SYSCO VENTURA	130-4300		109.07
5003806034	02/07/2013	TARANGO'S DIESEL REPAIR	010-4300	81.59	
			010-5600	448.35	529.94
5003806035	02/07/2013	VERIZON WIRELESS	010-5902		380.02
5003806036	02/07/2013	VERIZON WIRELESS	010-5901		146.06
5003806037	02/08/2013	ANIMAL & INSECT PEST MGMT INC	010-5506		199.00
5003806038	02/14/2013	COAST PUMP, INC	010-5600		225.00
5003806039	02/14/2013	HAMMOND & STEPHENS	010-4300		302.87
5003806040	02/14/2013	MJP COMPUTERS	010-4300		814.85
5003806041	02/14/2013	PACIFIC EQUIPMENT	010-5600		458.83
5003806042	02/14/2013	PEARSON EDUCATION	010-4100		311.66
5003806043	02/14/2013	REVOLVING ACCOUNT	010-4300		128.70
5003806044	02/14/2013	VTA CNTY OFFICE OF EDUCATION	010-5220		65.00
5003806045	02/14/2013	TRAFFIC DEVELOPMENT SERVICES	211-6170		13,444.32
5003806046	02/14/2013	Joann Dwork	010-5800		1,699.00
5003806047	02/14/2013	Erica G. Magdaleno	010-4300		15.02

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

ESCAPE ONLINE

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Checks Dated 02/01/2013 through 02/28/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
5003806048	02/19/2013	INTERACTIVE EDUCATIONAL SERV	010-5800		1,560.00
5003806049	02/21/2013	Jill Brody	010-4300		30.03
5003806050	02/21/2013	CREATIVE LEARNING PRESS, INC	010-4300	73.50	
			Unpaid Sales Tax	4.50-	69.00
5003806051	02/21/2013	DIAL SECURITY	010-5800		57.88
5003806052	02/21/2013	HARBOR PLUMBING SUPPLY CO	010-4300		475.15
5003806053	02/21/2013	HOBSON REFRIGERATION	130-5600		228.73
5003806054	02/21/2013	MATILIJIA WATER CO, INC	010-5504		145.50
5003806055	02/21/2013	OFFICEMAX, INC	010-4300		333.14
5003806056	02/21/2013	OFFICE DEPOT CREDIT PLAN	010-4300		322.42
5003806057	02/21/2013	POOLE OIL COMPANY	010-4310		1,312.35
5003806058	02/21/2013	SYSKO VENTURA	130-4300	214.26	
			130-4700	1,124.78	1,339.04
5003806059	02/21/2013	VENTURA LAMINATING INC	010-4300		283.24
5003806060	02/21/2013	VTA CNTY OCC MED CTR	010-5800		50.00
5003806061	02/22/2013	RICOH USA, INC	010-5600		2,961.93
5003806062	02/22/2013	MJP COMPUTERS	010-4300	185.89	
			010-4400	758.50	944.39
5003806063	02/22/2013	OFFICE DEPOT CREDIT PLAN	010-4300		82.75
5003806064	02/26/2013	TAX DEFERRED SERVICES	010-9539		6,500.00
5003806065	02/28/2013	ATKINSON,ANDELSON,LOYA, et al	010-5899		1,366.25
5003806066	02/28/2013	E.J. HARRISON & SONS, INC	010-5505		441.38
5003806067	02/28/2013	HOUSE SANITARY SUPPLY	010-4300		502.67
5003806068	02/28/2013	JONES SCHOOL SUPPLY	010-4300	168.75	
			Unpaid Sales Tax	11.25-	157.50
5003806069	02/28/2013	MISSION LINEN SUPPLY	130-5600		62.84
5003806070	02/28/2013	RICOH USA, INC	010-4300		11.50
5003806071	02/28/2013	SHERWIN-WILLIAMS CO	010-4300		60.88
5003806072	02/28/2013	SYSKO VENTURA	130-4700		16.92
5003806073	02/28/2013	UNDERWOOD FAMILY FARMS	130-4700		504.49
Total Number of Checks				70	195,938.01

Fund Summary

Fund	Description	Check Count	Expensed Amount
010	General Fund	56	157,667.91
130	Cafeteria Fund	9	5,099.03
211	Building Fund	5	33,186.82
Total Number of Checks		70	195,953.76
Less Unpaid Sales Tax Liability			15.75-
Net (Check Amount)			195,938.01

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

ESCAPE ONLINE

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Fund 010 - General Fund **Fiscal Year 2012/13 Through February 2013**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Revenue Limit Sources						
8011	Revenue Limit State Aid Curre	2,019,943.00	2,213,261.00	929,645.00	1,283,616.00	42.00
8021	Homeowners' Exemption	17,757.00	17,580.00	9,348.97	8,231.03	53.18
8041	Secured Rolls Tax	1,831,881.00	1,936,662.00	973,209.45	963,452.55	50.25
8042	Unsecured Roll Taxes	71,635.00	73,311.00	70,073.71	3,237.29	95.58
8043	Prior Years' Taxes	9,686.00	7,749.00	7,817.01	68.01-	100.88
8044	Supplemental Taxes	18,790.00	14,091.00	25,123.56	11,032.56-	178.30
8045	Education Rev Augmentation Fd	70,026.00-	119,932.00-	21,160.73	141,092.73-	-17.64
8092	PERS Reduction Transfer	4,514.00	4,409.00	4,121.41	287.59	93.48
8096	Charter School Trans in Lieu P	956,696.00-	956,696.00-	551,640.90-	405,055.10-	57.66
Total Revenue Limit Sources		2,947,484.00	3,190,435.00	1,488,858.94	1,701,576.06	46.67
Federal Revenue						
8181	Special Education Entitlement	106,953.00	106,953.00	859.00	106,094.00	0.80
8182	Special Education Discretion	2,393.00	2,393.00		2,393.00	
8285	Interagency Contracts Between	24,281.00	24,281.00	13,149.22	11,131.78	54.15
8290	All Other Federal Revenue	94,639.00	150,938.00	46,264.20	104,673.80	30.65
Total Federal Revenue		228,266.00	284,565.00	60,272.42	224,292.58	21.18
Other State Revenues						
8311	Other State Apportionments Cu	115,612.00	128,813.00	68,325.00	60,488.00	53.04
8434	Class Size Reduction K-3	179,928.00	179,928.00	108,385.00	71,543.00	60.24
8550	Mandated Cost Reimbursements		17,407.00	17,407.00		100.00
8560	State Lottery Revenue	95,197.00	110,302.00	29,687.65	80,614.35	26.91
8590	All Other State Revenues	157,920.00	164,132.00	89,008.00	75,124.00	54.23
Total Other State Revenues		548,657.00	600,582.00	312,812.65	287,769.35	52.08
Other Local Revenue						
8660	Interest	6,000.00	6,000.00	1,903.05	4,096.95	31.72
8675	Transportation Fees from Indiv	29,000.00	29,000.00	11,314.03	17,685.97	39.01
8677	Interagency Services Between L	69,946.00	69,946.00		69,946.00	
8699	All Other Local Revenue	61,567.00	32,355.00	5,312.97-	37,667.97	-16.42
8792	Transfers of Apportionments Fr	259,304.00	293,113.00	191,616.00	101,497.00	65.37
Total Other Local Revenue		425,817.00	430,414.00	199,520.11	230,893.89	46.36
Total Year To Date Revenues		4,150,224.00	4,505,996.00	2,061,464.12	2,444,531.88	45.75

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
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Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 8, Strnt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONLINE

Fund 010 - General Fund

Fiscal Year 2012/13 Through February 2013

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teachers' Salaries	1,876,265.00	1,883,604.00	682,949.76	1,200,967.87	313.63-	63.76
1110	Substitute Teacher	18,130.00	26,465.00		13,232.50	13,232.50	50.00
1130	Stipend	5,168.00	1,493.00		500.00	993.00	33.49
1140	Extra Duty	18,480.00	23,556.00		11,830.00	11,726.00	50.22
1300	Cert Supervisors & Administrat	2,800.00	2,800.00		1,496.25	1,303.75	53.44
1301	Superintendent	146,231.00	107,132.00	44,440.00	62,692.04	.04-	58.52
1303	Principal	86,872.00	89,768.00	29,922.60	59,845.20	.20	66.67
1900	Other Certificated Salaries	4,875.00	4,875.00		962.50	3,912.50	19.74
	Total Certificated Salaries	2,158,821.00	2,139,693.00	757,312.36	1,351,526.36	30,854.28	63.16
Classified Salaries							
2100	Instructional Aides' Salaries	115,840.00	115,507.00	35,094.60	61,802.83	18,609.57	53.51
2110	Substitute Aide	1,343.00	1,343.00		1,393.48	50.48-	103.76
2150	Instructional Aide Overtime	1,795.00	1,919.00		415.38	1,503.62	21.65
2200	Classified Support Salaries	296,378.00	293,056.00	99,376.84	165,026.78	28,652.38	56.31
2216	Substitute Bus Driver	427.00	1,106.00		1,144.42	38.42-	103.47
2250	Classified Support Overtime	1,140.00	6,736.00		6,481.10	254.90	96.22
2400	Clerical and Office Salaries	132,386.00	124,190.00	39,847.88	80,405.31	3,936.81	64.74
2410	Clerical Sub		114.00		113.28	.72	99.37
2450	Clerical/Office Overtime	13,482.00	13,482.00		7,309.31	6,172.69	54.22
2900	Other Classified Salaries	25,587.00	28,568.00	9,177.72	16,731.32	2,658.96	58.57
2950	OTHER CLASS OVERTIME		5.00		4.10	.90	82.00
	Total Classified Salaries	588,378.00	586,026.00	183,497.04	340,827.31	61,701.65	58.16
Employee Benefits							
3101	STRS, certificated positions	178,302.00	176,527.00	62,544.16	111,203.80	2,779.04	63.00
3102	STRS, classified positions	768.00	228.00			228.00	
3202	PERS, classified positions	62,231.00	60,571.00	19,957.64	35,755.87	4,857.49	59.03
3301	OASDI/Medicare/Alternative, ce	29,000.00	28,674.00	10,060.16	18,303.91	309.93	63.83
3302	OASDI/Medicare/Alternative, cl	43,517.00	43,136.00	13,344.28	24,903.29	4,888.43	57.73
3401	Health & Welfare Benefits, cer	270,435.00	273,672.00	106,878.16	160,943.78	5,850.06	58.81
3402	Health & Welfare Benefits, cla	99,592.00	99,478.00	39,791.00	59,686.50	.50	60.00
3501	SUI, certificated positions	22,765.00	22,515.00	7,906.48	14,231.46	377.06	63.21
3502	SUI, classified positions	6,258.00	6,225.00	1,918.80	3,612.54	693.66	58.03
3601	Work Comp Ins, certificated po	69,570.00	63,698.00	22,568.92	40,264.62	864.46	63.21
3602	Work Comp Ins, classified posi	18,939.00	17,441.00	5,462.72	10,604.99	1,373.29	60.80
3702	Retiree Benefits, classified p	750.00	750.00			750.00	

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 8, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONLINE

Fund 010 - General Fund

Fiscal Year 2012/13 Through February 2013

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Employee Benefits (continued)							
3802	PERS Reduction, classified pos	4,514.00	4,409.00	2,241.36	4,121.41	1,953.77-	93.48
3901	Other Benefits, certificated p	18,416.00	16,796.00		16,795.40	.60	100.00
	Total Employee Benefits	825,057.00	814,120.00	292,673.68	500,427.57	21,018.75	61.47
Books and Supplies							
4100	Textbooks	11,408.00	11,408.00		11,185.32	222.68	98.05
4300	Materials and Supplies	127,601.00	123,910.00	33,316.86	71,522.91	19,070.23	57.72
4310	Bus Fuel	24,639.00	24,639.00	10,494.89	13,557.80	586.31	55.03
4319	Supplies Undesignated	14,783.00	43,883.00			43,883.00	
4400	Non-Capitalized Equipment	8,900.00	29,891.00		21,889.97	8,001.03	73.23
	Total Books and Supplies	187,331.00	233,731.00	43,811.75	118,156.00	71,763.25	50.55
Services and Other Operating Expenditures							
5100	Sub Agreements for Prof Servic		121,123.00		15,828.25	105,294.75	13.07
5200	Travel and Conferences	1,285.00	1,285.00		647.52	637.48	50.39
5201	Car Allowance	2,400.00	1,800.00	800.00	1,000.00		55.56
5220	STAFF DEVELOPMENT	6,455.00	14,255.00	2,375.00	6,683.30	5,196.70	46.88
5300	Dues and Memberships	9,960.00	8,160.00		5,754.68	2,405.32	70.52
5450	Other Insurance	26,732.00	26,732.00		26,039.17	692.83	97.41
5501	Natural Gas	8,245.00	6,000.00	3,459.55	2,540.45		42.34
5502	Electricity	65,565.00	65,565.00	24,752.91	39,247.09	1,565.00	59.86
5504	Water	8,475.00	9,600.00	3,583.69	4,891.31	1,125.00	50.95
5505	Rubbish	5,960.00	5,960.00	1,571.71	4,228.29	160.00	70.94
5506	Pest Control		1,910.00	995.00	912.00	3.00	47.75
5600	Rentals,Leases,Repairs & Nonca	111,778.00	110,768.00	34,539.51	57,186.14	19,042.35	51.63
5750	Direct Costs for Interfund Ser		406.00-		405.70-	.30-	99.93
5800	Professnl/Consult Serv & Opera	278,507.00	206,616.00	18,878.87	76,283.91	111,453.22	36.92
5801	Audit	18,000.00	18,000.00	4,500.00	15,100.09	1,600.09-	83.89
5803	Business Services Authority	102,284.00	102,284.00	68,189.00	34,095.00		33.33
5804	Employment Fees	1,397.00	1,397.00	440.00	607.00	350.00	43.45
5819	Holding		22,315.00			22,315.00	
5899	Legal Services	33,500.00	33,500.00	11,725.43	13,273.97	8,500.60	39.62
5901	Phone Services	6,425.00	5,084.00	2,894.84	1,255.16	934.00	24.69
5902	Internet Services	19,710.00	16,550.00	1,093.10	15,069.40	387.50	91.05
5903	Postage	2,133.00	2,250.00		1,505.80	744.20	66.92
	Total Services and Other Operating Expenditures	708,811.00	780,748.00	179,798.61	321,742.83	279,206.56	41.21

Tuition

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 8, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONLINE

Fund 010 - General Fund **Fiscal Year 2012/13 Through February 2013**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Tuition (continued)							
7141	Other Tuition/Excess Costs to	89,111.00	118,262.00	30,259.00		88,003.00	
7142	Other Tuition/Excess Costs to	37,219.00	39,469.00	16,919.00	636.83	21,913.17	1.61
	Total Tuition	126,330.00	157,731.00	47,178.00	636.83	109,916.17	0.40
Debt Service							
7438	Debt Service-Interest	28,050.00	28,050.00	14,025.00	14,025.00		50.00
7439	Debt Service-Principal	23,844.00	660,000.00			660,000.00	
	Total Debt Service	51,894.00	688,050.00	14,025.00	14,025.00	660,000.00	2.04
	Total Year To Date Expenditures	4,646,622.00	5,400,099.00	1,518,296.44	2,647,341.90	1,234,460.66	49.02

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

Fund 010 - General Fund **Fiscal Year 2012/13 Through February 2013**

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	4,150,224.00	4,505,996.00		2,061,464.12	2,444,531.88	45.75
B. Expenditures	4,646,622.00	5,400,099.00	1,518,296.44	2,647,341.90	1,234,460.66	49.02
C. Subtotal (Revenue LESS Expense)	496,398.00-	894,103.00-		585,877.78-	1,210,071.22	
D. Other Financing Sources and Uses						
Sources		601,153.00		601,152.94	.06	100.00
LESS Uses						
E. Net Change in Fund Balance	496,398.00-	292,950.00-		15,275.16	1,210,071.28	
F. Fund Balance:						
Beginning Balance (9791)	1,176,784.00	1,344,599.00		1,344,600.67		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	1,176,784.00	1,344,599.00		1,344,600.67		
G. Calculated Ending Balance	680,386.00	1,051,649.00		1,359,875.83		
*Components of Ending Fund Balance						
Legally Restricted (9740)	78,164.00	141,044.00				
Other Designations (9780)	115,963.00	181,369.00				
Undesig/Unapprop (9790)	253,928.00	459,227.00				
Other	232,331.00	270,009.00		1,518,296.44		

Fund 130 - Cafeteria Fund **Fiscal Year 2012/13 Through February 2013**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Federal Revenue						
8220	Child Nutrition Programs	80,100.00	95,100.00	38,670.50	56,429.50	40.66
Total Federal Revenue		80,100.00	95,100.00	38,670.50	56,429.50	40.66
Other State Revenues						
8520	Child Nutrition Programs	8,000.00	8,000.00	3,239.39	4,760.61	40.49
Total Other State Revenues		8,000.00	8,000.00	3,239.39	4,760.61	40.49
Other Local Revenue						
8634	Food Services Sales	59,200.00	59,200.00	25,056.52	34,143.48	42.33
8660	Interest	150.00	100.00	56.88	43.12	56.88
Total Other Local Revenue		59,350.00	59,300.00	25,113.40	34,186.60	42.35
Total Year To Date Revenues		147,450.00	162,400.00	67,023.29	95,376.71	41.27

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Classified Salaries							
2200	Classified Support Salaries	39,489.00	39,489.00	15,837.72	23,651.28		59.89
2212	Substitute Cafeteria Worker	4,740.00	4,740.00		482.66	4,257.34	10.18
2250	Classified Support Overtime	1,467.00	1,835.00		2,178.54	343.54	118.72
2400	Clerical and Office Salaries	16,582.00	16,582.00	5,966.00	10,440.50	175.50	62.96
Total Classified Salaries		62,278.00	62,646.00	21,803.72	36,752.98	4,089.30	58.67
Employee Benefits							
3202	PERS, classified positions	7,090.00	7,119.00	2,489.36	4,056.44	573.20	56.98
3302	OASDI/Medicare/Alternative, cl	4,549.00	4,578.00	1,565.04	2,627.28	385.68	57.39
3402	Health & Welfare Benefits, cla	12,145.00	12,145.00	4,858.08	7,287.12	.20	60.00
3502	SUI, classified positions	654.00	658.00	225.00	382.05	50.95	58.06
3602	Work Comp Ins, classified posi	2,005.00	1,865.00	649.08	1,094.11	121.81	58.67
Total Employee Benefits		26,443.00	26,365.00	9,786.56	15,447.00	1,131.44	58.59
Books and Supplies							
4300	Materials and Supplies	6,500.00	6,500.00	793.72	3,162.56	2,543.72	48.65
4400	Non-Capitalized Equipment	2,000.00	2,000.00			2,000.00	
4700	Food	65,000.00	75,000.00	17,253.52	35,243.98	22,502.50	46.99
Total Books and Supplies		73,500.00	83,500.00	18,047.24	38,406.54	27,046.22	46.00
Services and Other Operating Expenditures							
5220	STAFF DEVELOPMENT	200.00	200.00			200.00	

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 8, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONLINE

Fund 130 - Cafeteria Fund **Fiscal Year 2012/13 Through February 2013**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5600	Rentals,Leases,Repairs & Nonca	4,200.00	4,200.00	2,085.40	1,964.60	150.00	46.78
5800	Professnl/Consult Serv & Opera	175.00	175.00		70.00	105.00	40.00
	Total Services and Other Operating Expenditures	4,575.00	4,575.00	2,085.40	2,034.60	455.00	44.47
	Total Year To Date Expenditures	166,796.00	177,086.00	51,722.92	92,641.12	32,721.96	52.31

Fund 130 - Cafeteria Fund

Fiscal Year 2012/13 Through February 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	147,450.00	162,400.00		67,023.29	95,376.71	41.27
B. Expenditures	166,796.00	177,086.00	51,722.92	92,641.12	32,721.96	52.31
C. Subtotal (Revenue LESS Expense)	19,346.00-	14,686.00-		25,617.83-	62,654.75	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	19,346.00-	14,686.00-		25,617.83-	62,654.75	
F. Fund Balance:						
Beginning Balance (9791)	21,743.00	46,027.00		46,026.85		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	21,743.00	46,027.00		46,026.85		
G. Calculated Ending Balance	2,397.00	31,341.00		20,409.02		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	2,397.00	31,341.00		51,722.92		

Fund 140 - Deferred Maintenance Fund **Fiscal Year 2012/13 Through February 2013**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	1,600.00	1,400.00	32.88	1,367.12	2.35
Total Other Local Revenue		1,600.00	1,400.00	32.88	1,367.12	2.35
Total Year To Date Revenues		1,600.00	1,400.00	32.88	1,367.12	2.35

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

Fund 140 - Deferred Maintenance Fund

Fiscal Year 2012/13 Through February 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,600.00	1,400.00		32.88	1,367.12	2.35
B. Expenditures	10,000.00	34,726.00		24,725.75	10,000.25	71.20
C. Subtotal (Revenue LESS Expense)	8,400.00-	33,326.00-		24,692.87-	8,633.13-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	8,400.00-	33,326.00-		24,692.87-	8,633.13-	
F. Fund Balance:						
Beginning Balance (9791)	219,652.00	224,309.00		224,309.04		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	219,652.00	224,309.00		224,309.04		
G. Calculated Ending Balance	211,252.00	190,983.00		199,616.17		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	211,252.00	190,983.00				

Fund 150 - Pupil Transportation Equipment

Fiscal Year 2012/13 Through February 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	50.00	150.00	26.66	123.34	17.77
Total Other Local Revenue		50.00	150.00	26.66	123.34	17.77
Total Year To Date Revenues		50.00	150.00	26.66	123.34	17.77

Fund 150 - Pupil Transportation Equipment

Fiscal Year 2012/13 Through February 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	50.00	150.00		26.66	123.34	17.77
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	50.00	150.00		26.66	123.34	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	50.00	150.00		26.66	123.34	
F. Fund Balance:						
Beginning Balance (9791)	19,625.00	19,626.00		19,625.52		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	19,625.00	19,626.00		19,625.52		
G. Calculated Ending Balance	19,675.00	19,776.00		19,652.18		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	19,675.00	19,776.00				

Fund 171 - S/R Capital Outlay-Technology

Fiscal Year 2012/13 Through February 2013

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

Fund 173 - S/R Capital Outlay-Equipment

Fiscal Year 2012/13 Through February 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	60.00	60.00	14.22	45.78	23.70
Total Other Local Revenue		60.00	60.00	14.22	45.78	23.70
Total Year To Date Revenues		60.00	60.00	14.22	45.78	23.70

Fund 173 - S/R Capital Outlay-Equipment

Fiscal Year 2012/13 Through February 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	60.00	60.00		14.22	45.78	23.70
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	60.00	60.00		14.22	45.78	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	60.00	60.00		14.22	45.78	
F. Fund Balance:						
Beginning Balance (9791)	10,419.00	10,426.00		10,426.35		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	10,419.00	10,426.00		10,426.35		
G. Calculated Ending Balance	10,479.00	10,486.00		10,440.57		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	10,479.00	10,486.00				

Fund 211 - Building Fund **Fiscal Year 2012/13 Through February 2013**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	3,000.00	1,299.00	1,299.32	.32-	100.02
Total Other Local Revenue		3,000.00	1,299.00	1,299.32	.32-	100.02
Total Year To Date Revenues		3,000.00	1,299.00	1,299.32	.32-	100.02

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Books and Supplies							
4300	Materials and Supplies		3,311.00		3,311.22	.22-	100.01
Total Books and Supplies		.00	3,311.00	.00	3,311.22	.22-	100.01
Services and Other Operating Expenditures							
5600	Rentals,Leases,Repairs & Nonca		252.00		251.84	.16	99.94
5899	Legal Services		5,124.00	5,123.14		.86	
Total Services and Other Operating Expenditures		.00	5,376.00	5,123.14	251.84	1.02	4.68
Capital Outlay							
6100	Sites and Improvement of Sites		14,135.00	7,696.56	6,438.77	.33-	45.55
6170	Site Improvement		187,869.00	.68	187,869.91	1.59-	100.00
6179	Site Impr - Inspection		2,280.00	2,280.00			
6200	Buildings and Improvement of B		45,167.00	8,107.50	37,059.17	.33	82.05
6210	Architect/Engineering Fees		15,586.00	.67	15,585.33		100.00
6270	Main Building Contractor		101,290.00		101,290.00		100.00
6290	Inspection		6,500.00	60.00	6,440.00		99.08
Total Capital Outlay		.00	372,827.00	18,145.41	354,683.18	1.59-	95.13
Total Year To Date Expenditures		.00	381,514.00	23,268.55	358,246.24	.79-	93.90

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

Fund 211 - Building Fund

Fiscal Year 2012/13 Through February 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	3,000.00	1,299.00		1,299.32	.32-	100.02
B. Expenditures		381,514.00	23,268.55	358,246.24	.79-	93.90
C. Subtotal (Revenue LESS Expense)	3,000.00	380,215.00-		356,946.92-	.47	
D. Other Financing Sources and Uses						
Sources						
LESS Uses		601,153.00		601,152.94	.06	100.00
E. Net Change in Fund Balance	3,000.00	981,368.00-		958,099.86-	.41	
F. Fund Balance:						
Beginning Balance (9791)	721,506.00	981,368.00		981,368.41		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	721,506.00	981,368.00		981,368.41		
G. Calculated Ending Balance	724,506.00	.00		23,268.55		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	724,506.00			23,268.55		

Fund 251 - Developer Fees **Fiscal Year 2012/13 Through February 2013**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest		51.00	50.66	.34	99.33
8681	Mitigation/Developer Fees		13,523.00	13,523.40	.40-	100.00
	Total Other Local Revenue	.00	13,574.00	13,574.06	.06-	100.00
	Total Year To Date Revenues	.00	13,574.00	13,574.06	.06-	100.00

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

Fund 251 - Developer Fees

Fiscal Year 2012/13 Through February 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues		13,574.00		13,574.06	.06-	100.00
B. Expenditures		23,659.00		23,658.87	.13	100.00
C. Subtotal (Revenue LESS Expense)	.00	10,085.00-		10,084.81-	.19-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	10,085.00-		10,084.81-	.19-	
F. Fund Balance:						
Beginning Balance (9791)	26,386.00	38,318.00		38,317.64		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	26,386.00	38,318.00		38,317.64		
G. Calculated Ending Balance	26,386.00	28,233.00		28,232.83		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)	26,386.00	28,233.00				
Undesig/Unapprop (9790)						
Other						

Fund 355 - School Facilities Hardship

Fiscal Year 2012/13 Through February 2013

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

Fund 355 - School Facilities Hardship

Fiscal Year 2012/13 Through February 2013

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

Fund 401 - Sp Res Cap Outlay Proj, Constr

Fiscal Year 2012/13 Through February 2013

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

Fund 510 - Bond Interest & Redem 67117056

Fiscal Year 2012/13 Through February 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other State Revenues						
8571	Voted Indebtedness Levies, HOP	1,316.00	1,286.00	646.39	639.61	50.26
	Total Other State Revenues	1,316.00	1,286.00	646.39	639.61	50.26
Other Local Revenue						
8611	Voted Indebtedness Levies, Sec	212,032.00	213,449.00	131,218.68	82,230.32	61.48
8612	Voted Indebtedness Levies, Uns	3,541.00	5,580.00	5,566.28	13.72	99.75
8613	Voted Indebtedness Levies, P/Y			126.05	126.05	NO BDGT
8614	Voted Indebtedness Levies, Sup			5,072.94	5,072.94	NO BDGT
8660	Interest	1,300.00	900.00	259.12	640.88	28.79
	Total Other Local Revenue	216,873.00	219,929.00	142,243.07	77,685.93	64.68
	Total Year To Date Revenues	218,189.00	221,215.00	142,889.46	78,325.54	64.59

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

Fund 510 - Bond Interest & Redem 67117056

Fiscal Year 2012/13 Through February 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	218,189.00	221,215.00		142,889.46	78,325.54	64.59
B. Expenditures	260,488.00	260,488.00		261,287.62	799.62-	100.31
C. Subtotal (Revenue LESS Expense)	42,299.00-	39,273.00-		118,398.16-	79,125.16	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	42,299.00-	39,273.00-		118,398.16-	79,125.16	
F. Fund Balance:						
Beginning Balance (9791)	255,513.00	252,654.00		252,653.73		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	255,513.00	252,654.00		252,653.73		
G. Calculated Ending Balance	213,214.00	213,381.00		134,255.57		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	213,214.00	213,381.00				

Fund 511 - Bond Interest & Redem 67118381

Fiscal Year 2012/13 Through February 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other State Revenues						
8571	Voted Indebtedness Levies, HOP	1,453.00	1,419.00	712.49	706.51	50.21
	Total Other State Revenues	1,453.00	1,419.00	712.49	706.51	50.21
Other Local Revenue						
8611	Voted Indebtedness Levies, Sec	234,171.00	235,409.00	143,382.66	92,026.34	60.91
8612	Voted Indebtedness Levies, Uns	3,398.00	5,355.00	5,340.79	14.21	99.73
8613	Voted Indebtedness Levies, P/Y			30.74	30.74	NO BDGT
8614	Voted Indebtedness Levies, Sup			4,827.11	4,827.11	NO BDGT
8660	Interest	1,250.00	900.00	224.81	675.19	24.98
	Total Other Local Revenue	238,819.00	241,664.00	153,806.11	87,857.89	63.64
	Total Year To Date Revenues	240,272.00	243,083.00	154,518.60	88,564.40	63.57

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

Fund 511 - Bond Interest & Redem 67118381

Fiscal Year 2012/13 Through February 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	240,272.00	243,083.00		154,518.60	88,564.40	63.57
B. Expenditures	241,151.00	241,151.00		242,881.26	1,730.26-	100.72
C. Subtotal (Revenue LESS Expense)	879.00-	1,932.00		88,362.66-	90,294.66	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	879.00-	1,932.00		88,362.66-	90,294.66	
F. Fund Balance:						
Beginning Balance (9791)	202,618.00	200,446.00		200,446.40		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	202,618.00	200,446.00		200,446.40		
G. Calculated Ending Balance	201,739.00	202,378.00		112,083.74		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	201,739.00	202,378.00				

STUDENT OF THE MONTH

FEBRUARY 2013

<u>TEACHER</u>	<u>SOM</u>	<u>PRINCIPAL'S AWARD DETERMINATION</u>
COE	SAWYER ZAVLA GAEL CASTRO TONY GONZALEZ	VIVIA TRONCOSO NEVAEH CEJA
LARSON	HIROTOSHI OKAMURA JAKE BONALES NICHOLAS BERNAL	AISHWARYA MIGLINO CLAIRE KIM LOLA SCHULTZ
SANCHEZ	BRYCETON DOUGLAS TAE KAWATA ANGEL VEGA	SOPHIA ALVAREZ LEXIE PINKERTON CAMILO SOLIS
DICHIACCHIO	JACOB STRINGER CESAR MILLER KAI SUTHERLAND	JACOB STRINGER SAMANTHA ARMSTRONG ADRIAN SANCHEZ
MAXIM	JASMINE BERNAL DELANEY MCCLURE NEVAEH ASPURIA	ETHAN GUTIERREZ BENJAMIN DYKES JILL LAN ADAN BAZALDUA
VOLLMERT	ALLYSON HALFAR DANIEL GARCIA KRYSTAL ANDRADE	ANISSA MACHUCA JAYDEE CASTRO RYAN SERRA
PUGA	SAVANNAH QUINTERO NOEL SANTIAGO	AKAYLA BURCH NICK ORDAZ
SAKAI	SYDNEY ARELLANO KASEN LYNCH TAYLOR PIERSON	SHANTI MIGLINO VICTOR ANDRADE JEREMIAH VALENCIA
WEBSTER	AMANDA VEGA KAMELIA MORTEZAI	BRYAN CASTANEDA CASSANDRA MEDINA ANIAH DIXON

BEST	ISSAC LOZANO JAEVIN GARCIA	MANUEL HERRERA PAULINA HERNANDEZ
MAYES	PAYTON LYNCH JERRY MORALES	TIANA PACION MIA NAVARRO
MCKENNA	QUINN CAMMACK CAITLIN CRULL	NATALIE SHIELDS JADEN EHRHARDT
FORD	MAX OMINSKY ALYSSA PENROSE	JULIAN BERNAL SHELBY WRIGHT MADALYNN HOLGUIN
KUKLENSKI	ALYSSA HESS NEVAEH JONES	ETHAN ERHARDT RILEY STOTKO
MITCHELL	MARCO TRONCOSO GIOVANNI HERRERA	STEPHANIE ZAGER EMILY PAYARD
DEMARIA	SAMANTHA WIPPER BLANCA CASTANEDA	KADEN TSUJI KIMBERLY BURRIESCE
DURAN	JACOB AYALA	
WILLEY	AARON FONTES AUDREY MEADOR MARINA EINSTEIN	JOCELYN LUCERO MAX CANBY

MESA UNION SCHOOL DISTRICT

ENROLLMENT REPORT

3/13/2013

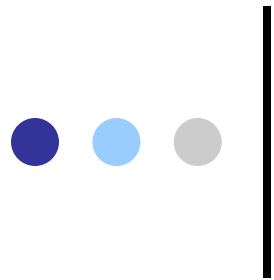
Grade	Teacher	Subject	Period	Total Enrolled	
K	Coe			25	
K	Larson			27	
K	Sanchez			27	
K				80	
1	Dichiacchio			26	
1	Maxim			25	
1	Vollmert			24	
1				75	
2	Puga			24	
2	Sakai			25	
2	Webster			25	
2				74	
3	Best			25	
3	Mayes			25	
3	McKenna			25	
3				75	
4	Kuklenski/Waggoner			31	
4	Mitchell		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

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



Golden Valley Charter School Golden Valley Virtual Charter School

2012-13 March Financial Update
(actuals through 2/28/13)



2012-13 March Update

- The attached reports present a summary of how each GVCS campus is performing so far vs. the Second Interim Budget.
- Currently, GVCS is running \$16,648 under budget and GVVCS is running \$396 over budget, for a combined total of \$16,252 under budget through 2/28/13. However, this is nearly all due to normal monthly variances vs. a change in overall fiscal condition since approval of the Second Interim Budget.
- Cash flow remains sufficient to meet all obligations for the remainder of the year, and while substantial variability continues to exist due to timing of state payments, currently no external borrowing is projected to be required.
- As with prior updates, we have left out the detail budget vs. actual reports showing individual line item performance each month vs. budget. However, we are happy to include these in this and future versions if desired, or alternatively can make them available on our secure website for optional access for board members who would like additional detail.

Golden Valley Charter School
2012-13 March Financial Update (Actuals through 2/28/13)
BUDGET VS. ACTUALS - SUMMARY (CONSOLIDATED)

	2012-13 2nd Interim	Year-to-Date Budget	Year-to-Date Actuals	Variance: Budget vs Actual
Revenues:				
Revenue Limit	\$ 3,837,268	\$ 1,385,842	\$ 1,385,782	\$ (60)
Federal Revenue	101,845	17,862	-	(17,862)
Other State Revenue	507,386	400,256	426,858	26,602
Other Local Revenue	185,018	8,021	3,854	(4,167)
TTL Revenues:	\$ 4,631,517	\$ 1,811,981	\$ 1,816,494	\$ 4,513
Expenditures:				
Certificated Salaries	\$ 1,870,421	\$ 657,005	\$ 658,317	\$ 1,312
Non-certificated Salaries	120,387	73,857	68,676	(5,181)
Benefits	558,095	278,557	258,530	(20,027)
Books/Supplies/Materials	603,950	132,421	141,163	8,742
Services/Operations	1,241,200	677,083	688,541	11,458
Capital Outlay	-	-	-	-
Other Outgo	42,551	6,900	(1,142)	(8,042)
TTL Expenditures:	\$ 4,436,603	\$ 1,825,823	\$ 1,814,085	\$ (11,738)
Net Revenues	\$ 194,914	\$ (13,842)	\$ 2,409	\$ 16,252
Year-To-Date Budget vs. Actuals:		\$ 16,252	under budget so far this year	
Beginning Balance July 1	\$ 1,293,036			
Ending Balance June 30	\$ 1,487,950			
Ending Balance as % of Total Outgo:	33.5%			

Golden Valley Charter School
2012-13 March Financial Update (Actuals through 2/28/13)
BUDGET VS. ACTUALS - SUMMARY (GVCS)

	2012-13 2nd Interim	Year-to-Date Budget	Year-to-Date Actuals	Variance: Budget vs Actual
Revenues:				
Revenue Limit	\$ 3,516,589	\$ 1,279,091	\$ 1,279,031	\$ (60)
Federal Revenue	95,000	17,862	-	(17,862)
Other State Revenue	463,509	379,339	405,940	26,602
Other Local Revenue	182,885	7,113	2,946	(4,167)
TTL Revenues:	\$ 4,257,983	\$ 1,683,404	\$ 1,687,918	\$ 4,513
Expenditures:				
Certificated Salaries	\$ 1,762,626	\$ 626,685	\$ 627,299	\$ 614
Non-certificated Salaries	110,831	63,719	58,774	(4,945)
Benefits	487,089	258,809	240,857	(17,952)
Books/Supplies/Materials	603,450	132,421	141,054	8,633
Services/Operations	1,060,006	648,574	658,131	9,557
Capital Outlay	-	-	-	-
Other Outgo	39,068	6,900	(1,142)	(8,042)
TTL Expenditures:	\$ 4,063,069	\$ 1,737,108	\$ 1,724,973	\$ (12,135)
Net Revenues	\$ 194,914	\$ (53,704)	\$ (37,056)	\$ 16,648
Year-To-Date Budget vs. Actuals:		\$ 16,648	under budget so far this year	
Beginning Balance July 1	\$ 1,224,193			
Ending Balance June 30	\$ 1,419,107			
Ending Balance as % of Total Outgo:	34.9%			

Golden Valley Charter School
2012-13 March Financial Update (Actuals through 2/28/13)
BUDGET VS. ACTUALS - SUMMARY (GVVCS)

	2012-13 2nd Interim	Year-to-Date Budget	Year-to-Date Actuals	Variance: Budget vs Actual
Revenues:				
Revenue Limit	\$ 320,679	\$ 106,751	\$ 106,751	\$ -
Federal Revenue	6,845	-	-	-
Other State Revenue	43,877	20,918	20,918	-
Other Local Revenue	2,133	908	908	-
TTL Revenues:	\$ 373,534	\$ 128,576	\$ 128,576	\$ -
Expenditures:				
Certificated Salaries	\$ 107,794	\$ 30,320	\$ 31,018	\$ 698
Non-certificated Salaries	9,556	10,138	9,902	(236)
Benefits	71,007	19,748	17,673	(2,075)
Books/Supplies/Materials	500	-	109	109
Services/Operations	181,194	28,509	30,410	1,901
Capital Outlay	-	-	-	-
Other Outgo	3,483	-	-	-
TTL Expenditures:	\$ 373,534	\$ 88,715	\$ 89,112	\$ 396
Net Revenues	\$ -	\$ 39,861	\$ 39,465	\$ (396)
Year-To-Date Budget vs. Actuals:		\$ (396)	over budget so far this year	
Beginning Balance July 1	\$ 68,843			
Ending Balance June 30	\$ 68,843			
Ending Balance as % of Total Outgo:	18.4%			

**Golden Valley Charter School/Golden Valley Virtual Charter School - CONSOLIDATED
WARRANT REGISTER: February 2013**

Sum of Amount			
Check Type	Check Date	Payee	Total
Warrant	2/5/2013	All American Ballet School	\$ 335.04
		Barnes & Noble Inc	\$ 187.48
		C.A.R.E. Learning Academy (SCV Tutors)	\$ 349.98
		Cassell's Music, Inc	\$ 120.00
		Conejo Recreation and Park Dis	\$ 92.86
		Dance Creations LLC	\$ 156.14
		Delian Music	\$ 468.00
		Dick Blick Company	\$ 148.05
		Education Station	\$ 245.03
		Emh Sports USA, Inc	\$ 80.00
		Follett Educational Services	\$ 116.90
		Huckleberry Center	\$ 216.00
		Joe Ferrante Music Academy	\$ 756.00
		Keyboard Galleria Music Center	\$ 209.00
		Monarch's National Gymnastics Training Center	\$ 148.00
		Office Depot	\$ 1,232.91
		Pasadena Conservatory Of Music	\$ 1,000.00
		Rancho Simi Recreation & Park	\$ 165.00
		Science- 2- U	\$ 455.00
		ServiceMaster Building Maintenance	\$ 329.00
		Singapore Math, Inc	\$ 85.10
		Staples Business Advantage	\$ 324.29
		TaeKwonDo Plus	\$ 150.00
		Time 4 Learning	\$ 25.00
		Young At Art- Simi Valley	\$ 358.40
		Law Office of Young, Minney & Corr, LLP	\$ 129.67
		Claddagh Dance Company	\$ 285.00
		Ballet Academy Ventura	\$ 303.00
		City of La Mirada	\$ 124.00
		Play-Well TEKnologies- Santa Barbara/Ventura	\$ 2,550.00
		Rene Urbanovich	\$ 210.00
		Yamaha Music School	\$ 2,769.60
		American Science & Surplus	\$ 48.56
		Beth A. Tappin	\$ 391.89
		Buckle Down Publishing Co	\$ 45.53
		Celebration Education- Monrovia	\$ 125.00
		Delta Managed Solutions, Inc.	\$ 8,850.00
		Educational Program For Gifted	\$ 664.00
		EMC Publishing, LLC	\$ 228.59
		Miss Melodee Studios, Inc	\$ 68.40
		Nancy's Notions	\$ 11.38
North Dakota Center For Distance Education	\$ 750.15		
Painter Larson Academy of Irish Dance	\$ 180.00		
Peace Hill Press, Inc	\$ 60.62		
Rotary Club of Ventura	\$ 329.25		
Scholastic Classroom Books and Libraries	\$ 23.37		
Swordplay Fencing Studio, Inc.	\$ 147.00		
The Sanctuary	\$ 3,730.00		
Ventura College Bookstore	\$ 220.00		
	2/14/2013	All American Ballet School	\$ 274.28
		Apple Inc	\$ 1,103.79
		Barnes & Noble Inc	\$ 156.27
		C.A.R.E. Learning Academy (SCV Tutors)	\$ 479.26
		Cassell's Music, Inc	\$ 840.00
		Children's Music Academy	\$ 274.00

**Golden Valley Charter School/Golden Valley Virtual Charter School - CONSOLIDATED
WARRANT REGISTER: February 2013**

Sum of Amount			Total
Check Type	Check Date	Payee	
Warrant	41319	Christine Albright	\$ 188.71
		City of Carpinteria	\$ 65.00
		Dorothy McCandliss	\$ 1,798.76
		Education Station	\$ 641.15
		Evan- Moor	\$ 134.71
		Guitar Center	\$ 182.30
		Hayley Hamilton	\$ 150.23
		Huckleberry Center	\$ 350.00
		Joe Ferrante Music Academy	\$ 968.50
		Keyboard Galleria Music Center	\$ 110.00
		Kids Art Inc - Sherman Oaks	\$ 851.00
		Laura Guy	\$ 104.17
		Le Club Gymnastics	\$ 156.25
		Lorrie Veiga	\$ 172.12
		Math- U- See California, Inc	\$ 35.09
		Nickerson Family Trust (Sjnden LLC)	\$ 9,222.00
		Norma McBride	\$ 116.39
		Office Depot	\$ 1,189.11
		Rainbow Resource Center	\$ 820.08
		Renee Carlino	\$ 141.10
		Sandra M. Yip	\$ 7,356.00
		School Specialty Inc.	\$ 108.99
		Singapore Math, Inc	\$ 634.13
		Staples Business Advantage	\$ 337.01
		Steven Sunnarborg Musical Serv	\$ 116.80
		Sylvia Klein	\$ 98.65
		TaeKwonDo Plus	\$ 470.00
		Valencia Tutors	\$ 410.00
		Wendy Theobald	\$ 144.64
		YMCA- Ventura	\$ 180.50
		Young At Art- Camarillo	\$ 75.00
		City of Ojai	\$ 132.48
		Pearson - Acct#2462900, 05-5238169, 005-59407-000	\$ 252.45
		Airealistic, LLC	\$ 430.00
		Iron Fist Martial Arts, LLC	\$ 300.00
		Mad Dog Math	\$ 61.26
		Nasco Modesto	\$ 48.70
		Play-Well TEKnologies- Santa Barbara/Ventura	\$ 250.00
		Much A Do About Shakespeare	\$ 7,256.50
		Wieser Educational	\$ 66.35
		McGraw-Hill	\$ 588.78
		Tae Ryong TaeKwonDo School	\$ 156.00
		Yamaha Music School	\$ 108.00
		Beth A. Tappin	\$ 209.22
		Miss Melodee Studios, Inc	\$ 137.70
		North Dakota Center For Distance Education	\$ 1,884.32
		Swordplay Fencing Studio, Inc.	\$ 40.00
		Activities for Learning	\$ 188.00
		All About Spelling	\$ 95.84
		APLUS+	\$ 556.00
		Charter Schools Development Center	\$ 2,010.00
		Chinaberry Inc	\$ 23.14
		Cuizon Ballet Centre	\$ 767.50
		Cynthia Peterson	\$ 54.81
		Excel Taekwondo Center, LLC	\$ 650.00

**Golden Valley Charter School/Golden Valley Virtual Charter School - CONSOLIDATED
WARRANT REGISTER: February 2013**

Sum of Amount					
Check Type	Check Date	Payee	Total		
Warrant	41319	First United Methodist Church	\$ 1,950.00		
		Growing With Grammar (JackKris)	\$ 37.23		
		Houghton Mifflin Harcourt - Acct#147529	\$ 44.68		
		Joyce Salsberry	\$ 196.06		
		Karate 4 Kids USA	\$ 1,025.00		
		Middlebury Interactive (Power Speak)	\$ 93.75		
		Nancy Larson Publishers, Inc.	\$ 269.79		
		New Readers Press	\$ 10.92		
		Ovation School For Performing Arts	\$ 745.00		
		Racheal Yard	\$ 86.15		
		Rosetta Stone, Ltd. (Fairfield Language Tech.)	\$ 182.86		
		Splash Publications	\$ 50.89		
		Tabeth Gomez	\$ 558.80		
		Tamie Stewart	\$ 147.30		
		The Critical Thinking Co.	\$ 100.24		
		Tricia Purcell	\$ 189.16		
		Valley Bob's Driving School	\$ 117.00		
		Wendy Hand-Hogan	\$ 341.51		
		Zaner- Bloser	\$ 29.00		
		University of Nebraska- Lincoln	\$ 374.81		
			2/21/2013	All American Ballet School	\$ 200.00
				Alliance for Performing Arts	\$ 400.00
				Apple Inc	\$ 2,241.04
				Barnes & Noble Inc	\$ 439.20
				Cassell's Music, Inc	\$ 480.00
				Christine Albright	\$ 3.65
				Dance Creations LLC	\$ 125.00
		Delian Music	\$ 112.00		
		Dick Blick Company	\$ 174.92		
		Elizabeth Gomez	\$ 268.94		
		Evan- Moor	\$ 114.95		
		Follett Educational Services	\$ 185.12		
		Home Science Tools	\$ 116.46		
		Keyboard Galleria Music Center	\$ 110.00		
		Lakeshore Learning Materials	\$ 69.04		
		Lisa Sophos	\$ 208.81		
		Mary Jo Stirling	\$ 361.87		
		Math- U- See California, Inc	\$ 77.05		
		Monarch's National Gymnastics Training Center	\$ 79.00		
		Office Depot	\$ 1,178.48		
		Ottosen Music Studio	\$ 990.00		
		Rainbow Resource Center	\$ 1,828.67		
		Rancho Simi Recreation & Park	\$ 111.50		
		Sandra M. Yip	\$ 530.04		
		Science- 2- U	\$ 6,218.45		
		Singapore Math, Inc	\$ 361.83		
		Special Ed Asst & Tech Support, Inc	\$ 38,059.72		
		Staples Business Advantage	\$ 510.25		
		Steve Spangler Science	\$ 514.73		
		TelePacific Communications	\$ 364.36		
		Thinkwell Corporation	\$ 125.00		
		Time 4 Learning	\$ 225.00		
		U. S. Bank	\$ 711.05		
		YMCA- Ventura	\$ 272.00		
		E. J. Harrison & Sons Inc	\$ 62.43		

**Golden Valley Charter School/Golden Valley Virtual Charter School - CONSOLIDATED
WARRANT REGISTER: February 2013**

Sum of Amount			Total
Check Type	Check Date	Payee	
Warrant	41326	Melissa Barnett	\$ 172.61
		Excellence in Education	\$ 97.33
		Much A Do About Shakespeare	\$ 2,052.50
		Byu Independent Study	\$ 932.00
		Miss Melodee Studios, Inc	\$ 187.20
		North Dakota Center For Distance Education	\$ 230.53
		Painter Larson Academy of Irish Dance	\$ 300.00
		Houghton Mifflin Harcourt - Acct#147529	\$ 402.96
		Middlebury Interactive (Power Speak)	\$ 187.50
		Valley Bob's Driving School	\$ 78.00
		Zaner- Bloser	\$ 29.00
		Aleks Corporation	\$ 20.00
		Analytical Grammar, Inc.	\$ 181.46
		Anne Alday	\$ 262.31
		Apple One Employment Services	\$ 475.20
		Blackbird & Company	\$ 100.45
		Brave Writer, LLC	\$ 113.85
		California Dance Academy	\$ 335.00
		Hosaka, Rotherham & Co.	\$ 2,966.00
		Jostens	\$ 225.83
		Los Angeles School of Gymnastics	\$ 45.00
		Prufrock Press, Inc	\$ 34.87
		Studio 316	\$ 142.00
		YMCA- Valencia	\$ 300.00
		Advanced Academics, Inc.	\$ 125,090.66
		K12 Inc	\$ 948.33
Grand Total			\$ 277,012.53

Golden Valley Charter School
WARRANT REGISTER: February 2013

Sum of Amount			
Check Type	Check Date	Payee	Total
Warrant	2/5/2013	All American Ballet School	\$ 335.04
		Barnes & Noble Inc	\$ 187.48
		C.A.R.E. Learning Academy (SCV Tutors)	\$ 349.98
		Cassell's Music, Inc	\$ 120.00
		Conejo Recreation and Park Dis	\$ 92.86
		Dance Creations LLC	\$ 156.14
		Delian Music	\$ 468.00
		Dick Blick Company	\$ 148.05
		Education Station	\$ 245.03
		Emh Sports USA, Inc	\$ 80.00
		Follett Educational Services	\$ 116.90
		Huckleberry Center	\$ 216.00
		Joe Ferrante Music Academy	\$ 756.00
		Keyboard Galleria Music Center	\$ 209.00
		Monarch's National Gymnastics Training Center	\$ 148.00
		Office Depot	\$ 1,232.91
		Pasadena Conservatory Of Music	\$ 1,000.00
		Rancho Simi Recreation & Park	\$ 165.00
		Science- 2- U	\$ 455.00
		ServiceMaster Building Maintenance	\$ 329.00
		Singapore Math, Inc	\$ 85.10
		Staples Business Advantage	\$ 324.29
		TaeKwonDo Plus	\$ 150.00
		Time 4 Learning	\$ 25.00
		Young At Art- Simi Valley	\$ 358.40
		Law Office of Young, Minney & Corr, LLP	\$ 129.67
		Claddagh Dance Company	\$ 285.00
		Ballet Academy Ventura	\$ 303.00
		City of La Mirada	\$ 124.00
		Play-Well TEKologies- Santa Barbara/Ventura	\$ 2,550.00
		Rene Urbanovich	\$ 210.00
		Yamaha Music School	\$ 2,769.60
		American Science & Surplus	\$ 48.56
		Beth A. Tappin	\$ 391.89
		Buckle Down Publishing Co	\$ 45.53
Celebration Education- Monrovia	\$ 125.00		
Delta Managed Solutions, Inc.	\$ 7,250.00		
Educational Program For Gifted	\$ 664.00		
EMC Publishing, LLC	\$ 228.59		
Miss Melodee Studios, Inc	\$ 68.40		
Nancy's Notions	\$ 11.38		
North Dakota Center For Distance Education	\$ 750.15		
Painter Larson Academy of Irish Dance	\$ 180.00		
Peace Hill Press, Inc	\$ 60.62		
Rotary Club of Ventura	\$ 329.25		
Scholastic Classroom Books and Libraries	\$ 23.37		
Swordplay Fencing Studio, Inc.	\$ 147.00		
The Sanctuary	\$ 3,730.00		
Ventura College Bookstore	\$ 220.00		
			\$ 277,012.53
	2/14/2013	All American Ballet School	\$ 274.28
		Apple Inc	\$ 1,103.79
		Barnes & Noble Inc	\$ 156.27
		C.A.R.E. Learning Academy (SCV Tutors)	\$ 479.26

Golden Valley Charter School
WARRANT REGISTER: February 2013

Sum of Amount			
Check Type	Check Date	Payee	Total
Warrant	41319	Cassell's Music, Inc	\$ 840.00
		Children's Music Academy	\$ 274.00
		Christine Albright	\$ 188.71
		City of Carpinteria	\$ 65.00
		Dorothy McCandliss	\$ 1,798.76
		Education Station	\$ 641.15
		Evan- Moor	\$ 134.71
		Guitar Center	\$ 182.30
		Hayley Hamilton	\$ 150.23
		Huckleberry Center	\$ 350.00
		Joe Ferrante Music Academy	\$ 968.50
		Keyboard Galleria Music Center	\$ 110.00
		Kids Art Inc - Sherman Oaks	\$ 851.00
		Laura Guy	\$ 104.17
		Le Club Gymnastics	\$ 156.25
		Lorrie Veiga	\$ 172.12
		Math- U- See California, Inc	\$ 35.09
		Nickerson Family Trust (Sjnden LLC)	\$ 9,222.00
		Norma McBride	\$ 116.39
		Office Depot	\$ 1,189.11
		Rainbow Resource Center	\$ 820.08
		Renee Carlino	\$ 141.10
		Sandra M. Yip	\$ 7,356.00
		School Specialty Inc.	\$ 108.99
		Singapore Math, Inc	\$ 634.13
		Staples Business Advantage	\$ 337.01
		Steven Sunnarborg Musical Serv	\$ 116.80
		Sylvia Klein	\$ 98.65
		TaeKwonDo Plus	\$ 470.00
		Valencia Tutors	\$ 410.00
		Wendy Theobald	\$ 144.64
		YMCA- Ventura	\$ 180.50
		Young At Art- Camarillo	\$ 75.00
		City of Ojai	\$ 132.48
		Pearson - Acct#2462900, 05-5238169, 005-59407-000	\$ 252.45
		Airealistic, LLC	\$ 430.00
		Iron Fist Martial Arts, LLC	\$ 300.00
		Mad Dog Math	\$ 61.26
		Nasco Modesto	\$ 48.70
		Play-Well TEKnologies- Santa Barbara/Ventura	\$ 250.00
		Much A Do About Shakespeare	\$ 7,256.50
		Wieser Educational	\$ 66.35
		McGraw-Hill	\$ 588.78
		Tae Ryong TaeKwonDo School	\$ 156.00
		Yamaha Music School	\$ 108.00
		Beth A. Tappin	\$ 209.22
		Miss Melodee Studios, Inc	\$ 137.70
		North Dakota Center For Distance Education	\$ 1,884.32
		Swordplay Fencing Studio, Inc.	\$ 40.00
		Activities for Learning	\$ 188.00
		All About Spelling	\$ 95.84
		APLUS+	\$ 556.00
		Charter Schools Development Center	\$ 2,010.00

Golden Valley Charter School
WARRANT REGISTER: February 2013

Sum of Amount					
Check Type	Check Date	Payee	Total		
Warrant	41319	Chinaberry Inc	\$ 23.14		
		Cuizon Ballet Centre	\$ 767.50		
		Cynthia Peterson	\$ 54.81		
		Excel Taekwondo Center, LLC	\$ 650.00		
		First United Methodist Church	\$ 1,950.00		
		Growing With Grammar (JackKris)	\$ 37.23		
		Houghton Mifflin Harcourt - Acct#147529	\$ 44.68		
		Joyce Salsberry	\$ 196.06		
		Karate 4 Kids USA	\$ 1,025.00		
		Middlebury Interactive (Power Speak)	\$ 93.75		
		Nancy Larson Publishers, Inc.	\$ 269.79		
		New Readers Press	\$ 10.92		
		Ovation School For Performing Arts	\$ 745.00		
		Racheal Yard	\$ 86.15		
		Rosetta Stone, Ltd. (Fairfield Language Tech.)	\$ 182.86		
		Splash Publications	\$ 50.89		
		Tabeth Gomez	\$ 558.80		
		Tamie Stewart	\$ 147.30		
		The Critical Thinking Co.	\$ 100.24		
		Tricia Purcell	\$ 189.16		
		Valley Bob's Driving School	\$ 117.00		
		Wendy Hand-Hogan	\$ 341.51		
		Zaner- Bloser	\$ 29.00		
		University of Nebraska- Lincoln	\$ 374.81		
			2/21/2013	All American Ballet School	\$ 200.00
				Alliance for Performing Arts	\$ 400.00
				Apple Inc	\$ 2,241.04
				Barnes & Noble Inc	\$ 439.20
				Cassell's Music, Inc	\$ 480.00
		Christine Albright	\$ 3.65		
		Dance Creations LLC	\$ 125.00		
		Delian Music	\$ 112.00		
		Dick Blick Company	\$ 174.92		
		Elizabeth Gomez	\$ 268.94		
		Evan- Moor	\$ 114.95		
		Follett Educational Services	\$ 185.12		
		Home Science Tools	\$ 116.46		
		Keyboard Galleria Music Center	\$ 110.00		
		Lakeshore Learning Materials	\$ 69.04		
		Lisa Sophos	\$ 208.81		
		Mary Jo Stirling	\$ 361.87		
		Math- U- See California, Inc	\$ 77.05		
		Monarch's National Gymnastics Training Center	\$ 79.00		
		Office Depot	\$ 1,178.48		
		Ottosen Music Studio	\$ 990.00		
		Rainbow Resource Center	\$ 1,828.67		
		Rancho Simi Recreation & Park	\$ 111.50		
		Sandra M. Yip	\$ 530.04		
		Science- 2- U	\$ 6,218.45		
		Singapore Math, Inc	\$ 361.83		
		Special Ed Asst & Tech Support, Inc	\$ 37,746.66		
		Staples Business Advantage	\$ 510.25		
		Steve Spangler Science	\$ 514.73		

Golden Valley Charter School
WARRANT REGISTER: February 2013

Sum of Amount			
Check Type	Check Date	Payee	Total
Warrant	41326	TelePacific Communications	\$ 364.36
		Thinkwell Corporation	\$ 125.00
		Time 4 Learning	\$ 225.00
		U. S. Bank	\$ 42.65
		YMCA- Ventura	\$ 272.00
		E. J. Harrison & Sons Inc	\$ 62.43
		Melissa Barnett	\$ 172.61
		Excellence in Education	\$ 97.33
		Much A Do About Shakespeare	\$ 2,052.50
		Byu Independent Study	\$ 932.00
		Miss Melodee Studios, Inc	\$ 187.20
		North Dakota Center For Distance Education	\$ 230.53
		Painter Larson Academy of Irish Dance	\$ 300.00
		Houghton Mifflin Harcourt - Acct#147529	\$ 402.96
		Middlebury Interactive (Power Speak)	\$ 187.50
		Valley Bob's Driving School	\$ 78.00
		Zaner- Bloser	\$ 29.00
		Aleks Corporation	\$ 20.00
		Analytical Grammar, Inc.	\$ 181.46
		Anne Alday	\$ 262.31
		Apple One Employment Services	\$ 475.20
		Blackbird & Company	\$ 100.45
		Brave Writer, LLC	\$ 113.85
		California Dance Academy	\$ 335.00
		Jostens	\$ 117.27
		Los Angeles School of Gymnastics	\$ 45.00
		Prufrock Press, Inc	\$ 34.87
		Studio 316	\$ 142.00
		YMCA- Valencia	\$ 300.00
		K12 Inc	\$ 948.33
Grand Total			\$ 146,265.85

Golden Valley Virtual School
WARRANT REGISTER: February 2013

Sum of Amount			
Check Type	Check Date	Payee	Total
Warrant	2/5/2013	Delta Managed Solutions, Inc.	\$ 1,600.00
	2/21/2013	Special Ed Asst & Tech Support, Inc	\$ 313.06
		U. S. Bank	\$ 668.40
		Hosaka, Rotherham & Co.	\$ 2,966.00
		Jostens	\$ 108.56
		Advanced Academics, Inc.	\$ 125,090.66
Grand Total			\$ 130,746.68



Board Agenda Item

To: Board of Directors

From: Cynthia Hansen, Chief Business Official

Date: March 4, 2013

Re: RECEIPT OF VENTURA COUNTY REPORT OF INVESTMENTS FOR THE QUARTER ENDING
DECEMBER 31, 2012

BACKGROUND:

Education Code 41001 requires most school district funds to be deposited into the County Treasury. Government Code 53646 declares that local agencies, including joint power authorities, may issue quarterly reports containing investment information required by Government Code 53646.

Part One: This statute requires that if a local agency has placed all of its investments in the Local Agency Investment Fund (LAIF) or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, in a county investment pool or any combination of these, the chief business officer need only supply the most recent statement or statements received by the local agency from these institutions in lieu of other items listed as part two of the disclosure.

Part Two: If the local agency has investments other than those identified in Part One above, the report must include: the type of investment, issuer, date of maturity, par and dollar amount invested on all securities, investments and monies held by the local agency, and shall additionally include a description of any local agency's funds, investments, or programs that are under the management of contracted parties, including lending programs. A current market value, and the source of this valuation as of the date of the report, must also be included if the local agency has securities under the management of an outside party that is not also a local agency or the California Local Agency Investment Fund.

DESCRIPTION/DETAILS:

All cash balances in the other funds of the district are in the County Pool invested at the discretion of the County Treasurer. Interest is reported on a monthly basis. The following lists all investment(s) for funds of the District for the last quarter.

	10/31/12	11/30/12	12/31/12	Average
County Treasurer	0.65%	0.67%	0.58%	0.52%

Per Government Code 53646, the following statement is issued: The District has the ability to meet the expenditure requirements over the next six months.

FISCAL IMPACT:

The budget for interest income will be updated to reflect current interest rates.

ITEM PROPOSED FOR:

Receipt of Report



February 5, 2013

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 December 31, 2012.

RECOMMENDATION: Discuss and File

FISCAL/MANDATES IMPACT: None

DISCUSSION:

The average daily portfolio balance for the month of December amounted to \$1.9 billion. The portfolio yield for the month of December was .58%. The weighted average days to maturity increased 30 days to 326 days. The total net monthly earnings were \$ 977 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 AAf 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, and this report will more specifically focus on factors related to U.S. interest rates.

Congress and the President reached agreement on December 31 on a plan to temporarily avoid the most serious consequences of the so-called "fiscal cliff." Inaction would have resulted in significant additional federal tax costs to most people and significant federal budget reductions. It would have significantly increased the likelihood

of returning the economy to a statistical state of recession and would at least have imposed an additional drag on the already-weak recovery. Most employed persons will notice a 2% reduction in gross pay (on income up to \$113,700) as the result of an increase in the FICA/Social Security payroll tax. The consensus of commentators is that 2013 will result in modest changes in taxes and spending that will not by themselves significantly affect economic recovery or the interest rate market.

The principal actor directly affecting interest rates is the Federal Reserve Board and the Federal Open Market Committee. Chairman Ben Bernanke announced in December after the FOMC meeting that it was the Fed's intent to maintain benchmark interest rates at their present low levels "at least as long" as the unemployment rate remains above 6.5 % and if inflation "between one and two years ahead" is projected to be no more than 2.5 %. Although the Fed stated that it "views these thresholds as consistent with its earlier date-based guidance" it did not repeat its earlier pledge that interest rates would be held at current levels "at least through mid-2015." Chairman Bernanke also announced the continuation of the Fed program to buy back Treasury securities as part of its effort to control interest rates, stimulate the economy, and reduce unemployment.

The December FOMC minutes (released on January 3, 2013) reveal some disagreement among members whether the buy-back program should continue, based on concerns it may increase inflation; and whether a modest increase in interest rates would actually stimulate important elements of the economy. The interest rate market responded to the release of the minutes with a slight increase in Treasury yields, which may be reflected in the investment report in February if it holds up.

The U. S. economy continues its slow recovery. The most useful commentary is found in the Federal Reserve Board's Summary of Commentary, hereinafter "The Beige Book." The report characterizes the economy's growth through December 2012 as modest to moderate. Consumer spending gained, along with activity in travel and tourism. The service sector advanced, as did manufacturing. Agriculture and natural resources showed "robust growth." The real estate sector was characterized as "sluggish" and loan demand increased only slightly. The report noted that upward price pressures, price increases, and wage pressures were modest overall. A quite satisfactory summary of the report can be found at <http://www.bloomberg.com/news/2012-01-11/u-s-federal-reserve-jan-beige-book-summary-text.html>

Given the current interest rate environment and the terms of our investment policy, we anticipate the County's yield to continue to drop modestly. Further, we continue to seek investment opportunities in order to optimize earnings (U. S. Treasury Market graph attached).

Attached is a listing of market values provided by our custodian, Wells Fargo Bank, for all investments for the month ending December 31, 2012. GASB Statement no. 31 states that variances between the cost of investments and the fair value of investments shall not be considered budgetary resources or uses of resources unless the value of investments is permanently impaired because of decreased issuer creditworthiness or it is determined that the Treasurer be unable to hold investments to maturity.

The following spreadsheets are also attached:

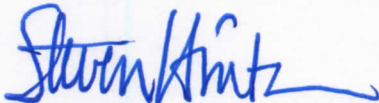
- Transactions for the month of December
- Listing of Securities by Type
- Summary of Government Agency Securities

The following is a list of attached graphs:

- Portfolio Average Monthly Balance
- Average Portfolio Maturity
- Balance Yield Comparison by Month
- Portfolio Holdings By Instrument Type
- Yield Curve, U. S. Treasury Market
- Maturity Distribution

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 – Investment Inventory by Type
- Exhibit 4 – Summary of Government Agency Securities
- Exhibit 5 – Graphs

WELLS FARGO
Investments by Date

COUNTY OF VENTURA

ACCOUNT: All Accounts Selected

General Reporting - Investments by Date
From Month End 12/31/2012
01/02/2013 03:30:41 PM EST

Asset Description 1 & 2	Asset ID	Maturity Date	Units	Fed Tax Cost	Market Value	Market Price	Unrealized Gain Unrealized Loss
U.S. DOLLARS			.0000	\$.00	\$.00	.000000	.0000
CA LAIF STATE OF CALIFORNIA INVESTMENT FD	MS6232818						
GENERAL ELEC CAP CORP DTD 01/08/10 2.800 01/08/2013	36962G4H4	2013/01/08	27,000,000.0000	\$50,000,000.00	\$50,000,000.00	1.000000	.0000
FED HOME LN MTG CORP MED TERM NOTE	3137EACG2	2013/01/09	10,000,000.0000	\$27,585,090.00	\$27,007,560.00	100.028000	(577,530.0000)
GENERAL ELEC CAP CORP TRANCHE # TR 00575	36962GZY3	2013/01/15	20,670,000.0000	\$9,899,300.00	\$10,002,400.00	100.024000	103,100.0000
FED HOME LN BK DTD 12/10/09 1.500 01/16/2013	3133XW7L7	2013/01/16	15,950,000.0000	\$21,629,088.00	\$20,705,552.40	100.172000	(923,535.6000)
FED HOME LN BK DTD 12/22/11 0.200 01/18/2013	313376MZ5	2013/01/18	30,000,000.0000	\$16,174,815.25	\$15,958,613.00	100.054000	(216,202.2500)
GENERAL ELEC CAPT CORP CPDN DTD 07/26/12 01/31/2013	36959HNN1	2013/01/31	31,000,000.0000	\$29,998,860.00	\$30,001,200.00	100.004000	2,340.0000
GENERAL ELECTRIC COMPANY DTD 01/28/03 5.000 02/01/2013	369604AY9	2013/02/01	4,665,000.0000	\$30,948,808.89	\$30,994,730.00	99.983000	45,921.1100
GENERAL ELEC CAPT CORP CPDN DTD 06/29/12 02/07/2013	36959HP76	2013/02/07	12,500,000.0000	\$4,665,000.0000	\$4,682,773.65	100.381000	(188,186.1000)
GENERAL ELEC CAPT CORP CPDN DTD 05/25/12 02/19/2013	36959HPK7	2013/02/19	5,500,000.0000	\$12,479,217.78	\$12,496,875.00	99.975000	17,657.2200
GENERAL ELEC CAPT CORP CPDN DTD 06/15/12 02/20/2013	36959HPL5	2013/02/20	10,000,000.0000	\$5,491,200.00	\$5,497,965.00	99.963000	6,765.0000
FED FARM CREDIT BK DTD 01/15/10 1.750 02/21/2013	31331JBV4	2013/02/21	11,500,000.0000	\$9,984,500.00	\$9,996,300.00	99.963000	11,800.0000
FED FARM CREDIT BK DTD 02/22/11 0.900 02/22/2013	31331KCP3	2013/02/22	50,000,000.0000	\$11,709,645.00	\$11,523,920.00	100.208000	(185,725.0000)
FED NATL MTG ASSN DTD 01/15/10 1.750 02/22/2013	31398AE24	2013/02/22	35,000,000.0000	\$50,073,500.00	\$50,054,000.00	100.108000	(19,500.0000)
GENERAL ELEC CAPT CORP CPDN DTD 07/02/12 02/28/2013	36959HPU5	2013/02/28	13,000,000.0000	\$34,947,550.00	\$35,079,100.00	100.226000	131,550.0000
FED HOME LN BK DTD 02/03/10 1.750 03/08/2013	3133XWX87	2013/03/08	20,000,000.0000	\$12,979,738.06	\$12,994,410.00	99.957000	14,671.9400
FED NATL MTG ASSN DTD 03/28/03 4.3750 03/15/2013	31359MRG0	2013/03/15	10,000,000.0000	\$20,145,100.00	\$20,056,000.00	100.280000	(89,100.0000)
FED HOME LN BK DTD 02/19/10 1.625 03/20/2013	3133XX7F8	2013/03/20	10,000,000.0000	\$10,753,700.00	\$10,086,200.00	100.862000	(667,500.0000)
FED HOME LN BK DISC NOTE DTD 03/22/12 03/22/2013	313385DJ2	2013/03/22	20,000,000.0000	\$9,976,000.00	\$10,032,600.00	100.326000	56,600.0000
FED HOME LN MTG CORP DTD 02/23/10 1.720 04/11/2013	3128X9DS6	2013/04/11	28,000,000.0000	\$19,998,200.00	\$19,997,800.00	99.989000	(400.0000)
GENERAL ELEC CAPT CORP CPDN DTD 07/16/12 04/12/2013	36959HRC3	2013/04/12	20,000,000.0000	\$27,965,090.00	\$28,123,200.00	100.440000	158,110.0000
FED HOME LN MTG CORP DTD 03/04/10 1.625 04/15/2013	3137EACJ6	2013/04/15	30,000,000.0000	\$19,985,333.33	\$19,976,400.00	99.882000	(8,933.3300)
GENERAL ELEC CAPT CORP CPDN DTD 10/15/12 04/30/2013	36959HRW9	2013/04/30	32,000,000.0000	\$29,891,700.00	\$30,129,000.00	100.430000	237,300.0000
GENERAL ELEC CAP CORP DTD 04/21/08 4.800 05/01/2013	36962G3T9	2013/05/01	10,000,000.0000	\$31,961,600.00	\$31,955,520.00	99.861000	(6,080.0000)
GENERAL ELEC CAPT CORP CPDN DTD 11/08/12 05/08/2013	36959HS81	2013/05/08	6,000,000.0000	\$10,463,200.00	\$10,145,600.00	101.456000	(317,600.0000)
GENERAL ELEC CAPT CORP CPDN DTD 08/17/12 05/14/2013	36959HSE8	2013/05/14	11,000,000.0000	\$5,992,500.00	\$5,989,620.00	99.827000	(2,880.0000)
GENERAL ELEC CAPT CORP CPDN DTD 09/17/12 05/15/2013	36959HSF5	2013/05/15	8,000,000.0000	\$10,986,250.00	\$10,980,090.00	99.819000	(6,160.0000)
GENERAL ELEC CAP CORP CPDN DTD 09/06/12 06/03/2013	36959HT31	2013/06/03	18,000,000.0000	\$7,990,000.00	\$7,985,440.00	99.818000	(4,560.0000)
FED HOME LN BK DISC NOTE DTD 06/12/12 06/12/2013	313385GU4	2013/06/12	50,000,000.0000	\$17,977,375.00	\$17,957,880.00	99.766000	(19,495.0000)
FED HOME LN BK DISC NOTE DTD 06/14/12 06/14/2013	313385GW0	2013/06/14	25,000,000.0000	\$49,967,138.89	\$49,977,500.00	99.955000	10,361.1100
FED HOME LN BK SER 0000	313381JV8	2013/06/14	20,000,000.0000	\$24,987,569.44	\$24,988,750.00	99.955000	1,180.5600
FED HOME LN BK DTD 04/08/10 1.875 06/21/2013	3133XXYX9	2013/06/21	10,000,000.0000	\$20,000,000.00	\$20,001,600.00	100.008000	1,600.0000
FED FARM CREDIT BK DTD 05/25/10 1.375 06/25/2013	31331JPK3	2013/06/25	10,000,000.0000	\$10,242,300.00	\$10,081,900.00	100.819000	(160,400.0000)
FED NATL MTG ASSN DTD 05/21/10 1.500 06/26/2013	31398AT44	2013/06/26	2,974,000.0000	\$2,999,189.78	\$2,992,736.20	100.630000	(6,453.5800)
FED HOME LN BK DTD 12/27/12	313381HZ1	2013/06/27	5,000,000.0000	\$10,107,800.00	\$10,066,400.00	100.664000	(41,400.0000)
FED HOME LN MTG CORP DISC NOTE DTD 06/28/12 06/28/2013	313397HL8	2013/06/28	100,000,000.0000	\$5,000,700.00	\$5,000,350.00	100.007000	(350.0000)
FED HOME LN BK DTD 12/08/11 0.375 07/09/2013	313376J55	2013/07/09	50,000,000.0000	\$99,928,500.00	\$99,951,000.00	99.951000	22,500.0000
FED NATL MTG ASSN DTD 06/17/11 0.500 08/09/2013	3135G0BR3	2013/08/09	35,000,000.0000	\$50,000,000.00	\$50,056,500.00	100.113000	56,500.0000
FED NATL MTG ASSN DTD 07/09/10 1.250 08/20/2013	31398AX31	2013/08/20	69,955,000.0000	\$35,055,500.00	\$35,067,550.00	100.193000	12,050.0000
FED HOME LN BK SER 1	313374Y61	2013/08/28	31,000,000.0000	\$70,618,738.10	\$70,415,303.90	100.658000	(203,434.2000)
FED FARM CREDIT BK DTD 09/23/11 0.350 09/23/2013	31331KZJ2	2013/09/23	17,000,000.0000	\$31,049,934.00	\$31,065,100.00	100.210000	15,166.0000
FED NATL MTG ASSN DTD 08/06/10 1.000 09/23/2013	31398A2S0	2013/09/23	145,000,000.0000	\$16,980,620.00	\$17,020,910.00	100.123000	40,290.0000
FED HOME LN MTG CORP DTD 09/27/11 0.375 10/15/2013	3134G2U42	2013/10/15	10,000,000.0000	\$145,649,900.00	\$145,839,550.00	100.579000	189,650.0000
FED HOME LN MTG CORP DTD 08/20/10 0.875 10/28/2013	3137EACL1	2013/10/28	83,000,000.0000	\$9,995,100.00	\$10,015,300.00	100.153000	20,200.0000
FED HOME LN BK DTD 10/14/11 0.375 11/27/2013	3133762C8	2013/11/27	43,000,000.0000	\$82,956,990.00	\$83,473,930.00	100.571000	516,940.0000
FED HOME LN MTG CORP DTD 11/01/11 0.375 11/27/2013	3137EACZ0	2013/11/27	55,000,000.0000	\$43,070,950.00	\$43,075,680.00	100.176000	4,730.0000
FED FARM CREDIT BK DTD 11/29/11 0.500 11/29/2013	31331KY79	2013/11/29	9,000,000.0000	\$54,828,670.00	\$55,096,800.00	100.176000	268,130.0000
FED NATL MTG ASSN DTD 11/01/10 0.750 12/18/2013	31398A5W8	2013/12/18	40,000,000.0000	\$9,000,000.00	\$9,013,860.00	100.154000	13,860.0000
FED HOME LN BK DTD 11/18/10 0.875 12/27/2013	313371UC8	2013/12/27	10,000,000.0000	\$39,907,000.00	\$40,230,400.00	100.576000	323,400.0000
FED FARM CREDIT BK DTD 02/03/10 2.200 02/03/2014	31331JCV3	2014/02/03	3,200,000.0000	\$10,083,600.00	\$10,068,400.00	100.684000	(15,200.0000)
FED FARM CREDIT BK DTD 02/18/11 1.530 02/18/2014	31331KCN8	2014/02/18	5,000,000.0000	\$3,272,480.00	\$3,269,632.00	102.176000	(2,848.0000)
FED FARM CREDIT BK DTD 01/19/11 1.125 02/27/2014	31331KAN3	2014/02/27	22,465,000.0000	\$5,000,000.00	\$5,074,950.00	101.499000	74,950.0000
FED FARM CREDIT BK DTD 04/07/11 1.400 04/07/2014	31331KGN4	2014/04/07	25,000,000.0000	\$22,398,237.70	\$22,703,578.30	101.062000	305,340.6000
GENERAL ELEC CAP CORP DTD 05/13/09 5.900 05/13/2014	36962G4C5	2014/05/13	10,000,000.0000	\$25,373,000.00	\$25,373,000.00	101.492000	373,000.0000
				\$10,839,800.00	\$10,717,100.00	107.171000	(122,700.0000)

WELLS FARGO
Investments by Date

COUNTY OF VENTURA

ACCOUNT: All Accounts Selected

General Reporting - Investments by Date
From Month End 12/31/2012
01/02/2013 03:30:41 PM EST

<u>Asset Description 1 & 2</u>	<u>Asset ID</u>	<u>Maturity Date</u>	<u>Units</u>	<u>Fed Tax Cost</u>	<u>Market Value</u>	<u>Market Price</u>	<u>Unrealized Gain Unrealized Loss</u>
FED HOME LN BK DTD 04/15/11 1.375 05/28/2014	313373JR4	2014/05/28	35,000,000.0000	\$35,679,450.00	\$35,598,500.00	101.710000	(80,950.0000)
FED NATL MTG ASSN DEB ZERO CPN DTD 07/05/840.0000 07/05/2014	313586QR3	2014/07/05	25,000,000.0000	\$24,893,500.00	\$24,690,750.00	98.763000	(202,750.0000)
FED HOME LN MTG CORP DTD 07/26/11 1.000 08/20/2014	3134G2UA8	2014/08/20	50,000,000.0000	\$50,384,100.00	\$50,583,500.00	101.167000	199,400.0000
FED NATL MTG ASSN DTD 07/18/11 0.875 08/28/2014	3135G0BY8	2014/08/28	20,000,000.0000	\$20,167,600.00	\$20,201,400.00	101.007000	33,800.0000
FED NATL MTG ASSN MED TERM NOTE ZERO CPN	31358C7G5	2014/11/15	9,000,000.0000	\$8,931,563.10	\$8,860,050.00	98.445000	(71,513.1000)
FED FARM CREDIT BK DTD 12/12/07 4.300 12/15/2014	31331YHM5	2014/12/15	9,600,000.0000	\$10,551,552.00	\$10,324,512.00	107.547000	(227,040.0000)
FED HOME LN MTG CORP DTD 12/16/11 0.625 12/29/2014	3137EADA4	2014/12/29	10,000,000.0000	\$9,995,500.00	\$10,064,600.00	100.646000	69,100.0000
FED NATL MTG ASSN DTD 02/06/12 0.375 03/16/2015	3135G0HG1	2015/03/16	20,000,000.0000	\$19,894,000.00	\$20,026,600.00	100.133000	132,600.0000
FED NATL MTG ASSN SER 0000	3135G0RS4	2015/11/06	20,000,000.0000	\$20,000,000.00	\$20,020,400.00	100.102000	20,400.0000
FED HOME LN MTG CORP DTD 11/27/12 0.500 11/27/2015	3134G3Y20	2015/11/27	116,000,000.0000	\$116,033,600.00	\$116,146,160.00	100.126000	112,560.0000
FED NATL MTG ASSN SER 0000	3135G0RX3	2015/11/27	70,000,000.0000	\$70,017,500.00	\$70,069,300.00	100.099000	51,800.0000
GRAND TOTAL			1,820,979,000.0000	\$1,828,347,404.07	\$1,827,634,301.45		(713,102.6200)

DECEMBER 2012 TRANSACTIONS

Transaction Date	Purchase/Sale	Par Amount	Security Type	Security Name	Maturity Date	Yield
12/03/12	Purchase	35.00	GA	TVA-DN	12/20/12	0.091504
12/03/12	Purchase	50.00	GA	TVA-DN	12/27/12	0.122010
12/04/12	Purchase	16.00	GA	FHLMC	11/27/15	0.464172
12/04/12	Purchase	50.00	GA	FNMA	11/27/15	0.464172
12/04/12	Purchase	18.00	CP	GE	06/03/13	0.25
12/07/12	Purchase	43.00	GA	FHLB	11/27/13	0.205024
12/12/12	Purchase	50.00	GA	TVA-DN	12/20/12	0.101669
12/12/12	Purchase	50.00	GA	FHLB-DN	06/12/13	0.131892
12/12/12	Purchase	50.00	GA	FHLMC-DN	06/28/13	0.131893
12/12/12	Purchase	50.00	GA	FHLMC-DN	06/28/13	0.131893
12/13/12	Purchase	20.00	CP	GE	04/12/13	0.22
12/14/12	Purchase	20.00	GA	FHLB	06/14/13	0.15
12/14/12	Purchase	6.00	CP	GE	12/21/12	0.13
12/17/12	Purchase	25.00	GA	FHLB-DN	06/14/13	0.101439
12/31/12	Purchase	20.00	GA	FHLB-DN	03/22/13	0.040559
12/31/12	Purchase	5.00	GA	FHLB	06/27/13	0.131343

VENTURA COUNTY TREASURY PORTFOLIO, STEVEN HINTZ, TREASURER
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1

(SIRPT)

INVSMT NO.	DESCRIPTION	FUND NO.	MATURITY (TICKER)	PURCHASE DATE	SAF/PURP	CUPN RATE	TRDNG YIELD	BOOK PRICE	PAR VALUE SHARES	BOOK VALUE	ORIGINAL FACE
R 36811	FHLB BONDS	1003	01/16/13	12/14/11	200	1.500	.203	101.410	15,950,000.00	16,174,815.25	15,950,000.00
R 36814	FHLB BONDS	1003	01/18/13	12/22/11	200	.200	.204	99.996	30,000,000.00	29,998,860.00	30,000,000.00
R 36493	FHLB BONDS	1003	03/08/13	05/26/10	200	1.750	1.459	100.790	10,000,000.00	10,079,000.00	10,000,000.00
R 36495	FHLB BONDS	1003	03/08/13	05/27/10	200	1.750	1.506	100.661	10,000,000.00	10,066,100.00	10,000,000.00
R 36440	FHLB BONDS	1003	03/20/13	04/01/10	200	1.625	1.708	99.760	10,000,000.00	9,976,000.00	10,000,000.00
R 36878	FHLB BONDS	1003	06/14/13	12/14/12	200	.150	.150	100.000	20,000,000.00	20,000,000.00	20,000,000.00
R 36786	FHLB BONDS	1003	06/21/13	11/18/11	200	1.875	.347	102.423	10,000,000.00	10,242,300.00	10,000,000.00
R 36881	FHLB BONDS	1003	06/27/13	12/31/12	200	.160	.131	100.014	5,000,000.00	5,000,700.00	5,000,000.00
R 36802	FHLB BONDS	1003	07/09/13	12/08/11	200	.375	.375	100.000	50,000,000.00	50,000,000.00	50,000,000.00
R 36793	FHLB BONDS	1003	08/28/13	11/28/11	200	.500	.410	100.157	16,000,000.00	16,025,184.00	16,000,000.00
R 36794	FHLB BONDS	1003	08/28/13	11/28/11	200	.500	.405	100.165	15,000,000.00	15,024,750.00	15,000,000.00
R 36872	FHLB BONDS	1003	11/27/13	12/07/12	200	.375	.205	100.165	43,000,000.00	43,070,950.00	43,000,000.00
R 36835	FHLB	1003	12/27/13	04/05/12	200	.875	.389	100.836	10,000,000.00	10,083,600.00	10,000,000.00
R 36831	FHLB BONDS	1003	05/28/14	03/22/12	200	1.375	.486	101.929	25,000,000.00	25,482,250.00	25,000,000.00
R 36838	FHLB BONDS	1003	05/28/14	04/09/12	200	1.375	.446	101.972	10,000,000.00	10,197,200.00	10,000,000.00
SUBTOTAL (Inv Type) 22 FHLB BONDS			15.39% (C)			.757	.443	100.526	279,950,000.00	281,421,709.25	279,950,000.00
R 36445	FNMA BONDS	1003	02/22/13	04/06/10	200	1.750	1.822	99.798	10,000,000.00	9,979,800.00	10,000,000.00
R 36447	FNMA BONDS	1003	02/22/13	04/07/10	200	1.750	1.796	99.871	25,000,000.00	24,967,750.00	25,000,000.00
R 36462	FNMA BONDS	1003	03/15/13	04/13/10	200	4.375	1.719	107.537	10,000,000.00	10,753,700.00	10,000,000.00
R 36683	FNMA BONDS	1003	06/26/13	02/22/11	200	1.500	1.033	101.078	10,000,000.00	10,107,800.00	10,000,000.00
R 36776	FNMA BONDS	1003	08/09/13	10/28/11	200	.500	.429	100.126	25,000,000.00	25,031,500.00	25,000,000.00
R 36784	FNMA BONDS	1003	08/09/13	11/14/11	200	.500	.361	100.240	10,000,000.00	10,024,000.00	10,000,000.00
R 36551	FNMA BONDS	1003	08/20/13	08/26/10	200	1.250	.930	100.938	10,000,000.00	10,093,800.00	10,000,000.00
R 36673	FNMA BONDS	1003	08/20/13	01/21/11	200	1.250	1.029	100.560	5,000,000.00	5,028,000.00	5,000,000.00
R 36681	FNMA BONDS	1003	08/20/13	01/24/11	200	1.250	1.020	100.582	10,000,000.00	10,058,200.00	10,000,000.00
R 36707	FNMA BONDS	1003	08/20/13	03/30/11	200	1.250	1.060	100.447	20,000,000.00	20,089,400.00	20,000,000.00
R 36797	FNMA BONDS	1003	08/20/13	11/30/11	200	1.250	.328	101.582	9,955,000.00	10,112,488.10	9,955,000.00
R 36798	FNMA BONDS	1003	08/20/13	12/01/11	200	1.250	.328	101.579	15,000,000.00	15,236,850.00	15,000,000.00
R 36567	FNMA BONDS	1003	09/23/13	09/08/10	200	1.000	1.000	100.000	10,000,000.00	10,000,000.00	10,000,000.00
R 36568	FNMA BONDS	1003	09/23/13	09/10/10	200	1.000	1.025	99.926	10,000,000.00	9,992,600.00	10,000,000.00
R 36569	FNMA BONDS	1003	09/23/13	09/10/10	200	1.000	1.000	100.000	10,000,000.00	10,000,000.00	10,000,000.00
R 36598	FNMA BONDS	1003	09/23/13	10/26/10	200	1.000	.700	100.861	25,000,000.00	25,215,250.00	25,000,000.00
R 36600	FNMA BONDS	1003	09/23/13	10/27/10	200	1.000	.690	100.890	25,000,000.00	25,222,500.00	25,000,000.00
R 36602	FNMA BONDS	1003	09/23/13	10/28/10	200	1.000	.669	100.949	25,000,000.00	25,237,250.00	25,000,000.00
R 36678	FNMA BONDS	1003	09/23/13	02/01/11	200	1.000	1.049	99.872	10,000,000.00	9,987,200.00	10,000,000.00
R 36695	FNMA BONDS	1003	09/23/13	03/16/11	200	1.000	1.000	100.000	20,000,000.00	20,000,000.00	20,000,000.00
R 36732	FNMA BONDS	1003	09/23/13	04/14/11	200	1.000	1.020	99.951	10,000,000.00	9,995,100.00	10,000,000.00
R 36699	FNMA BONDS	1003	12/18/13	03/16/11	200	.750	1.070	99.133	20,000,000.00	19,826,600.00	20,000,000.00
R 36790	FNMA BONDS	1003	12/18/13	11/23/11	200	.750	.556	100.398	10,000,000.00	10,039,800.00	10,000,000.00

VENTURA COUNTY TREASURY PORTFOLIO, STEVEN HINTZ, TREASURER
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R 36791	FNMA BONDS	1003	12/18/13	11/23/11	200	.750	.552	100.406	10,000,000.00	10,040,600.00	10,000,000.00
R 36833	FNMA BONDS	1003	08/28/14	03/23/12	200	.875	.528	100.838	20,000,000.00	20,167,600.00	20,000,000.00
R 36839	FNMA BONDS	1003	03/16/15	04/10/12	200	.375	.557	99.470	20,000,000.00	19,894,000.00	20,000,000.00
R 36858	FNMA	1003	11/06/15	11/06/12	200	.500	.500	100.000	20,000,000.00	20,000,000.00	20,000,000.00
R 36863	FNMA BONDS	1003	11/27/15	11/27/12	200	.500	.500	100.000	20,000,000.00	20,000,000.00	20,000,000.00
R 36870	FNMA BONDS	1003	11/27/15	12/04/12	200	.500	.488	100.035	50,000,000.00	50,017,500.00	50,000,000.00
SUBTOTAL (Inv Type) 23 FNMA BONDS			26.10% (C)			.995	.801	100.456	474,955,000.00	477,119,288.10	474,955,000.00
R 36403	FHLMC-BONDS	1003	01/09/13	01/11/10	200	1.375	1.721	98.993	10,000,000.00	9,899,300.00	10,000,000.00
R 36458	FHLMC BONDS	1003	04/11/13	04/09/10	200	1.720	1.805	99.753	3,000,000.00	2,992,590.00	3,000,000.00
R 36459	FHLMC BONDS	1003	04/11/13	04/12/10	200	1.720	1.758	99.890	25,000,000.00	24,972,500.00	25,000,000.00
R 36452	FHLMC BONDS	1003	04/15/13	04/08/10	200	1.625	1.750	99.632	10,000,000.00	9,963,200.00	10,000,000.00
R 36453	FHLMC BONDS	1003	04/15/13	04/08/10	200	1.625	1.743	99.653	10,000,000.00	9,965,300.00	10,000,000.00
R 36456	FHLMC BONDS	1003	04/15/13	04/09/10	200	1.625	1.750	99.632	10,000,000.00	9,963,200.00	10,000,000.00
R 36781	FHLMC BONDS	1003	10/15/13	11/07/11	200	.375	.400	99.951	10,000,000.00	9,995,100.00	10,000,000.00
R 36701	FHLMC BONDS	1003	10/28/13	03/17/11	200	.875	1.001	99.675	15,000,000.00	14,951,250.00	15,000,000.00
R 36703	FHLMC BONDS	1003	10/28/13	03/23/11	200	.875	1.070	99.501	10,000,000.00	9,950,100.00	10,000,000.00
R 36704	FHLMC BONDS	1003	10/28/13	03/25/11	200	.875	1.080	99.477	20,000,000.00	19,895,400.00	20,000,000.00
R 36738	FHLMC BONDS	1003	10/28/13	04/25/11	200	.875	1.040	99.592	10,000,000.00	9,959,200.00	10,000,000.00
R 36792	FHLMC BONDS	1003	10/28/13	11/25/11	200	.875	.500	100.718	28,000,000.00	28,201,040.00	28,000,000.00
R 36787	FHLMC BONDS	1003	11/27/13	11/21/11	200	.375	.573	99.603	10,000,000.00	9,960,300.00	10,000,000.00
R 36788	FHLMC BONDS	1003	11/27/13	11/22/11	200	.375	.564	99.622	20,000,000.00	19,924,320.00	20,000,000.00
R 36789	FHLMC BONDS	1003	11/27/13	11/22/11	200	.375	.531	99.688	10,000,000.00	9,968,800.00	10,000,000.00
R 36796	FHLMC BONDS	1003	11/27/13	11/29/11	200	.375	.458	99.835	15,000,000.00	14,975,250.00	15,000,000.00
R 36775	FHLMC BONDS	1003	08/20/14	10/27/11	200	1.000	.720	100.778	25,000,000.00	25,194,500.00	25,000,000.00
R 36777	FHLMC BONDS	1003	08/20/14	10/28/11	200	1.000	.726	100.762	15,000,000.00	15,114,300.00	15,000,000.00
R 36785	FHLMC BONDS	1003	08/20/14	11/17/11	100	1.000	.724	100.753	10,000,000.00	10,075,300.00	10,000,000.00
R 36813	FHLMC BONDS	1003	12/29/14	12/19/11	200	.625	.640	99.955	10,000,000.00	9,995,500.00	10,000,000.00
R 36864	FHLMC BONDS	1003	11/27/15	11/28/12	200	.500	.500	100.000	20,000,000.00	20,000,000.00	20,000,000.00
R 36865	FHLMC BONDS	1003	11/27/15	11/30/12	200	.500	.488	100.035	40,000,000.00	40,014,000.00	40,000,000.00
R 36866	FHLMC BONDS	1003	11/27/15	12/03/12	200	.500	.488	100.035	40,000,000.00	40,014,000.00	40,000,000.00
R 36869	FHLMC BONDS	1003	11/27/15	12/04/12	200	.500	.488	100.035	16,000,000.00	16,005,600.00	16,000,000.00
SUBTOTAL (Inv Type) 24 FHLMC BONDS			21.44% (C)			.821	.824	99.987	392,000,000.00	391,950,050.00	392,000,000.00
R 36809	FFCB BONDS	1003	02/21/13	12/13/11	200	1.750	.214	101.823	11,500,000.00	11,709,645.00	11,500,000.00
R 36725	FFCB BONDS	1003	02/22/13	04/11/11	200	.900	.820	100.147	25,000,000.00	25,036,750.00	25,000,000.00
R 36726	FFCB BONDS	1003	02/22/13	04/12/11	200	.900	.820	100.147	25,000,000.00	25,036,750.00	25,000,000.00
R 36692	FFCB BONDS	1003	06/25/13	03/08/11	200	1.375	1.001	100.847	2,974,000.00	2,999,189.78	2,974,000.00

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R 36778	FFCB BONDS	1003	09/23/13	10/28/11	200	.350	.410	99.886	17,000,000.00	16,980,620.00	17,000,000.00
R 36795	FFCB BONDS	1003	11/29/13	11/29/11	200	.500	.500	100.000	9,000,000.00	9,000,000.00	9,000,000.00
R 36693	FFCB BONDS	1003	02/03/14	03/09/11	200	2.200	1.400	102.265	3,200,000.00	3,272,480.00	3,200,000.00
R 36684	FFCB BONDS	1003	02/18/14	02/18/11	200	1.530	1.530	100.000	5,000,000.00	5,000,000.00	5,000,000.00
R 36672	FFCB BONDS	1003	02/27/14	01/19/11	200	1.125	1.186	99.815	10,000,000.00	9,981,500.00	10,000,000.00
R 36674	FFCB BONDS	1003	02/27/14	01/21/11	200	1.125	1.217	99.720	10,000,000.00	9,972,000.00	10,000,000.00
R 36714	FFCB BONDS	1003	02/27/14	04/06/11	200	1.125	1.416	99.178	2,465,000.00	2,444,737.70	2,465,000.00
R 36721	FFCB BONDS	1003	04/07/14	04/07/11	200	1.400	1.400	100.000	25,000,000.00	25,000,000.00	25,000,000.00
R 36836	FFCB	1003	12/15/14	04/04/12	200	4.300	.590	109.912	9,600,000.00	10,551,552.00	9,600,000.00
SUBTOTAL (Inv Type) 27 FFCB BONDS			8.59%(C)			1.277	.885	100.800	155,739,000.00	156,985,224.48	155,739,000.00
R 36780	LAI F	580	01/01/13	10/31/11	200	.352	.352	100.000	5,000,000.00	5,000,000.00	.00
R 36782	LAI F	580	01/01/13	11/04/11	200	.352	.352	100.000	14,000,000.00	14,000,000.00	.00
R 36783	LAI F	580	01/01/13	11/01/11	200	.352	.352	100.000	6,000,000.00	6,000,000.00	.00
R 36847	laif	580	01/01/13	07/02/12	200	.356	.356	100.000	25,000,000.00	25,000,000.00	.00
SUBTOTAL (Inv Type) 30 LOCAL AGENCY INV FUN			2.73%(C)			.354	.354	100.000	50,000,000.00	50,000,000.00	.00
R 36882	FHLB DISCOUNT NOTE	1003	03/22/13	12/31/12	200	.040	.040	99.991	20,000,000.00	19,998,200.00	20,000,000.00
R 36874	FHLB DISCOUNT NOTE	1003	06/12/13	12/12/12	200	.130	.130	99.934	50,000,000.00	49,967,138.89	50,000,000.00
R 36880	FHLB DISCOUNT NOTE	1003	06/14/13	12/17/12	200	.100	.100	99.950	25,000,000.00	24,987,569.44	25,000,000.00
SUBTOTAL (Inv Type) 43 FHLB DISCOUNT NOTES			5.19%(C)			.103	.103	99.950	95,000,000.00	94,952,908.33	95,000,000.00
R 36875	FHLMC DISCOUNT NOTE	1003	06/28/13	12/12/12	200	.130	.130	99.929	50,000,000.00	49,964,250.00	50,000,000.00
R 36876	FHLMC DISCOUNT NOTE	1003	06/28/13	12/12/12	200	.130	.130	99.929	50,000,000.00	49,964,250.00	50,000,000.00
SUBTOTAL (Inv Type) 45 FHLMC DISCOUNT NOTES			5.47%(C)			.130	.130	99.929	100,000,000.00	99,928,500.00	100,000,000.00
R 36862	FNMA DISCOUNT NOTES	1003	07/05/14	11/26/12	200	.266	.266	99.574	25,000,000.00	24,893,500.00	25,000,000.00
R 36855	FNMA DISCOUNT NOTES	1003	11/15/14	10/01/12	200	.360	.361	99.240	9,000,000.00	8,931,563.10	9,000,000.00
SUBTOTAL (Inv Type) 48 FNMA DISCOUNT NOTES			1.85%(C)			.291	.291	99.485	34,000,000.00	33,825,063.10	34,000,000.00
R 36848	GENERAL ELECTRIC CAPITAL	1001	01/31/13	07/26/12	200	.320	.321	99.832	11,000,000.00	10,981,520.00	11,000,000.00
R 36849	GENERAL ELECTRIC CAPITAL	1001	01/31/13	07/31/12	200	.320	.321	99.836	20,000,000.00	19,967,288.89	20,000,000.00

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INVSMT NO.	DESCRIPTION	FUND NO.	MATURITY (TICKER)	PURCHASE DATE	SAF/ PURP	CUPN RATE	TRDNG YIELD	BOOK PRICE	PAR VALUE SHARES	BOOK VALUE	ORIGINAL FACE
R 36850	GENERAL ELECTRIC CAPITAL	1001	02/07/13	07/31/12	200	.320	.321	99.830	7,000,000.00	6,988,115.56	7,000,000.00
R 36851	GENERAL ELECTRIC CAPITAL	1001	02/07/13	08/09/12	200	.320	.321	99.838	5,500,000.00	5,491,102.22	5,500,000.00
R 36852	GENERAL ELECTRIC CAPITAL	1001	02/19/13	08/23/12	200	.320	.321	99.840	5,500,000.00	5,491,200.00	5,500,000.00
R 36853	GENERAL ELECTRIC CAPITAL	1001	02/20/13	08/24/12	200	.310	.310	99.845	10,000,000.00	9,984,500.00	10,000,000.00
R 36854	GENERAL ELECTRIC CAPITAL	1001	02/28/13	08/31/12	200	.310	.310	99.844	13,000,000.00	12,979,738.06	13,000,000.00
R 36877	GENERAL ELECTRIC CAPITAL	1001	04/12/13	12/13/12	200	.220	.220	99.927	20,000,000.00	19,985,333.33	20,000,000.00
R 36857	GENERAL ELECTRIC CAPITAL	1001	04/30/13	11/01/12	200	.240	.240	99.880	32,000,000.00	31,961,600.00	32,000,000.00
R 36859	GENERAL ELECTRIC CAPITAL	1001	05/08/13	11/09/12	200	.250	.250	99.875	6,000,000.00	5,992,500.00	6,000,000.00
R 36860	GENERAL ELECTRIC CAPITAL	1001	05/14/13	11/15/12	200	.250	.250	99.875	11,000,000.00	10,986,250.00	11,000,000.00
R 36861	GENERAL ELECTRIC CAPITAL	1001	05/15/13	11/16/12	200	.250	.250	99.875	8,000,000.00	7,990,000.00	8,000,000.00
R 36871	GENERAL ELECTRIC CAPITAL	1001	06/03/13	12/04/12	200	.250	.250	99.874	18,000,000.00	17,977,375.00	18,000,000.00
SUBTOTAL (Inv Type) 82 COMMERCIAL PAPER DIS 9.12%(C)						.273	.274	99.866	167,000,000.00	166,776,523.06	167,000,000.00
R 36821	GENERAL ELECTRIC CAP COR	1005	01/08/13	02/07/12	200	2.800	.436	102.167	27,000,000.00	27,585,090.00	27,000,000.00
R 36820	GENERAL ELECTRIC CAP COR	1005	01/15/13	02/06/12	200	5.450	.504	104.640	20,670,000.00	21,629,088.00	20,670,000.00
R 36822	GENERAL ELECTRIC COMPANY	1005	02/01/13	02/07/12	200	5.000	.494	104.415	4,665,000.00	4,870,959.75	4,665,000.00
R 36830	GENERAL ELECTRIC CAP COR	1005	05/01/13	03/19/12	200	4.800	.630	104.632	10,000,000.00	10,463,200.00	10,000,000.00
R 36856	GENERAL ELECTRIC CAP COR	1005	05/13/14	10/05/12	200	5.900	.634	108.398	10,000,000.00	10,839,800.00	10,000,000.00
SUBTOTAL (Inv Type) 91 MEDIUM TERM CORP NOT 4.12%(C)						4.426	.515	104.221	72,335,000.00	75,388,137.75	72,335,000.00
REPORT TOTALS						=====	=====	=====	=====	=====	=====
ASSETS						.897	.603	100.405	1820979000.00	1828347404.07	1770979000.00
FIXED						=====	=====	=====	=====	=====	=====

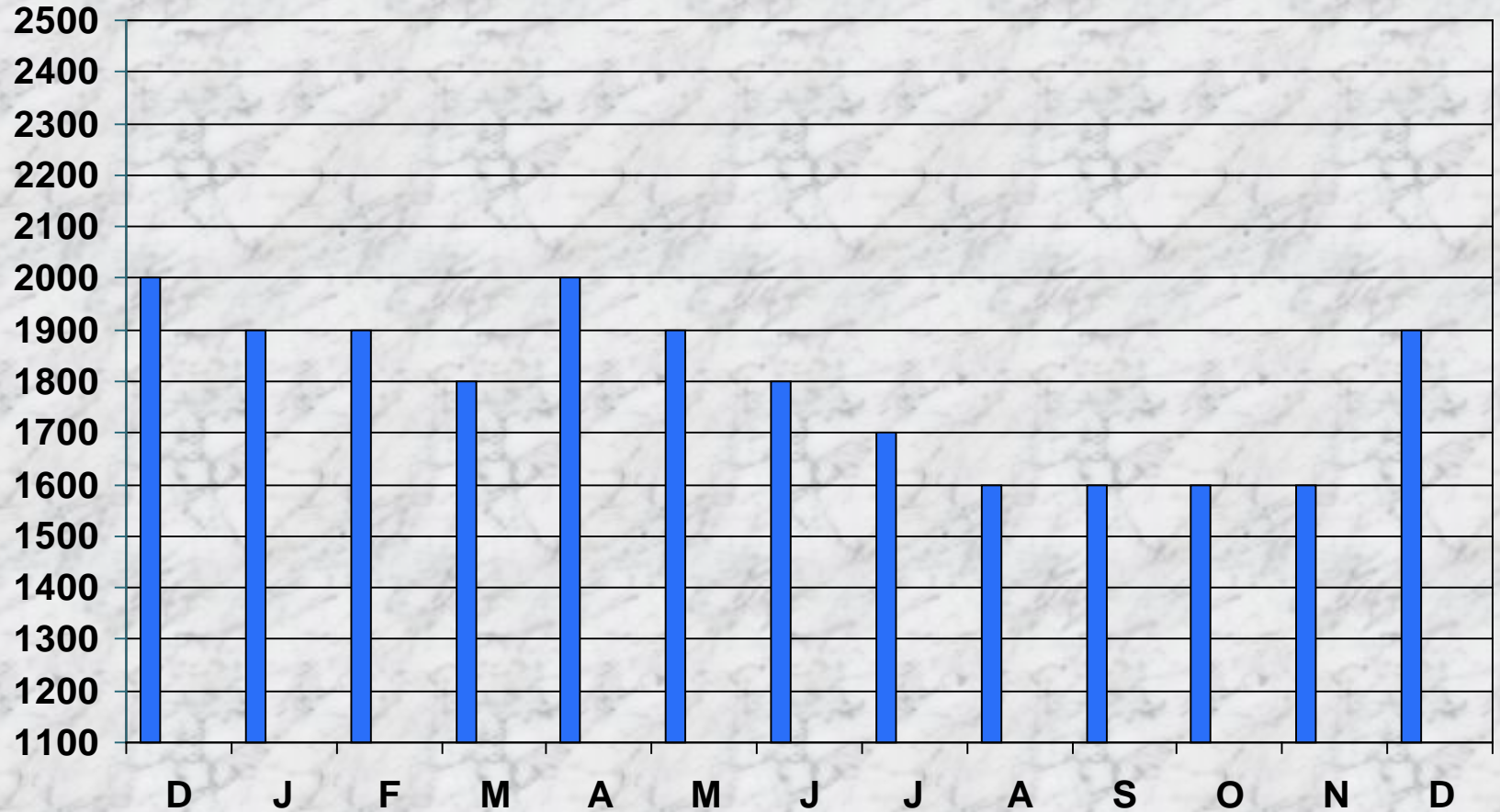
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FEDERAL AGENCIES 12/31/2012 Percent of Portfolio

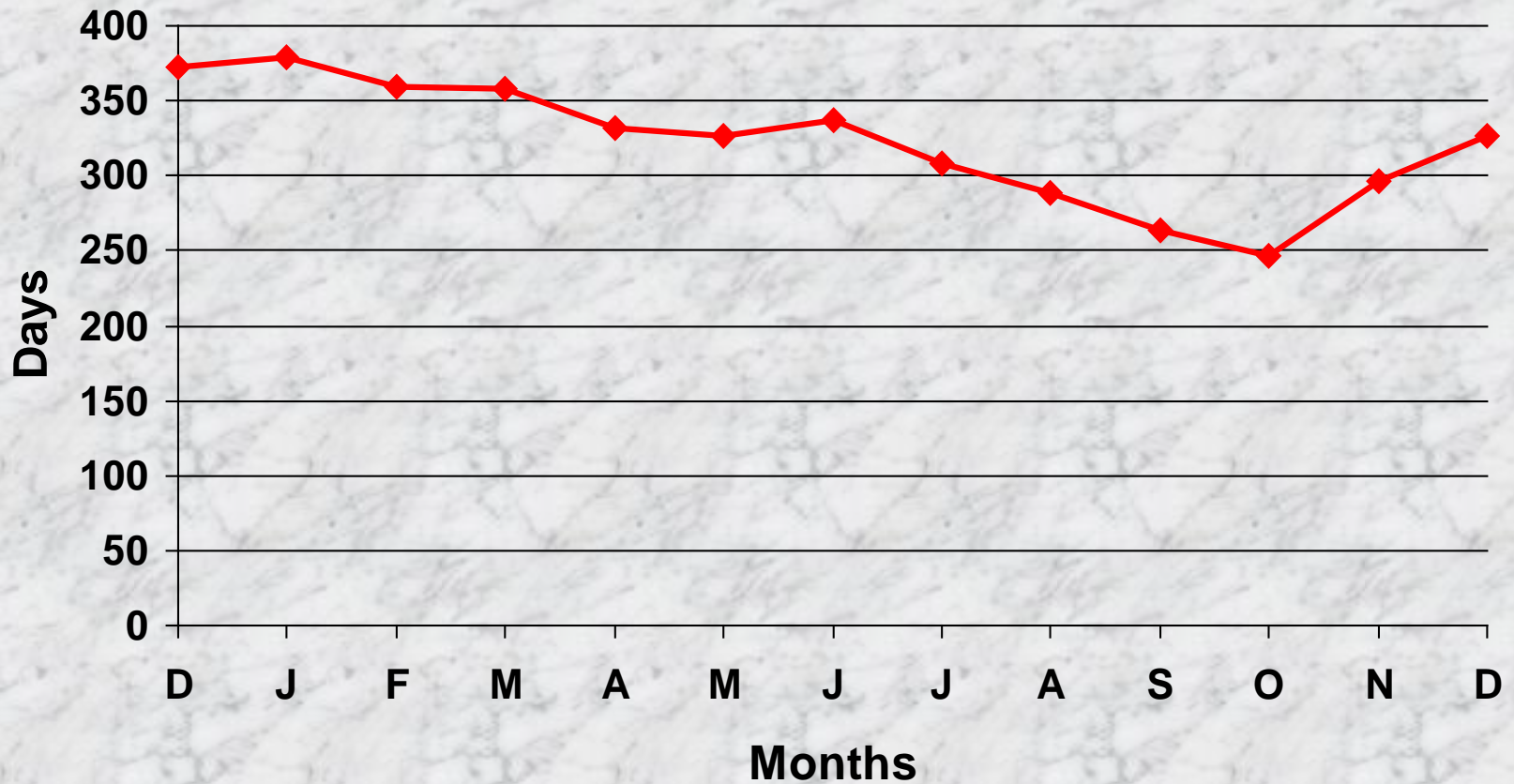
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Federal Home Loan Bank	279.950	95.000	374.950	20.59%
Federal National Mortgage Association	474.955	34.000	508.955	27.95%
Federal Home Loan Mortgage Corporation	392.000	100.000	492.000	27.02%
Federal Farm Credit Bank	155.739	0.000	155.739	8.55%
	<u>1,302.644</u>	<u>229.000</u>	<u>1,531.644</u>	<u>84.11%</u>

1,531.644

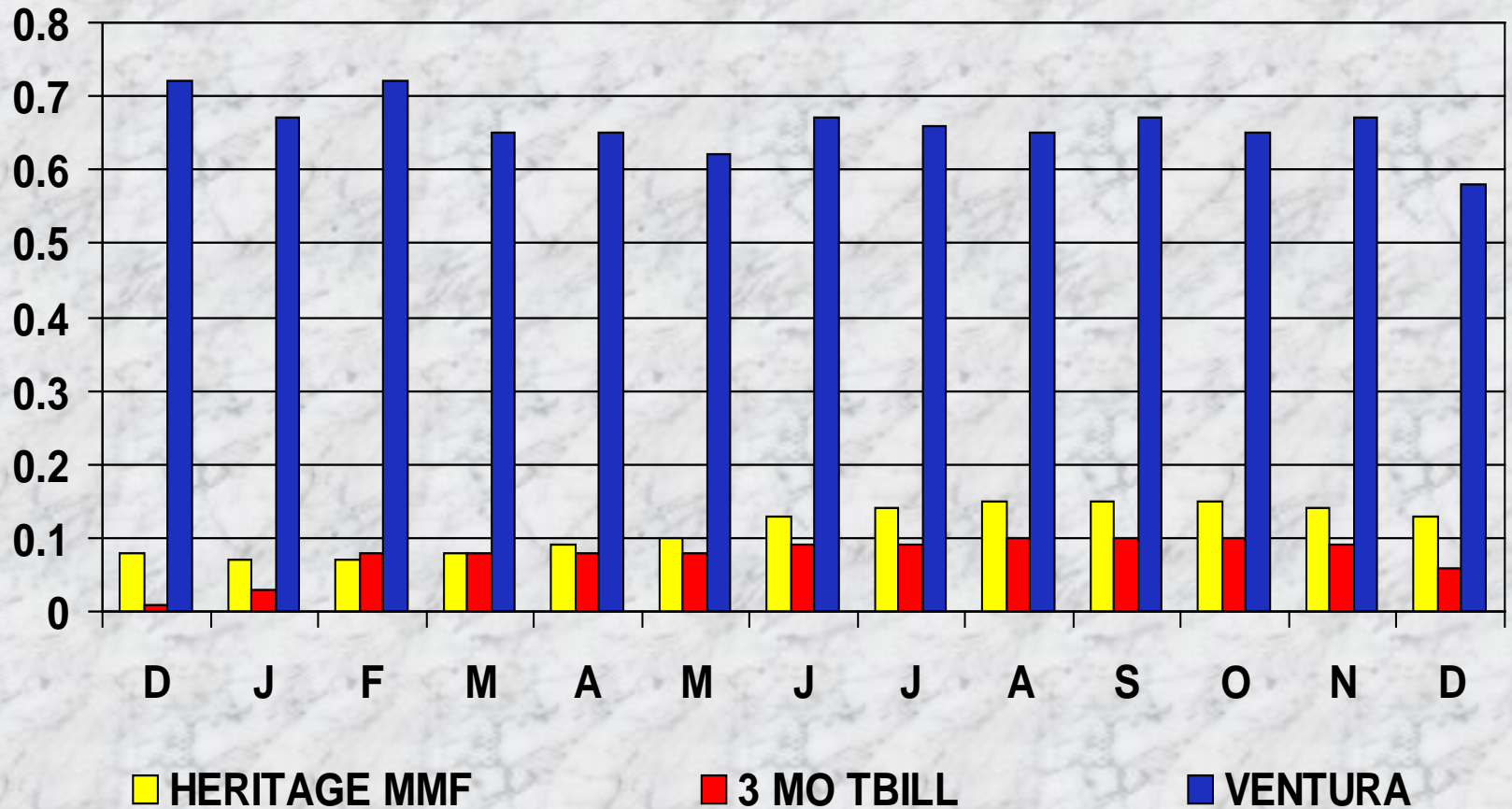
PORTFOLIO AVERAGE MONTHLY BALANCE



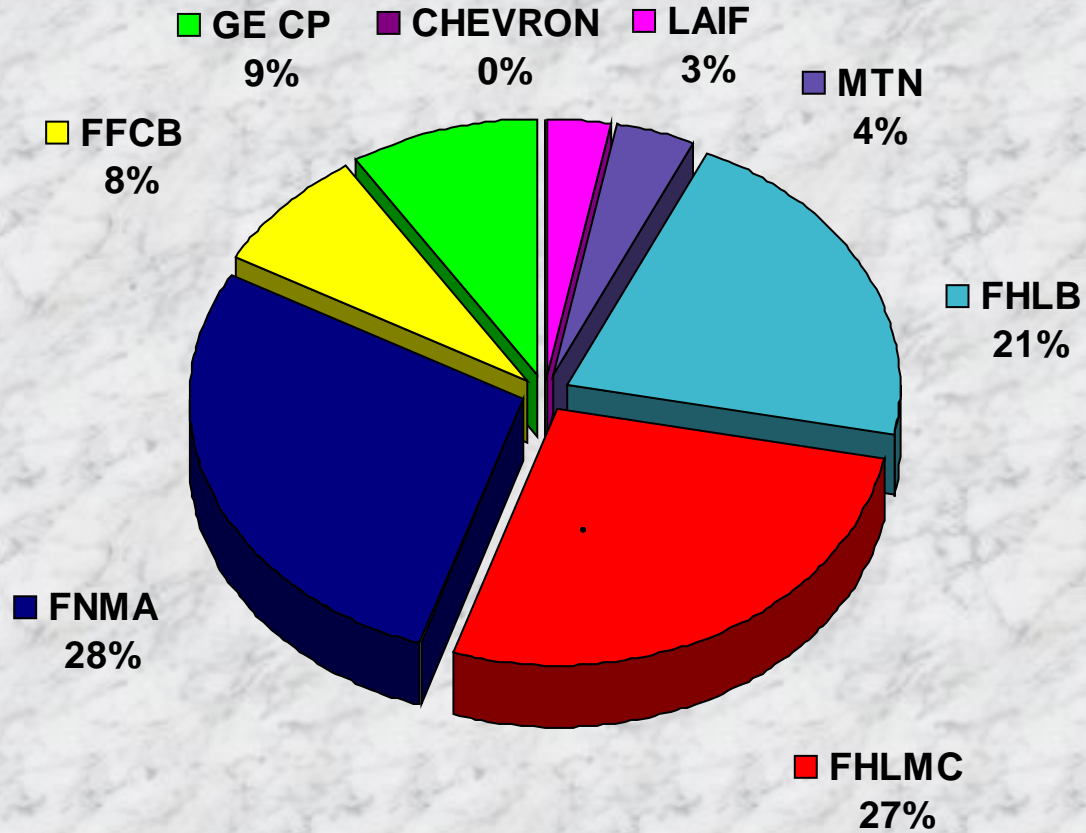
AVERAGE MATURITY



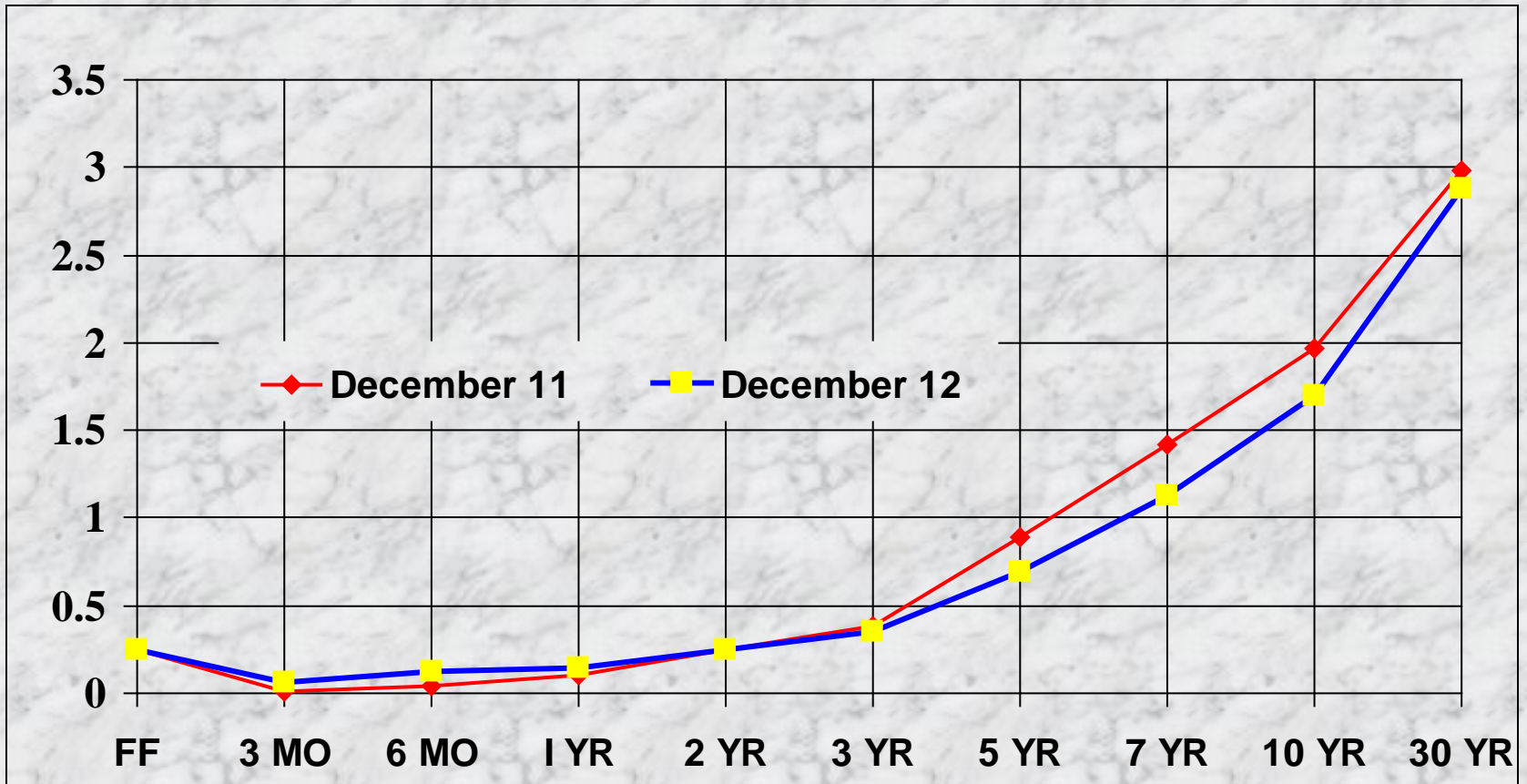
++++YIELD COMPARISON



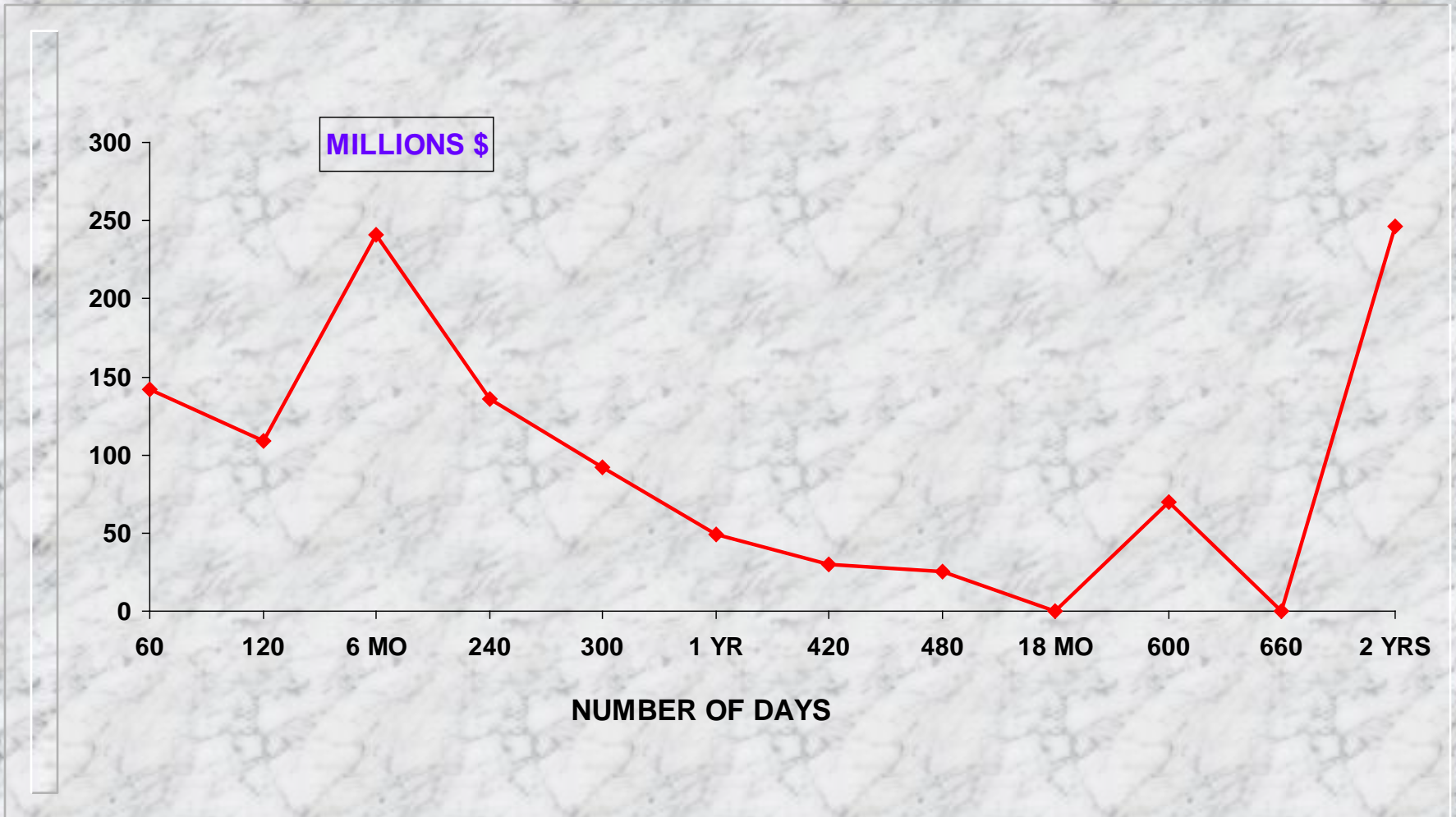
PORTFOLIO HOLDINGS



YIELD CURVE



MATURITY DISTRIBUTION



Mesa Union School District

Draft Mission (3/5/13)

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

Draft Vision (3/5/13)

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

OVERVIEW

This Manual is both an emergency checklist and an emergency plan

The manual is organized to:

1. Describe the initial actions of the staff IMMEDIATELY during and after an emergency event. This information is contained in Section II titled “Initial Response Checklist”.
2. Establish the basic organizational structure and overall response strategy (who is in charge and what functions will be done) for sustained responses. This information is contained in Sections III and IV.
3. Provide information to help accomplish the functions (procedure checklists, maps, staff rosters, organization charts, medical forms, telephone numbers, checkout forms, etc.) This information is contained in Sections IV, V, VI, VII, and VIII

All emergency actions will be taken according to the following priorities:

1. Protection of life
2. Protection of the environment
3. Protection of property
4. Restoration of services

This plan is designed to be activated for any unusual and/or emergency incident that occurs at this school. The philosophy of this plan is to provide staff with a functional organization and basic checklists for each required function following a major incident, such as an earthquake.

The organizational structure is modeled after the Incident Command System (ICS). ICS is a multi-hazard management system that can be used to manage the response to all foreseeable emergencies.

The fundamental tenet of ICS is that the Incident Commander (highest ranking available staff) is solely responsible for the emergency response. He/She must ensure that the ICS organization is properly staffed to respond to the incident.

It is incumbent upon the Incident Commander to assess the current emergency and determine what, if any, parts of this plan will be activated and/or modified to best respond to the incident. The Initial Response checklist Section of the Plan contains **initial, incident-specific checklists**.

The Incident Commander must determine what, if any, actions are required beyond these initial steps (such as activating all or parts of the Incident Command System).

The Mesa Union Elementary School Emergency Plan is an extension of the Mesa Union School District Emergency Plan. This plan complies with the Standardized Emergency Management System (SEMS) regulations. The district’s channel of coordination is reflected in Chart 1.

CHART 1

State Office of Emergency Services

Regional EOC

Ventura County Operational Area EOC

City of Camarillo EOC

Mesa Union School District EOC

Mesa Union School

Emergency Preparedness Responsibility

School Principal: This position is responsible for site disaster preparedness

- Be familiar with all aspects of site disaster plan
- Determine “safe” assembly area location
- Determine appropriate remote location for sanitary area
- Address potential need for evacuation of campus population site
- Review, in September, disaster preparedness procedures & non-structural hazard mitigation with all staff.
- Review “Duck, Cover & Hold” procedures
- Survey staff for preference of assignments (medical, search and rescue, field supervision).
- Select backup Incident Commander (in case of principal absence) & orient to position’s responsibilities.
- Create buddy teacher list (see pages 20 & 77)
- Schedule date(s) for skills training of new employees & training update for returning staff
- Include disaster procedures with packet for all substitutes on campus
- Meeting with site safety representative, PFO safety chairman, and custodian to ensure:
 - Annual bulk water exchange
 - Accurate inventory of supplies for container and classroom bags
 - Missing supplies are replaced and batteries changed
 - Parent information on preparedness at home/school sent home each semester
 - That 2 copies of disaster card available
 - That disaster cards are moved appropriately as class changes are made
- Utilize full site committee consisting of, but not limited to: principal, site safety rep, PFO safety committee, minimum 2 teachers, & custodian to
 - Plan emergency/disaster drills, minimum 2 each school year
 - Plan drill critiques (verbal & written)
- Train staff members for your command position to ensure school site safety & security in your absence

Train staff members for position of public information officer (PIO)

EMERGENCY PROCEDURES

BOMB THREAT

Discovering Party:

1. If you receive a bomb threat over the telephone, ask the following:
 - a) When is the bomb going to explode?
 - b) Where is the bomb right now?
 - c) What does the bomb look like?
 - d) What kind of bomb is it?
 - e) What will cause the bomb to explode?
 - f) Why did you place the bomb?
 - g) What is your address? (Where are you?) Note: The caller may actually tell you.
 - h) What is your name?
2. If you receive suspicious mail, leave the area. Do not submerge it in water or place it into an enclosed space. The following may, but not always, indicate a mail bomb:
 - a) Protruding wires,
 - b) Oil stains,
 - c) Strange odor,
 - d) Mailed from a foreign country,
 - e) Badly typed or written,
 - f) Misspelled words,
 - g) Addressed to title only,
 - h) Wrong title with name,
 - i) Excessive postage.
3. Notify the site administrator.
4. Prepare to evacuate to the assembly area.

Site Administrator:

1. Call the Police Department 9-1-1.
2. Notify the Superintendent.
3. Site administrator is the incident commander. Establish a command post.
4. Determine if you will evacuate the school/site before conducting a search. Activate the alarm signal (bell and/or verbal) if you decide to conduct an evacuation.
5. Activate staff assignments to accomplish necessary functions as outlined in the Emergency Plan.
6. In conjunction with the Police Department, direct a search of the campus.

EARTHQUAKE

Duck, Cover and Hold

If inside:

1. Remain calm.
2. Duck, cover, and hold. To avoid falling or “flying” objects:
 - a) Duck under a table or desk,
 - b) Hold on to one leg of the table or desk,
 - c) Move with the table or desk,
 - d) Sit or crouch against an inside wall,
 - e) Keep head and body protected at all times.
3. Stay protected until all shaking and movement of furniture and other objects stops.
4. Stay inside the building. Leaving the building will subject you to falling debris, downed power lines, and other hazards.
5. Stay away from windows, glass, bookcases, heavy suspended light fixtures, and/or outside doors.
6. Do not use telephones. Place receivers back on the cradle.
7. Prepare to evacuate to the assembly area.

If outside:

1. Remain calm.
2. Duck, cover, and hold.
3. Move away from buildings and utility wires.
4. Watch for falling glass, electrical wires, poles, trees, or other falling debris.
5. Prepare to relocate to evacuation assembly area.

Site Administrator:

1. Site administrator is the incident commander. Establish a command post and initiate damage assessment.
2. Determine if you will evacuate the school/site. Activate the alarm signal (bell and/or verbal) if you decide to conduct an evacuation.
3. Ensure that the disabled are assisted in the evacuation.
4. Activate a search team to check all buildings for trapped or injured staff and/or students.
5. Activate other staff assignments to accomplish necessary functions as outlined in the Emergency Plan.
6. Ventura County Emergency Broadcast Stations (EBS) include:
KHAY 100.7 FM and KVEN 1450 AM.

Initial Response Checklist

Section II

Teachers/Supervisors:

1. Give the duck, cover and hold command to students or staff. Duck, cover and hold yourself.
2. After the shaking stops, determine the needs of neighboring teachers/supervisors (buddy system).
3. Do not strike a match or produce any other flame until gas lines are checked.
4. If a fire develops, follow the procedures in the Fire section.
5. Determine if an evacuation is necessary. If so, or instructions to evacuate are given, direct an orderly evacuation to your assembly area.
6. Take your disaster supplies and roll book to the assembly area.
7. Take roll and complete the Student/Staff Accounting Form. Turn the Student/Staff Accounting Form to the site administrator or designee.
8. Determine the first aid needs of your students or staff. Have injured students or staff transported to the treatment area, when activated.
9. Teachers/Supervisors are now available to either remain in assembly area for students or staff care or report to the command post for additional assignment(s).

Initial Response Checklist

Section II

LOCKDOWN PROCEDURE

A Lock Down will be announced over the intercom, as “LOCK DOWN” and no distinction will be made between a drill and an actual emergency. Teachers are to immediately lock their doors, take roll, and notify the office if a child is not in the room along with their last known location. All classrooms will be contacted within the first 5 minutes after lockdown has been called to confirm student safety. All teachers and students are to stay within the confinement of the room until an “ALL CLEAR” is announced. Under no circumstances are teachers to open their doors or let students outside until they get notification of the all clear. If you are in doubt contact the office for confirmation. If an actual emergency has taken place a parent note will be sent home at the end of the day.

For students who are caught outside, they are to proceed to the nearest classroom immediately. Teachers are to look for students outside while they are closing and locking their doors and allow students to enter. Immediately call the office to confirm the student’s location.

If for some reason students must stay beyond the end of the regular school day, the administration office will handle all parent calls.

IF IN CLASSROOM (OFFICE WILL CALL YOU)

Teacher:

1. Lock doors and turn off lights, direct students to cover under desk or away from windows/doors and remain silent.
2. Take roll. Note any missing students and possible whereabouts.
3. Wait for call from office:

Irene Ramirez (x222) will call K-2, Jolana Ramirez (x225) will call 3-5, Erica Magdaleno (x221) will call Junior High, Ryan Howatt (x223) will call RSP, Speech, Counseling, Cafeteria, and Maintenance.

Respond with “All here”, “#/Name(s)/Whereabouts of student(s)”, Student(s) gathered from outside.

4. Stay in confinement of room until “ALL CLEAR” is announced. Wait for directions to “EVACUATE (evacuate to field unless otherwise directed)” or “RESUME (continue with instruction)”

IF ON PLAYGROUND 1. Proceed to nearest classroom, or library. Group students by class and move them out of the line of sight.

2. **(CALL x222 or x225. If lines are busy call again)**

IF IN LIBRARY

1. Lock doors and turn off lights, direct students to take shelter between bookcases or along walls. Students need to be kept out of the line of sight. **(CALL x222 or x225. If lines are busy call again)**

IF IN COMPUTER LAB

1. Move students to library and follow directions for library lockdown. **(CALL x222 or x225. If lines are busy call again)**

IF IN CAFETERIA

1. Take cover under tables. Cafeteria staff will lock down and notify office of attendees. **(CALL x222 or x225. If lines are busy call again)**

IF ON FIELD 1. Move students to PE building and follow classroom instructions. **(CALL x222 or x225. If lines are busy call again)**

EXPLOSION OF GAS PIPELINES ON HIGHWAY 118

Duck, Cover and Hold

1. Remain calm.
2. Duck, cover, and hold. To avoid falling or “flying” objects:
 - a) Duck under a table or desk,
 - b) Hold on to one leg of the table or desk,
 - c) Move with the table or desk,
 - d) Sit or crouch against an inside wall,
 - e) Keep head and body protected at all times.
3. Stay protected until all falling and moving objects have stopped.
4. Prepare to evacuate to the assembly area using main evacuation map moving all persons to the south of the buildings at least 500 feet from Highway 118.

Site Administrator

1. Upon knowledge of the explosion at school/site activate alarm signal (bell and/or verbal).
2. Ensure that the disabled are assisted in the evacuation.
3. Call 9-1-1 to report the explosion.
4. Notify the Superintendent.
5. Site administrator is the incident commander. Establish a command post.
6. Direct a subordinate to check all bathrooms and training rooms for staff and students.
7. Activate other staff assignments to accomplish necessary functions as outlined in the Emergency Plan.

All Personnel

1. Remain calm and listen to instructions.
2. Evacuate when instructed to do so. Use pre-planned evacuation routes, if safe to do so, otherwise use the safest route.
3. Once in the assembly area, do not leave until instructed to do so.
4. Teachers/Supervisors are to take roll and complete the Student/Staff Accounting Form. Turn the Student/Staff Accounting Form to the site administrator or designee.
5. Teachers/Supervisors are now available to either remain in assembly area for students or staff care or report to the command post for additional assignment(s).
6. If a fire develops, follow the procedures in the Fire section.

EXPLOSION OR THREAT OF EXPLOSION

Duck, Cover and Hold

1. Remain calm.
2. Duck, cover, and hold. To avoid falling or “flying” objects:
 - a) Duck under a table or desk,
 - b) Hold on to one leg of the table or desk,
 - c) Move with the table or desk,
 - d) Sit or crouch against an inside wall,
 - e) Keep head and body protected at all times.
3. Stay protected until all falling and moving objects have stopped.
4. Prepare to evacuate to the assembly area.

Site Administrator

1. Upon knowledge of the explosion at school/site activate alarm signal (bell and/or verbal).
2. Ensure that the disabled are assisted in the evacuation.
3. Call 9-1-1 to report the explosion.
4. Notify the Superintendent.
5. Site administrator is the incident commander. Establish a command post.
6. Direct a subordinate to check all bathrooms and training rooms for staff and students.
7. Activate other staff assignments to accomplish necessary functions as outlined in the Emergency Plan.

All Personnel

1. Remain calm and listen to instructions.
2. Evacuate when instructed to do so. Use pre-planned evacuation routes, if safe to do so, otherwise use the safest route.
3. Once in the assembly area, do not leave until instructed to do so.
4. Teachers/Supervisors are to take roll and complete the Student/Staff Accounting Form. Turn the Student/Staff Accounting Form to the site administrator or designee.
5. Teachers/Supervisors are now available to either remain in assembly area for students or staff care or report to the command post for additional assignment(s).
6. If a fire develops, follow the procedures in the Fire section.

FALLEN AIRCRAFT

Site Administrator:

1. Call 9-1-1 to report the crash.
2. Determine if you will evacuate the school/site. Activate the alarm signal (bell and/or verbal) if you decide to conduct an evacuation. All students and staff are to be kept at a safe distance, upwind, allowing for a possible explosion. Note: In the case of a fallen jet aircraft, minimum safe distance is 400 yards.
3. Ensure that the disabled are assisted in the evacuation.
4. Notify the Superintendent.
5. Site administrator is the incident commander. Establish a command post.
6. Activate staff assignments to accomplish necessary functions as outlined in the Emergency Plan.
7. Upon arrival of emergency responders, form a unified command with them and direct your resources accordingly.
8. Determine from the District if the school will be closed. If so, activate the student release team to begin the student release process.

Teachers/Supervisors:

1. Determine if the students or staff are in immediate danger.
2. If the students or staff are in danger, evacuate the students or staff to the assembly area or other safe location in an orderly manner.
3. Take roll and complete the Student/Staff Accounting Form. Turn the Student/Staff Accounting Form to the site administrator or designee.
4. If not at the usual assembly area, move the students or staff to the designated assembly area once it has been established.
5. Teachers/Supervisors are now available to either remain in assembly area for students or staff care or report to the command post for additional assignment(s).
6. Prepare to release students to the student release unit. Note: Do not release any students until you have completed the Student/Staff Accounting Form.

FIRE

Discovering Party

1. Activate nearest accessible manual alarm pull box, and notify the site administration office that there is a fire at (say location). The office will call the fire department.
2. Clear everyone from the immediate area.
3. Close, but do not lock all doors leading to fire area to isolate the area and prevent spread of fire.

Site Administrator

1. Upon knowledge of fire at school activate alarm signal (bell and/or verbal).
2. Call 9-1-1 to report the fire.
3. Notify the Superintendent.
4. Site administrator is the incident commander. Establish a command post.
5. Supervise the evacuation of staff and students to assembly areas.
6. Ensure that the disabled are assisted in the evacuation.
7. Direct a subordinate to check all bathrooms and training rooms for staff and students.
8. Activate other staff assignments to accomplish necessary functions as outlined in the Emergency Plan.

All Personnel

1. Remain calm and listen to instructions.
2. Do not open hot doors. Before opening any door, touch it near the top to see if it is hot. Do not break windows - oxygen accelerates fires.
3. Evacuate when instructed to do so. Use pre-planned evacuation routes, if safe to do so, otherwise use the safest route.
4. Once in the assembly area, do not leave until instructed to do so.
5. Teachers/Supervisors are to take roll and complete the Student/Staff Accounting Form. Turn the Student/Staff Accounting Form to the site administrator or designee.
6. Teachers/Supervisors are now available to either remain in assembly area for students or staff care or report to the command post for additional assignment(s).
7. If the fire is small (no bigger than a personal computer) use the nearest fire extinguisher to put it out. Do not risk personal safety to put out a fire.
8. If clothing catches on fire: stop, drop to the ground, and roll to put out the flames. Panicking and running will cause the fire to grow larger, resulting in more severe burns.

Initial Response Checklist

Section II

FLOODING, TSUNAMI, WASHOUT

Site Administrator:

1. Tune to the Emergency Broadcast Station (EBS) to receive an update on the storm. Ventura County EBS include:
KHAY 100.7 FM and KVEN 1450 AM.
2. Notify the Superintendent.
3. Site administrator is the incident commander. Establish a command post.
4. If activated, contact the City Emergency Operations Center for information and direction.
5. If flooding is imminent, Activate staff assignments to accomplish necessary functions as outlined in the Emergency Plan. Begin sandbagging and other property protection measures as required.
6. Determine from the District if the school will be closed. If so, activate the student release team to begin the student release process.

Teachers/Supervisors:

1. Keep students or staff indoors until it is determined to be safe outside.
2. Prepare to evacuate students or staff. Evacuate students or staff to the assembly area if an evacuation is ordered.
3. Take roll and complete the Student/Staff Accounting Form. Turn the Student/Staff Accounting Form to the site administrator or designee.
4. Prepare to release students to the student release unit. Note: Do not release any students until you have completed the Student/Staff Accounting Form.

HAZARDOUS MATERIALS RELEASE OR AIR POLLUTION

In the event that a hazardous material is released in the area of the school, the Fire Department and/or Police Department will determine if an evacuation of the school is necessary. If an evacuation of the school is necessary, all personnel will be instructed where to go and which routes to take.

Site Administrator:

1. Establish and maintain communication with the Police Department/Emergency Operations Center. If the Emergency Operations Center is not activated, contact the Police Department 9-1-1.
2. Notify the Superintendent.
3. Site administrator is the incident commander. Establish a command post.
4. Activate staff assignments to accomplish necessary functions as outlined in the Emergency Plan. If an evacuation to another site is imminent, activate the transportation team and prepare to move students and staff to the designated shelter.
5. Until advised to evacuate assume that a “shelter-in-place” strategy will be employed and do the following:
 - a) Direct that all students and staff remain indoors until it is safe.
 - b) Direct that all Heating, Ventilation, and Air Conditioning (HVAC) units are shut down.
 - c) Direct that all windows are shut.
6. Upon arrival of emergency responders, form a unified command with them and direct your resources accordingly.
7. Determine from the District if the school will be closed. If so, activate the student release team to begin the student release process.

Teachers/Supervisors:

1. Upon notification that a hazardous materials incident is affecting the school, keep calm, and prepare for an immediate evacuation to another location in the city.
2. Keep students or staff calm.
3. Close all doors and windows.
4. Ensure that the Heating, Ventilation, and Air Conditioning (HVAC) system is shut down.
5. Unless otherwise instructed, assume that a “shelter-in-place” strategy is being utilized. Keep all students or staff indoors until it is determined to be safe.
6. When instructed to do so, evacuate the students or staff to the assembly area or other safe location in an orderly manner.
7. Take roll and complete the Student/Staff Accounting Form. Turn the Student/Staff Accounting Form to the site administrator or designee.
8. Prepare to release students to the student release unit. Note: Do not release any students until you have completed the Student/Staff Accounting Form.

MEDICAL EMERGENCY

Life Threatening Emergencies:

1. No heartbeat.
2. No breathing or difficulty breathing.
3. Severe bleeding.
4. Heart attack. Symptoms include:
 - a) Chest pain or pressure. This pain may radiate into the left shoulder and arm or the left side of the neck and jaw.
 - b) Sweating, nausea, and/or general weakness.

Serious Illness:

1. A victim who is or becomes unconscious.
2. Someone who is unusually or unexplainably confused.
3. Someone whose speech suddenly becomes slurred or incoherent.
4. Someone who has been poisoned or appears to have been poisoned.
5. Someone having a seizure.

Discovering Party:

1. Check the accident scene. Do not put yourself in danger. Look the scene over and try to answer:
 - a) Is the scene safe?
 - b) What happened?
 - c) How many victims are there?
 - d) Can bystanders help?
2. Dial 9-1-1
 - a) Stay calm,
 - b) Speak clearly and slowly,
 - c) Give your exact location,
 - d) Describe the situation,
 - e) Give the telephone number from which you are calling,
 - f) Answer any other questions,
 - g) Do not hang up until the operator tells you to do so.
3. Notify the site administration office that there is an injured person(s) at (say location).
4. Do not provide medical attention unless you are trained and have the necessary supplies available.
5. Make the injured/ill person comfortable and explain that help is on the way.

Initial Response Checklist

Section II

6. Comply with the requirements for blood borne pathogens exposure prevention, including use of personal protective equipment (PPE) and other “universal precautions” if emergency first aid is provided.
 - Treat all blood, bodily fluids, and other potentially infectious material (OPIM) as infectious and follow safety practices to avoid direct contact.
 - Use PPE (gloves, gown, and mask) to avoid exposure when handling or otherwise coming into contact with blood or OPIM.
7. Obtain expert medical follow-up for the injured/ill person any time first aid is rendered, except in cases of obviously minor injuries, such as small cuts.
8. If first aid supplies are used, notify the person responsible so that replacement supplies may be obtained.

Site Administrator:

1. Activate the medical team if there are multiple victims, otherwise use any trained personnel for first aid treatment.
2. Direct responding emergency personnel to the victim(s).
3. Isolate the victim(s) from other staff and students.

NUCLEAR ATTACK

This plan is designed to provide direction in the event a nuclear bomb detonates away from the city. The blast effect is assumed to not threaten the city. The hazard of such an incident is the associated radioactive fallout.

Site Administrator:

1. Establish and maintain communication with the City Emergency Operation Center (EOC).
2. Communicate with the Superintendent.
3. Site administrator is the incident commander. Establish a command post.
4. Activate staff assignments to accomplish necessary functions as outlined in the Emergency Plan.
5. Direct the facilities team to begin locating food and water.
6. Direct the facilities team to begin protecting each building containing people for nuclear fallout. Any object placed between the fallout and people can help to reduce exposure.
7. Until ordered to evacuate assume that a “shelter-in-place” strategy will be employed and do the following:
 - a) Direct that all students and staff remain indoors until it is safe.
 - b) Direct that all Heating, Ventilation, and Air Conditioning (HVAC) units are shut down.
 - c) Direct that all windows are shut.
8. Keep all staff and students indoors until the Ventura County Health Department determines that it is safe.
9. Maintain communication with the Emergency Operations Center to receive updates. Tune to the Emergency Broadcast Station (EBS) to receive an update on the storm. Ventura County EBS include:
KHAY 100.7 FM and KVEN 1450 AM.
10. Upon receiving the “all clear,” activate the student release team.

Teachers/Supervisors:

1. Keep students or staff on the interior walls of the classroom.
2. Keep students or staff indoors until it is safe to leave. Refer to the Hazardous Materials Release section for more information.
3. Take roll and complete the Student/Staff Accounting Form. Turn the Student/Staff Accounting Form to the site administrator or designee.
4. Upon receiving the “all clear,” prepare to release students to the student release unit. Note: Do not release any students until you have completed the Student/Staff Accounting Form.

RIOT/CIVIL DISORDER OR STRANGER ON CAMPUS

Site Administrator:

1. Consult with the Police Department and the District to coordinate appropriate protection for the school and its personnel.
2. Site administrator is the incident commander. Establish a command post.
3. Inform teachers and staff of the emergency situation. If appropriate, use the public address system and the code words “Lockdown.”
4. Activate staff assignments to accomplish necessary functions as outlined in the Emergency Plan.
5. Direct a lockdown of the school/site.
6. Do not permit staff or students to leave the school/site until you have determined it to be safe.
7. Direct the careful screening of all persons entering the school/site facility.
8. If appropriate, use the public address system with the code words “All Clear” when it is safe.

All Personnel:

1. Remain in your respective work areas and continue to perform your duties.
2. No staff or students will be permitted to leave the school until it is safe.
3. Lock all doors and close window blinds (if available).
4. Avoid window areas if possible.
5. If rioters/stranger(s) enter your area:
 - a) Be polite, do not provoke an incident.
 - b) Remain calm, breathe naturally, and try not to get involved.
 - c) Do not preach, blame, yell, or threaten.
 - d) Maintain a distance of at least five (5) feet.
 - e) Maintain a calm, confident posture.
 - f) Be aware of what is going on around you.
 - g) Find natural barriers.
 - h) Do not let anyone get behind you.
 - i) Do not give up.
 - j) Leave or avoid the area, if possible.

UTILITY FAILURE

Site Administrator:

1. Direct that the appropriate utility company be notified.
2. Notify the Superintendent.
3. Site administrator is the incident commander. Establish a command post.
4. Determine if any power lines, sewer lines, water lines, or gas lines are down or ruptured at the school.
5. Notify the utility company involved and request their presence on site.
6. Until advised to evacuate assume that a “shelter-in-place” strategy will be employed and do the following:
 - a) Direct that all students and staff remain indoors until it is safe.
 - b) Direct that all Heating, Ventilation, and Air Conditioning (HVAC) units are shut down.
 - c) Direct that all windows are shut.
7. Determine if you will evacuate the school/site. Activate the alarm signal (bell and/or verbal) if you decide to conduct an evacuation.
8. Ensure that the disabled are assisted in the evacuation.
9. Activate staff assignments to accomplish necessary functions as outlined in the Emergency Plan.
10. Prior to excavating any underground utility, secure the service of Saf-R-Dig (an underground utility detection service) to determine safety.

Teachers/Supervisors:

1. Open window shades and use emergency flashlights as necessary.
2. Do not strike a match or produce any other flame until gas lines are checked.
3. If a fire develops, follow the procedures in the Fire section.
4. Keep students or staff on the interior walls of the classroom.
5. Keep students or staff indoors until it is safe to leave.
6. Evacuate students or staff to the assembly area if an evacuation is ordered.
7. Take roll and complete the Student/Staff Accounting Form. Turn the Student/Staff Accounting Form to the site administrator or designee.

Initial Response Checklist

Section II

WAR

Strategic Warning:

1. This is a notification that enemy initiated hostilities may be imminent.
2. Dissemination of information may be through the district office or by the news media: radio, television , and/or newspapers.
3. No estimate can be made of the duration of a strategic warning condition.
4. The warning time may be limited to just minutes.

Attack Imminent:

1. Receipt of warning from the North American Air Defense Command (NORAD through the National Attack Warning System (NAWAS). and/or
2. Confirmed information that an allied nation or a United States territory or possession has been attacked with nuclear weapons and/or
3. Confirmed information that hostile forces have been detected and are committed to an attack against the North American Continent, and/or
4. Confirmed information that an attack has taken place within the North American continent.

Duck, Cover and Hold

1. Remain calm.
2. Duck, cover, and hold. To avoid falling or “flying” objects:
 - a) Duck under a table or desk,
 - b) Hold on to one leg of the table or desk,
 - c) Move with the table or desk,
 - d) Sit or crouch against an inside wall,
 - e) Keep head and body protected at all times.
3. Remain inside buildings until otherwise instructed.

Site Administrator:

1. Maintain communication with the Superintendent.
2. Site administrator is the incident commander. Establish a command post and initiate damage assessment as necessary.
3. Staff and students are to remain inside buildings.
4. Follow guidelines of Explosion and/or Nuclear Attack sections as necessary.
5. Until ordered to evacuate assume that a “shelter-in-place” strategy will be employed and do the following:
 - a) Direct that all students and staff remain indoors until it is safe.
 - b) Direct that all Heating, Ventilation, and Air Conditioning (HVAC) units are shut down.
 - c) Direct that all windows are shut.

Initial Response Checklist

Section II

6. Determine if you will evacuate the school site. Activate the alarm signal (bell and/or verbal) if you decide to conduct an evacuation.
7. Activate staff assignments to accomplish necessary functions as outlined in the Emergency Plan.
8. Maintain communication with the Emergency Operations Center to receive updates. Tune to the Emergency Broadcast Station (EBS) to receive an update. Ventura County EBS include: KHAY 100.7 FM and KVEN 1450 AM.
9. Activate the student release team, as necessary.

Teachers/Supervisors:

1. Close windows, blinds, and/or curtains.
2. Give the duck, cover and hold command to students or staff. Duck, cover and hold yourself.
3. Staff and students are to remain inside buildings.
4. Evacuate students or staff to the assembly area if an evacuation is ordered.
5. Take roll and complete the Student/Staff Accounting Form. Turn the Student/Staff Accounting Form to the site administrator or designee.
6. Teachers/Supervisors are now available to either remain in assembly area for students or staff care or report to the command post for additional assignment(s).
7. Prepare to release students to the student release unit, as necessary. Note: Do not release any students until you have completed the Student/Staff Accounting Form.

WINDSTORM

Duck, Cover and Hold

If inside:

1. Remain calm.
2. Duck, cover, and hold. To avoid falling or “flying” objects:
 - a) Duck under a table or desk,
 - b) Hold on to one leg of the table or desk,
 - c) Move with the table or desk,
 - d) Sit or crouch against an inside wall,
 - e) Keep head and body protected at all times.
3. Stay inside the building. Leaving the building will subject you to falling debris, downed power lines and other hazards.
4. Stay away from windows, glass, bookcases, heavy suspended light fixtures, and/or outside doors.
5. Remain inside buildings until otherwise instructed.

If outside:

1. Remain calm.
2. Duck, cover, and hold.
3. Move away from buildings and utility wires.
4. Watch for falling glass, electrical wires, poles, trees, or other falling debris.
5. Go inside the nearest building as soon as possible.

Site Administrator:

1. Evacuate classrooms bearing full force of wind.
2. Notify the Superintendent.
3. Site administrator is the incident commander. Establish a command post and initiate damage assessment as necessary.
4. Staff and students are to remain inside buildings until wind subsides.
5. Follow guidelines of Utility Failure section as necessary.
6. Determine if you will evacuate the school/site. Activate the alarm signal (bell and/or verbal) if you decide to conduct an evacuation.
7. Activate staff assignments to accomplish necessary functions as outlined in the Emergency Plan.
8. Ventura County Emergency Broadcast Stations (EBS) include:
KHAY 100.7 FM and KVEN 1450 AM.

Initial Response Checklist

Section II

Teachers/Supervisors:

1. Close windows, blinds, and/or curtains.
2. Give the duck, cover and hold command to students or staff. Duck, cover and hold yourself.
3. Staff and students are to remain inside buildings until wind subsides.
4. Do not strike a match or produce any other flame until gas lines are checked.
5. If a fire develops, follow the procedures in the Fire section.
6. Determine the first aid needs of your students or staff. Have injured students or staff transported to the Treatment Area, when activated.
7. After the wind subsides, prepare to evacuate students or staff. Evacuate students or staff to the assembly area if an evacuation is ordered.
8. Take your disaster supplies and roll book to the assembly area.
9. Take roll and complete the Student/Staff Accounting Form. Turn the Student/Staff Accounting Form to the site administrator or designee.
10. Teachers/Supervisors are now available to either remain in assembly area for students or staff care or report to the command post for additional assignment(s).

EMERGENCY STAFF ASSIGNMENTS

Emergency Position	Assigned Staff Membes
Incident Commander	Ryan Howatt/Michael Babb
Deputy Incident Commander	Ryan Howatt/Michael Babb
Public Information Officer	Erica Magdaleno
Operations Section Chief	Beverly Larson
Search and Rescue Unit Leader	Francisco Rodriguez
Hazard Control Unit Leader	Cruz Cervantes/Debby Dunn
Medical Unit Leader	Irene Ramirez/Teacher
Student Release Unit Leader	UNIT : Grades 4/5 (Leader TBD)
Assembly Area Unit Leader	UNIT : Grades 2/3 (Leader TBD)
Planning Section Chief	Ryan Howatt
Situation Status Unit Leader	Francisco Rodriguez
Communication/Documentation Unit	Erica Magdaleno
Logistics Section Leader	Teacher
Supply Unit Leader	UNIT: Junior High (Leader TBD)
Food Unit Leader	Debbie Sussex/ Helen Stoke
Transportation Unit leader	Cruz Cervantes
Facilities Unit Leader	Francisco Rodriguez
Assembly Area	All other available staff

Buddy List

Room 1 and 2
 Room 3 and 4
 Room 5A, 5B, and 6
 Room 7 and 8
 Room 9 and 10
 Room 11 and 12
 Room 13 and 14
 Room 15 and 16
 Room 17 and 18
 Room 19 and 20
 Room 21 and 22
 Room 23, 24 and 25
 Science Lab, Computer Lab, and Library

Emergency Organization

Section III

Emergency Telephone Numbers

CONTACT	NUMBER
Agricultural Commission	805 933-3165 or 647-5931
California Highway Patrol	805 530-1620 (Moorpark Station)
Camarillo Police Department	805 388-5100
Child Protective Services	805 654-3282
Environmental Health Flood Control Food Safety Hazardous Materials (Emergency 911)	654-2813
Low Voltage Solutions (alarm system)	800 766-8098
Oxnard Police Department	805 385-7600
Poison Control Center	800 222-1222
Southern California Edison	800 611-1911 (Emergency Repairs)
The Gas Company	800 427-2000
Ventura County Fire Department	805 384-1500
Ventura County Office of Education	805 383-1900
Ventura County Sheriff	805 648-3311
SAF-R-DIG	800 326-0446

Incident Commander

Personnel: **Highest ranking available staff member**

- Responsibilities**
- Remain calm. Lead by example: your behavior sets tone for staff and students

 - Obtain your personal safety equipment, i.e., hard hat, vest, clipboard (with job description sheet)

 - Determine the nature and extent of the emergency

 - Verify that assembly is still safe

 - Establish a Command Post (see pages 49 & 58)

 - Activate the appropriate components of the emergency organization (Command, Operations, Logistics, Planning, etc.)

 - Direct the opening of the disaster supply container

 - Using the “Incident Assignments” form (page 69), assign staff to functions that are required to respond to the incident. Fill only the positions that are necessary to appropriately respond to the emergency. As the incident evolves, it will be necessary to reassign people to different positions and to activate and deactivate functions.

 - Incident Commander is solely responsible for emergency/disaster operations and shall remain at the command post to observe and direct all operations

 - Direct Logistics to set up a Supply Unit (page 44)

 - Direct the Facilities Unit to set up the Sanitation Area as soon as manpower allows (away from assembly area, see page 50)

 - Assess total school situation:
 - View Site Map periodically for Search and Rescue progress and damage assessment information (pages 38 & 60)

 - Check with team leaders for periodic updates

 - Reassign personnel as needed

Checklist by Position

Section IV

Approve all information before release by PIO to parents or general public

Ensure District EOC is receiving periodic status report updates

Monitor local emergency radio station for local news

Direct the Planning Unit to develop options for campus relocation if need arises

Authorize student release when appropriate

NOTE; No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the Superintendent of Schools.

Utilizing your Deputy to cover the Command Post, take regular breaks, 5-10 minutes each hour. Take your breaks away from the Command Post.

Plan regular breaks for all staff and volunteers. Take care of your care givers!

Release teachers as appropriate per district guidelines. By law, during a disaster, teachers become "Disaster Service Workers."

Remain on and in charge of your campus until redirected or released by the Superintendent of Schools

Checklist by Position

Section IV

Deputy Incident Commander

Personnel:

Responsibilities: Obtain your personal safety equipment (hard hat, job description sheet)

Report to the Incident Commander

Your primary responsibilities are to assist the Incident Commander and act as a liaison between the school and the District and outside agencies

Keep unauthorized people away from the Incident Commander

Assist the Incident Commander in reviewing and accomplishing the items in the Incident Commander Checklist

Stand in for the Incident Commander at the Command Post when he/she is away

NOTE: The Deputy Incident Commander does not have the authority of the Incident Commander. Receive and relay information to the Incident Commander when they are away from the Command Post or on break.

If the Incident Commander leaves the School, he/she must appoint a new Incident Commander

Public Information Officer (PIO)

Personnel: District Executive Assistant

Policy: The public has the right and need to know important information related to emergencies/disaster at the school site as soon as it is available.

The Public Information Officer acts as the official spokesperson for the school site in an emergency situation

News media can play a key role assisting the school in getting emergency/disaster related information to the public (parents). Media representatives are therefore treated with respect.

Responsibilities:

Predetermine a possible “news center” site as a media reception area (locked away from the Command Post)

Identify yourself as the “PIO” (vest, visor, sign, etc.)

Assess situation and obtain statement from the Incident Commander.
Tape-record if possible

Statement should reflect:

Reassurance – EGBOK – “Everything’s going to be OK.”

Incident or disaster cause and time of origin

Size & scope of the incident

Current situation – condition of school site, evacuation progress, care being given, injuries, student release location, shelter information, etc.

Resources in use

Best routes to school if known

Request any school wishes to be made to the public

Advise arriving media that the site is preparing a press release & approximate time of its issue

Read statement if possible

When answering questions, be complete & truthful, always considering confidentiality & emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid use of the phrase “no comment.”

Checklist by Position

Section IV

Remind staff to refer ALL questions from media/waiting parents to the PIO

Update information periodically with Command Post

Ensure announcements & other information are translated into other languages as needed

Monitor all news broadcasts about incident. Correct any misinformation heard

Keep a log of your actions, communications, and phone calls, e.g., page 62. If possible, tape media briefings.

Supplies:

- ID vest
- Cassette recorder with blank tapes
- Battery operated AM/FM radio
- Sign: "All media please report here:"
- Paper/pencils/marketing pens
- Scotch tape/masking tape
- Scissors
- Emergency information forms:
 - Sample news release
 - General school info (student/staff pop)
 - Name of incident commander

Operations Section Chief

Personnel: Teachers

Responsibilities: Your job is to oversee all operations functions to include:

Search and Rescue

Hazard Control (utilities, security, fire suppression)

Medical

Student Release

Obtain your personal safety equipment (hard hat, job description sheet)

Report to the Incident Commander

Assign personnel to appropriate functional units

Conduct Incident Action Plan briefings for all subordinates to review their assignments

Keep Incident Commander updated on all Operations functions. Report back to the Command Post regularly.

Decide operational priorities and distribute resources accordingly

Assess overall operational situation:

Periodically check with Search and Rescue, Hazard Control, Medical, and Student Release unit leaders to assess progress and damage assessment information

Reassign personnel as needed

Track operations on a site map to maintain situational awareness

Coordinate Operations Section activities with the District Operations Section Coordinator

Provide District Operations Section with periodic status

Remember: Your job is to oversee all operational functions. Do not become involved in the details of any operations. Provide subordinates with their mission and then let them do it. You

must remain available to respond to the needs of the Operations Section as a whole. You cannot do this if you are involved in doing search and rescue, for example.

Search and Rescue Unit

Personnel: Team Leaders and Staff made available by buddy system, volunteers

Teams to be assigned by S&R team leader, minimum of 2 person per team

Responsibilities: Follow all operational & safety procedures in this plan

Obtain all necessary safety equipment – remember sturdy shoes, long sleeves

Use clipboard with pre-drawn area to be searched

Check with S&R Team Leader for known injuries, hazards, specific information before leaving the Command Post

Size up assigned area. Does it look like a building? Survey all four sides and top.

Before entering room, put single slash(/) on wall adjacent to doorknob side of door.

Search visually and vocally. Listen! Follow Rule of Rights.

Exit room, complete search marking (X) on wall

Report damage and/or request rescue/medical equipment and personnel as needed

Note damage and triage tally on Situation Map:

I=Immediate, D=Delayed, DEAD=Dead

Team leader makes periodic status reports to Operations Section Chief.

Equipment/Supplies: Safety equipment
Master keys on neck lanyard
Job description clipboard with map of search area

Checklist by Position

Section IV

- Campus 2-way radio
- First aid supply backpack
- S&R bucket with:
 - Flashlights (2)
 - Pencils
 - Steno Pad
 - Railroad crayons (large chalk)
 - Goggles (2)
 - Masking tape (2-inch)
 - Dust masks
 - Gloves
 - 18-inch pry bar
 - Safety vests (2)
 - Permanent “Sharpie” marker (2)

Hazard Control Unit

Personnel: Custodian, staff made available by buddy system

Responsibilities: This Unit is responsible for the following functions:

1. Fire Suppression
2. Security
3. Utility Control
4. Hazard Materials Isolation

As you do the following, be alert – report any damage to the Operations Section Chief at the Command Post:

Take no action that will endanger yourself
Report to “Command Post” (CP)
Obtain hardhat, identification vest, this checklist, a clipboard and radio
Locate/control/extinguish fires as necessary
If necessary, shut down gas supply
Shut down water and electrical only if advised to do so by Command Post
Post HAZARDOUS AREA – DO NOT ENTER – KEEP OUT tape around damaged or hazardous areas
Verify that campus is “locked down” and report same to Command Post via radio
Advise Command Post of all actions taken for information and proper logging
Rout fire, rescue, police, etc. as appropriate
Report back to Command Post for reassignment including:
 Assist in set-up of student release if requested
 Assist in set-up of toilet facilities
 Provide security patrols of the school

Equipment/Supplies: Master key(s)
Shutoff tools – gas & water
Clipboard with job description list
Campus 2-way radio
Hard Hat Hazard Area tape
Orange safety vest Dust masks
Flashlight Gloves
KEEP OUT tape First aid kit
Goggles Fire Extinguishers

Medical Unit

- Personnel: School Administrative Assistant, P.E. Teachers
- Responsibilities: Obtain personal safety equipment (helmet, surgical gloves, mask, safety glasses, identification vest)
Determine appropriate area for medical treatment
Consider:
 Separation from assembly area & student “request/release” gates
 Accessibility for S&R teams
 Safe distance from buildings
Medical team leader assigns personnel duties per form
Obtain equipment/supplies from the container
Be familiar with available inventory
All personnel wear orange safety vests
Quickly review procedures/assignments with personnel
Establish point of entry into treatment area
Establish “immediate” and “delayed” treatment areas
Initiate Triage (consider having search & rescue team assist with triage)
Prepare to receive victims
Team leader makes periodic status reports to Operations Section Chief
- Triage Entry Area:
Staffed with minimum of 2 trained team members
 One member confirms triage tag category (red, yellow, green) and directs to proper treatment area. Should take 30 seconds to assess – no treatment takes place here. Victims not tagged will be considered “delayed” and sent to appropriate treatment area. Second team member logs victims on form and sends forms to Command Post as completed.
- Treatment Areas (“Immediate” & Delayed”)
Staffed with minimum of 2 team members per area
 One member completes secondary head-to-toe assessment
 Second member records information on triage tag and on-site treatment records
Administer appropriate first aid. **Keep accurate records of care given!!**
Continue to assess victims at regular intervals and document care given
Establish scope of disaster with the Incident Commander to determine probability of outside emergency medical support and transport needs.
If & when transport available, do final assessment and document on triage tag **in red** (if possible). **Keep and file records for reference – do not send with victim.**

Checklist by Position

Section IV

Student's disaster card (providing permission for treatment) must accompany student removed from campus to receive advanced medical attention

Designate morgue area

Equipment/ Supplies

Clipboards marked "Medical" with appropriate paperwork & forms

Marking pens

Medical supply tote trays

Medical supplies

Red pens

Safety vests

Training manuals

Tables & chairs

Triage Tags

Triage Procedure Guide (Start Field Guide)

Quick reference medical guides

Ground cover/tarps

Mortality Management Guidelines

Personnel:

The County of Ventura Chief Medical Examiner – Coroner has Coroner responsibilities throughout the County of Ventura. In a wide-scale disaster within Ventura County, it may be several hours or days before the dead can be collected and processed by the Department of the Chief Medical Examiner – Coroner. Law Enforcement has the ultimate responsibility for carrying out this function if the County Coroner cannot respond. Individuals assuming the Coroner's role will do so only with the instructions and authorization of the County Coroner. Make arrangement with the District for such authorization.

Assembly/Shelter Unit

Personnel: Teachers, available staff

Responsibilities: Obtain personal safety and Identification equipment (helmet and identification vest)
Determine appropriate area for student assembly and shelter. Consider:
Proximity to Student Release Gate
Appropriate distance from treatment areas and morgue
Safe distance from buildings

All personnel wear orange safety vests
Review procedures/assignments with personnel
Establish point of entry into the assembly/shelter area
Establish and demarcate the student assembly/shelter area with cones and flagging ribbon
Instruct teachers to have students to sit on ground
Instruct teachers to take attendance
Instruct teachers to complete “Student Accounting Form”
Instruct teachers to report immediate first aid needs to you
After all classes are accounted for, have buddy teachers take Student Account Forms to the attendance table, then report to personnel assembly area near the Command Post for assignment.
Ensure that teachers supervise and reassure students
Ensure that students requiring medical attention are relocated to the Treatment Area
Be alert for latent signs of injury/shock in all students
Prepare for student release. Do not release students directly to parents or guardians. Students are released only by the Student Release Unit
Team leader makes periodic status report updates to Operations Section Chief.

**Equipment/
Supplies:**

Clipboards appropriate paperwork & forms
Emergency Bucket/backpack (including your roster and buddy roster)
Teachers’ Roll book

Student Release Unit

Personnel: Available Staff

Responsibilities: Choose separate “Request” & “Release” gate locations away from assembly area.

Request Gate: See Facilities Location Map

Release Gate: See Facilities Location Map

Team leader makes periodic status report update to Operations Section Chief.

Set Up:

Obtain equipment from the container and set up Request gate (see Equipment below)

Hang release form box on outside of fence at Request gate

Secure area against unauthorized access

All personnel wear orange safety vest including designated student runners

Position at least 2 strong-willed adults at both Request and Release gates.

Procedure:

Requesting adult fills out Student Release Form

Staff pulls disaster card from file and verifies “Requestor” is on card

Staff completes bottom portion of Student Release Form

Staff fills out Runner Form as completely as possible

Requestor is directed to Release Gate

Request Unit staff staples disaster card to Release Form and places in “Out” box

A Runner takes to forms from the “Out” box and delivers to the student’s teacher in the Assembly Area

IF STUDENT is with class:

If appropriate, teacher sends parent copy of first aid form with student

Runner walks student(s) to Release Gate

Runner hands Runner Form and Release Form to release personnel

Release personnel match student to requestor and release student

The Runner Form and Release Form are deposited in file box

IF STUDENT is NOT with class:

Teacher makes notation on Runner Form

“Absent” if student was never in school that day

“First Aid” if student is in Medical Treatment area

“Missing” if student was in school but now cannot be located

Runner takes form to Command Post

Command Post verifies student location if known & directs runner accordingly.

Checklist by Position

Section IV

If runner is retrieving multiple students and one or more are missing, walk available students to Release gate before returning “Missing” forms to Command Post for verification

Parent notified of missing student status and sent to crisis counselor

If parent refuses to wait in line, don’t argue – note time with appropriate comments on disaster card and place in “Out” file box.

Equipment/
Supplies:

Request Gate:

Table with 2 chairs

Lanyard w/gate key and whistle

Campus 2-way radio

“Request” gate box containing:

Binder containing student disaster forms

Empty Binder labeled “Out”

Staplers with extra staples

Orange safety vests (8)

“Student Emergency Release” forms

“Runner” forms

Pens/Pencils

Paper pad for notations

Release Gate:

2 chairs

Lanyard with gate key & whistle

Campus 2-way radio

Clipboard with release procedure

“Release” gate box containing:

Orange safety vests (2)

Stapler with extra staples

Pens/pencils

Box for completed Runner Forms

Paper pad for notations

Planning Section Chief

Personnel: Teacher

Responsibilities: Your primary responsibility is to oversee the planning/intelligence function.
You should assign a person to the Situation Status Unit and a person to the Communication/Documentation Unit. In large events you may need to assign more than one person to each unit.

The Planning Section is responsible for advising the Incident Commander on the current status of the incident and what is expected in the foreseeable future. The Planning Section is also the hub of communications and the collection of documentation of the School's actions.

- Review all Emergency Checklist items and assign/delegate responsibility to subordinates
- Obtain briefing from the Incident Commander
- Brief subordinates as necessary
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Maintain current status at all times.
- Provide situation and resource information on a periodic basis, or as needed to the Incident Commander
- Estimate future situation
- Prepare alternative strategies and control proposals
- Develop and distribute approved action plans
- Conduct meetings as needed
- Maintain situation maps of the area
- Monitor television and radio broadcasts as needed
- Identify need for use of special resources

**Equipment/
Supplies:**

- Table and Chairs
- Radios
- Command tote with paper, pens, supplies
- Record keeping clipboard with paper
- Job description clipboards
- Identification vest
- AM/FM Radio
- Helmet

File box

Situation Status Unit

Personnel: Facility Worker/Grounds Keeper

This unit is responsible for maintaining overall situational awareness. This unit is utilized by all other units to obtain information (past present and future) about the incident.

- Responsibilities:
- Review all Emergency Checklist items
 - Obtain briefing from Planning Chief
 - Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur
 - Maintain the past and current status of the incident at all times
 - Provide situation and resource information on a periodic basis, or as needed
 - Maintain status of forces assigned
 - Gather and analyze information to maintain your awareness of the incident. This can be accomplished in several different ways:
 1. Review all messages and logs
 2. Interview Unit leaders
 3. Send volunteers out to observe activities and report back
 4. Monitor television and radio broadcasts as needed
 5. Be creative
 - Obtain and display current situation status using a school map and event log
 - Mark site map appropriately as related reports are received. Includes, but not limited to, Search and Rescue reports and damage updates; gives concise picture of campus.
 - Preserve map as legal document until photographed.
 - Estimate future situation. For example; How will operations be affected by another large aftershock; or what will happen if it rains. Convey this information to the Incident Commander and Planning Chief.
 - Develop a list of students who are in medical treatment, absent, and missing. Be prepared to verify the status of students.
 - Prepare alternative strategies
 - Conduct intelligence/planning briefings/meetings, as needed.

Communication/Documentation Unit

Personnel: Executive Assistant

Responsibilities: Include keeping of records, site map, radio communications.

Record keeper:

Maintain time log of all actions/reports

Record content of all radio communication with Incident Commander

Record verbal communication for basic content

Log in all written reports

File all reports for reference (file box)

IMPORTANT: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records – **they are legal documents.**

Staff and Student Accounting:

Receive accounting forms

Check off staff roster

Report missing persons and site damage to Incident Commander

Report first aid needs to medical team leader

File forms, logs, rosters, etc. for reference. Remember to collect the student release forms from the Release Gate “out” box.

Compile list of students “missing” for student request gate and update periodically

Compile list of students “in first aid” for student request gate (using Medical Treatment Victim Log periodically received from medical treatment area) and update this list regularly.

Communications: (Radios or runners)

Advise S&R team leader of injuries, hazards, etc., before teams leave for search.

Communicate with all S&R teams via campus radios

Keep verbiage simple

Communicate with district EOC

Other radio communications as required

Monitor local emergency radio station (1450AM and 100.7 FM)

Equipment/

Supplies:

Command table and chairs

Command tote tray (paper, pens, supplies)

Checklist by Position

Section IV

Record keeping clipboard with paper
Job description clipboards
AM/FM Radio
File Box

Logistics Section Chief

Personnel: Teacher

Responsibilities: Obtain helmet and identification vest
Review all Emergency Checklist items and assign/delegate responsibility to subordinates
Obtain briefing from Incident Commander
Activate and staff subordinate units, as required
Direct the opening of the disaster storage container
Brief subordinates, as necessary
Process incoming requests for support. Make sure other functional areas are involved as necessary
Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur
Support the activation of required facilities
Sanitation Area
Command Post
Shelter Areas
Canteen Area
Assembly Area
Student Release Gate
Morgue
Treatment Area

Determine the extent of current and anticipated field operations and plan necessary logistical support
Provide, maintain and control equipment, supplies, facilities and commercial services required by incident
Coordinate and process requests for additional resources with Operations Section Chief

Equipment/
Supplies:

Clipboards	Cots and blankets
Hard hats	Toilet Setup Supplies
Vests	12 gauge wire
Keys to disaster container	steep clamps
Medical Supplies	black polyethylene sheeting
Food and Water	portable toilets
Tables and chairs	spare toilet bags
Pry bars	5-gallon urinal buckets
Flashlights	toilet paper

Checklist by Position

Section IV

Goggles
Marking Pens
Plastic tarps
Flip charts and easels

hand sanitizer

Food Unit

Personnel: Cafeteria staff

Responsibilities: Determine feeding and water needs
Coordinate food and water needs with the Logistics Section
Setup cooking facilities as required. Consider obtaining assistance from surrounding homeowners and students' parents
Setup a canteen area for the feeding of students and staff
Provide periodic status report updates to Logistics Section Chief.

Equipment/
Supplies: Clipboards
Hard hats
Vests
Food and Water
Tables and chairs
Flashlights

Transportation Unit

Personnel: Lead Bus Driver

Responsibilities: This unit is established to provide staff with the ability to transport staff and students to locations throughout the City. In the event of complete radio or telephone communication failure it will be necessary to send “runners” to the Emergency Operations Center to make resource orders and give status updates. Transportation is also required to move victims to medical facilities.

Establish a fleet of vehicles from staff and parents
Utilize the Transportation Log to track transportation status
Provide periodic status report updates to Logistics Section Leader.

**Equipment/
Supplies:** Clipboards
Hard hats
Vests
Tables and chairs
Flashlights
Marking pens
Flip charts and easels
Transportation Log

Supply Unit

Personnel: Teachers

Responsibilities: The Supply Unit is activated to manage the issuance of all pre-stored emergency supplies and to establish means of obtaining resources outside of the school.

- Obtain Briefing from Logistics Section Leader
- Participate in Logistics Section planning sessions
- Ensure that the storage container is opened
- Provide emergency kits to all Unit Leaders
- Arrange for receiving ordered supplies
- Distribute and store supplies and equipment
- Receive and respond to requests for personnel, supplies and equipment
- Maintain inventory of supplies and equipment
- Provide periodic status report updates to the Logistics Section Leader.

Equipment/
Supplies:

- Clipboard
- Hard hat
- Vests
- Keys to disaster container
- Medical supplies
- Food and Water
- Tables and chairs
- Pry bars
- Flashlights
- Goggles
- Marking pens
- Plastic tarps
- Blankets
- Toilet Setup Supplies: 12-gauge wire; steel clamps, black polyethylene sheeting; portable toilets, spare toilet bags; 5 gallon urinal buckets, toilet paper, hand sanitizer.

Facilities Unit

Personnel: Teachers, volunteers, janitors, maintenance staff

Responsibilities: The Facilities Unit is activated to set up and maintain all of the incident facilities to include: the command post, the sanitation area, the supply checkout area, the assembly/shelter area, the student request and release gates, the staging area, medical treatment areas, and any other functional areas activated by the Incident Commander.

Receive a briefing from the Logistics Chief
Determine requirements for each facility to be established
Prepare layouts of incident facilities. Recruit volunteers to assist in the setup of these facilities.

Support the activation of required facilities

- Sanitation Area
- Command Post
- Shelter Areas
- Assembly Area
- Student Request/Release Gate
- Morgue
- Treatment Area

Notify Unit leaders of facility layouts
Activate incident facilities
Obtain personnel to operate and maintain facilities, as required.
Provide periodic status report updates to Logistics Section Chief.

Equipment/ Supplies:

- Clipboards
- Campus radio
- Hard hats
- Vests
- Keys to Earthquake Sheds
- Medical supplies
- Food and water
- Tables and chairs
- Pry bars
- Flashlights
- Goggles
- Marking pens
- Plastic tarps
- Cots/blankets
- Toilet setup supplies

Teacher Responsibilities : The staff needs to speak with one voice. Only the PIO will release information to parents or the general public.

Personnel: All Teachers

Responsibilities: **Evacuation:**
 Remain clam
 Supervise and reassure student/staff
 Assess injured students
 Take emergency backpack
 Evacuate to emergency assembly area:
 Using safest route
 Quickly and quietly
 Alert for blocked exits, other hazards
 Aware of other classes not exiting (check buddy teachers)
 Door to remain closed but unlocked for S&R access

Assembly Area:
 Instruct students to sit on grass
 Take attendance
 Complete “Student Accounting Form”
 Note/report immediate first aid needs to remaining buddy teacher
 One buddy teacher take two sets of accounting forms to attendance table
 then report to manpower assembly area near Command Post
 Remain quiet and attentive awaiting assignment

Remaining Buddy Teacher:
 Supervise and reassure students
 Administer first aid as necessary
 Be alert for latent signs of injury/shock in all students
 Disaster cards will accompany students sent to medical treatment area
 Prepare for student release
 Sanitation area will be set up as soon as manpower allows
 Allocation of food/water supplies to be handled by Command Post

Student Release:
 Runners will come for student in the Assembly Area
 Send any first aid forms with child
 Child will accompany runner to release area
 If the child is missing, absent or in first aid, note this on the runner form
 If parent demands child, breaking release procedure, make appropriate notation on card/note pad and forward to the Command Post.
 AVOID CONFRONTATIONS.

Checklist by Position

Section IV

Supplies: Emergency backpack (should include your roster and buddy roster) Roll book

Support Staff

Personnel: Librarian Cafeteria Workers
Maintenance Workers Aides
Campus Volunteers

Responsibilities: Remain calm
Utilize area disaster supplies as necessary
Report to Command Post area
Report any damage to work area, or injured co-workers left behind
Be quiet, attentive, and cooperative while awaiting assignment

SUPPLY LISTS

Classroom Emergency Bags

1. Leather palm gloves
2. Flashlight with 2 batteries (please keep separate)
3. Whistle
4. Orange vest
5. Notepad
6. Marking pencil
7. Duct tape
8. Utility bar
9. Light stix
10. Safety goggles
11. Dust mask
12. Tweezers
13. Tissues
14. Yellow tarp
15. Mylar blankets
16. Red and green laminated cards
17. Student/staff accounting form
18. First Aid Kit supplies
 - 2 ice packs
 - assorted adhesive bandages
 - gauze pads/gauze rolls
 - adhesive tape
 - wet wipes
 - latex gloves

Office Kit

- 5 Food Bar 2400 Calorie*
- 27 Water Boxes 8.45oz*
- 1 Flashlight With Batteries*
- 5 Mylar Blankets
- 8 Tissue Packs
- 30 Wet Wipes
- 6 Waste Bags
- 5 12-Hour Green Lightsticks*
- 5 Candles
- 1 Waterproof Matches
- 1 Crank Radio With Light
- 1 Emergency Stove With Fuel Tabs
- 1 3-In-1 Can Opener - 2 Pak
- 2 Drinking Water Purification Tabs - 2 Bottles*
- 5 Dust Masks

Facility Supplies

Section V

- 2 Leather Palm Gloves
- 1 Whistle
- 1 Duct Tape
- 1 Safety Goggles
- 1 18" Pry Bar
- 1 Utility Knife
- 1 Locking Grip Plier
- 1 Folding Shovel/Pick
- 1 Gas Shut-Off Wrench

* Indicates Shelf Life

First Aid Kit

- 1 First Aid Manual
- 5 First Aid Guides
- 50 Non-Aspirin Analgesic Tabs
- 24 Antacid Tablets
- 1 Hydrocortizone Creme 20 Pack
- 1 Antibiotic Ointment 20 Pack
- 12 Antibiotic Ointment (Individual Packets)
- 1 Burn Gel 25 Pack
- 26 Alcohol Wipes
- 24 Antiseptic Towelettes
- 10 Tongue Depressors (Finger Splints)
- 2 Cardboard Splints (Arm/Leg)
- 2 Ice Packs
- 1 Eye Wash
- 4 Eye Pads
- 4 Gauze Rolls
- 25 Gauze Pads
- 2 Adhesive Tape
- 1 Ace Bandage
- 45 Adhesive Bandages
- 1 Triangular Bandage
- 1 Scissor & Tweezer
- 4 Abd Pads (Pressure Dressings)
- 1 Pair Latex Gloves

School Wide Cache May 2006

- 600 Mylar Blankets
- 170 12-Hour Green Lightsticks
- 600 Dust Masks
- 20 Blue Polytarps 10'x20' For Groundcover/Shelter
- 500 Infectious Waste Bags (Biohazard)
- 4 Antiseptic Bio-Hand Cleaner (16 Oz)

Assembly/Shelter Layout Guide

The Assembly area is directly south of the school on the play field.

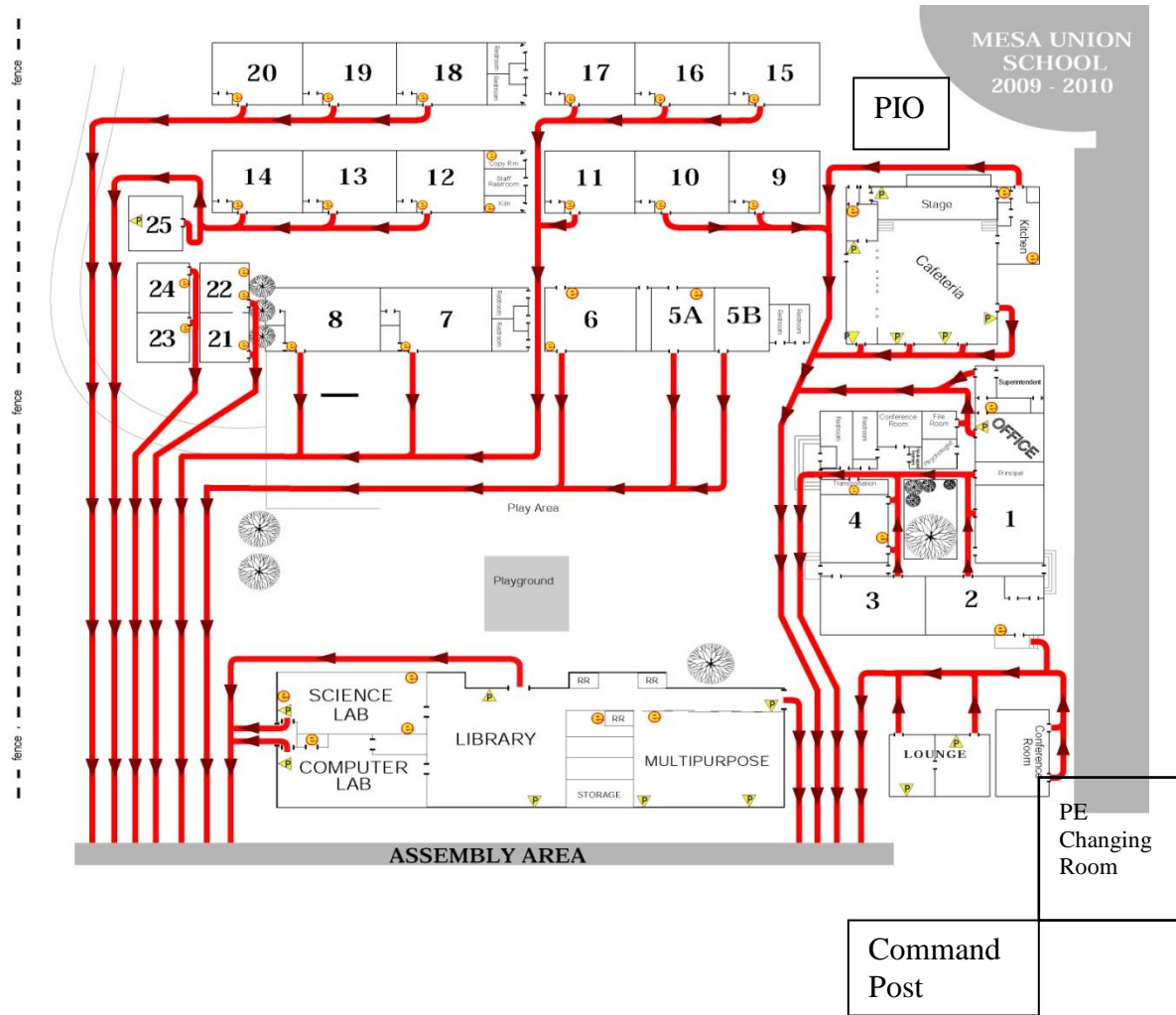
Consider the following when planning for a shelter operation in your facility:

- Sleeping and “living areas” should allow 40 square feet per person
- Space should be organized to provide adequate ventilation. Do not locate essential functions involving numbers of people near working machinery (heating units, generators, air conditioners, boilers, refrigerators, etc.) because the heat given off can affect the thirst and energy levels of shelter occupants
- Locate or designate storage areas for food and other supplies being delivered to the shelter. The areas should be secure and accessible by truck
- If water service is disrupted, improvised toilet facilities may have to be established. Improvised toilets may consist of an outdoor trench and should be away from the dormitory and food service areas and shielded from view.
- Establish separate areas for staff meetings, administrative functions, communications, and volunteer coordination
- Locate medical and health services in a room or area that is well lighted and away from public view. If possible, keep medications and medical equipment in a lockable storage compartment.
- Ensure that garbage is stored away from food storage and occupied shelter areas. Plan for garbage removal service to be disrupted for some time.

GENERAL GUIDELINES

- 1 toilet for 40 persons, 6 for 200 and 14 for 500
- 40 square feet of sleeping space per person
- ½ gallon minimum drinking water per person, per day
- 5 gallons of water per person, per day for all uses
- 2500 calories per person, per day (approximately 3 and ½ pounds unprepared food)

COMMAND POST



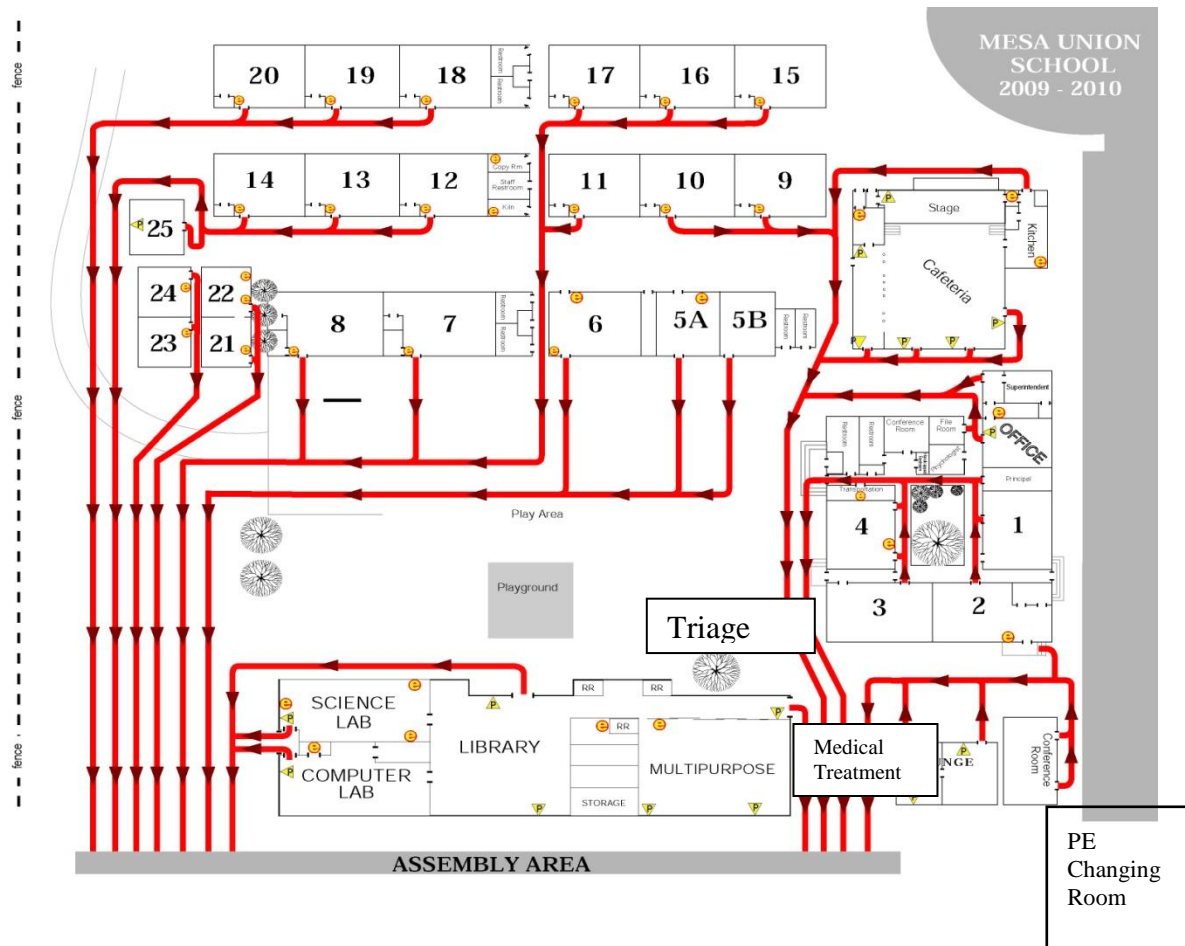
Equipment/Supplies

Command table and chairs
Master Key

Staff Roster
Student accounting forms
Emergency/Disaster Plan
Duplicate Rosters (2 sets)
Clipboard with medical treatment victim
Log

Job description clipboards
Command post tote tray
(pens, markers, tape, etc.)
School District Radio
Campus 2-way radios
AM/FM Radio (battery)
Bullhorn

Medical Treatment Area



Determine appropriate area for medical treatment. Consider:

- Separation from assembly/shelter area & student “request/release” gates
- Accessibility for S&R teams
- Safe distance from buildings
- Obtain equipment/supplies from the container
- Establish point of entry into treatment area
- Establish “immediate” and “delayed” treatment area

Triage Entry Area:

- Staffed with minimum of 2 trained team members
- One member confirms triage tag category (red, yellow, green) and directs to proper treatment area. Should take 30 seconds to assess – no treatment takes place here. Victims not tagged will be considered “delayed” and sent to appropriate treatment area

Facility Supplies

Section V

- Second team member logs victims on form and sends forms to the Command Post as completed.

Treatment Areas (“Immediate” & Delayed”)

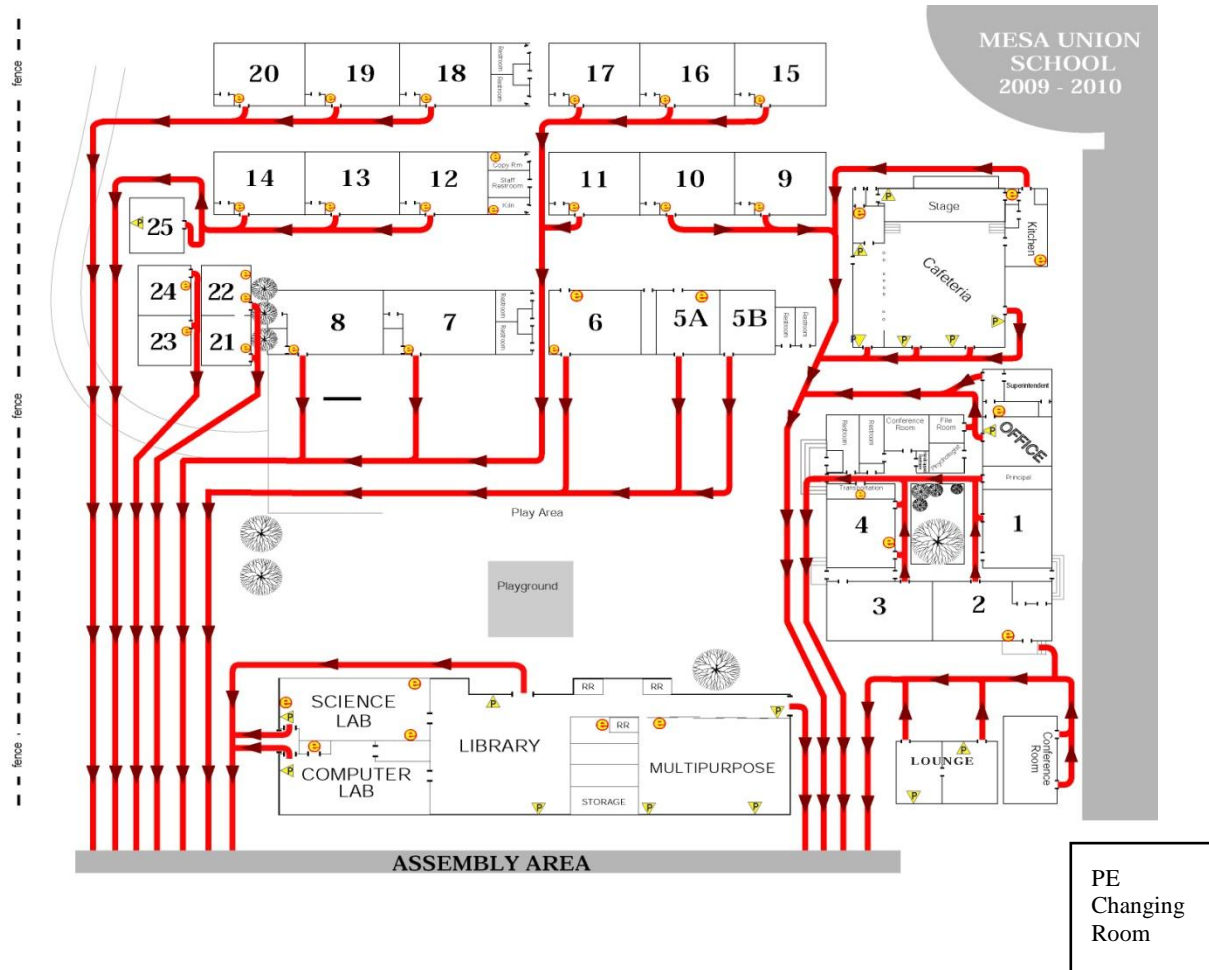
- Staffed with minimum of 2 team members per area
- One member completes secondary head-to-toe assessment
- Second member records information on triage tag and on-site treatment records

Equipment:

Clipboards marked “Medical”
Paperwork & forms
Ground cover/tarps
Marking pens
Medical supply tote trays
Medical Supplies
Red pens
Safety vests
Training manuals
Tables & chairs
Triage Tags
Triage Procedure Guide (START Field Guide)
Quick Reference Medical Guides

NOTE: Triage and Medical Treatment areas may need to be moved or switched according to the emergency.

SANITATION AREA

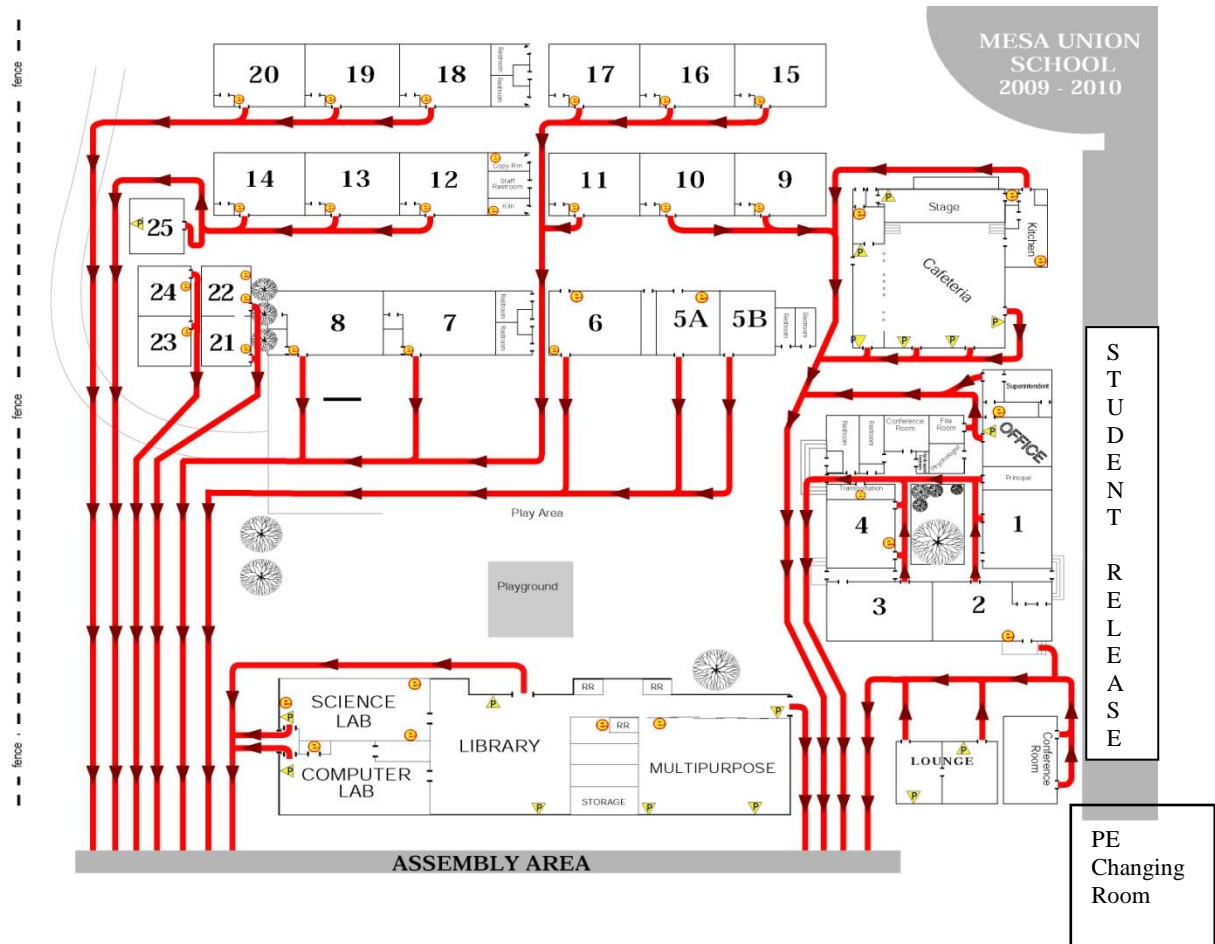


SANITATION AREA

Equipment/Supplies:

- Portable Toilets Kits
- Toilet Paper
- Spare Waste Bags
- Urinal Buckets
- Bucket Liners

STUDENT REQUEST/RELEASE GATES



Set Up:

- Obtain equipment from the container and set up Request Gate
- Hang release form box on outside of table at Request Gate
- Secure area against unauthorized access
- All personnel wear orange safety vest including designated student runners
- Position at least 2 strong-willed adults at both Request and Release Gates

Equipment/Supplies:

Request Gate:

- Tables/Chairs
- Gate Keys and whistle
- Radio/Cell Phone

Request Gate box containing:

- File box(es) with alpha dividers and Student Disaster Cards
- Empty file box with alpha dividers labeled "Out"

Facility Supplies

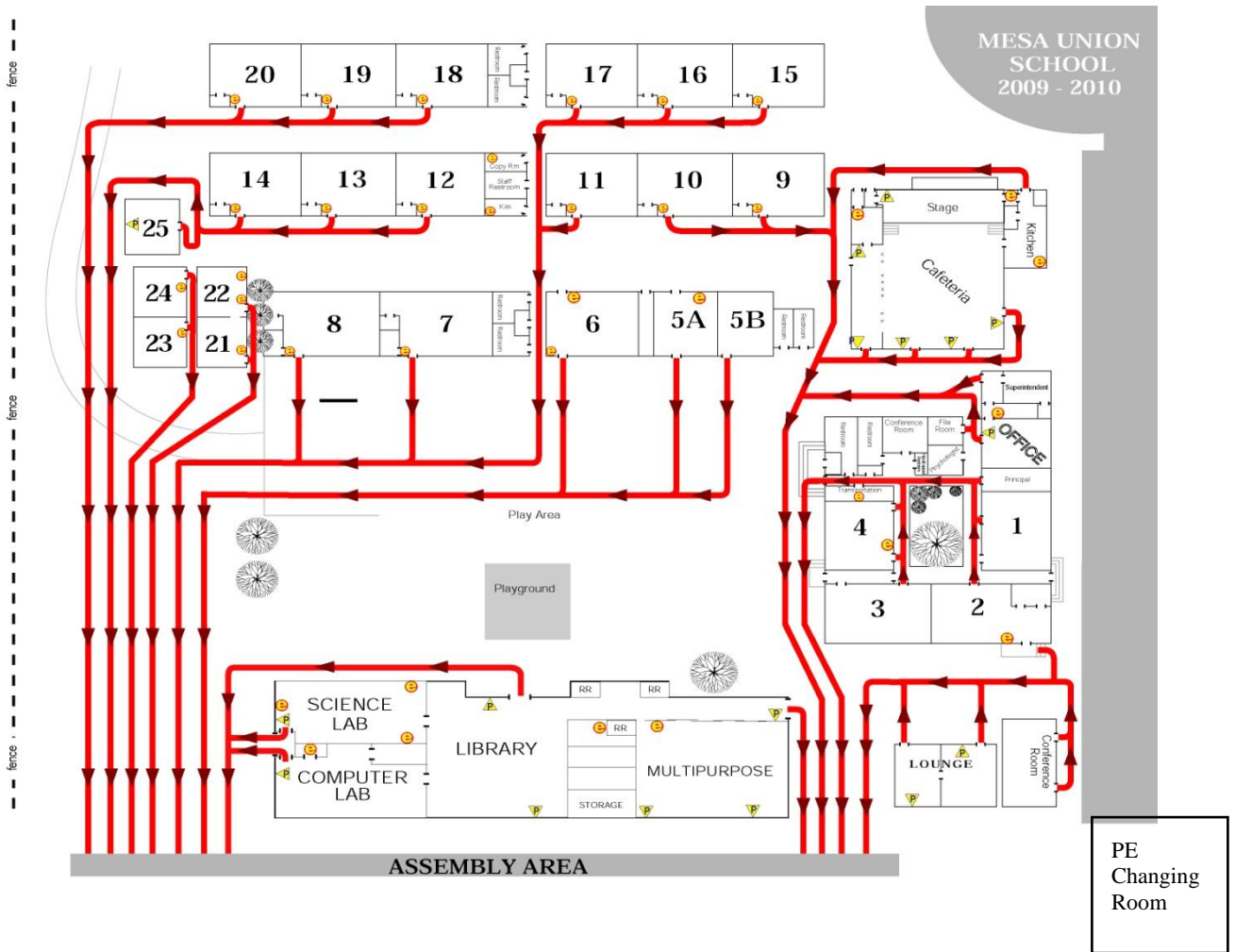
Section V

Staplers/staples
Orange safety vests (8)
Release Forms, Runner Forms
Pens Pencils
Notepad for notations

Release Gate:

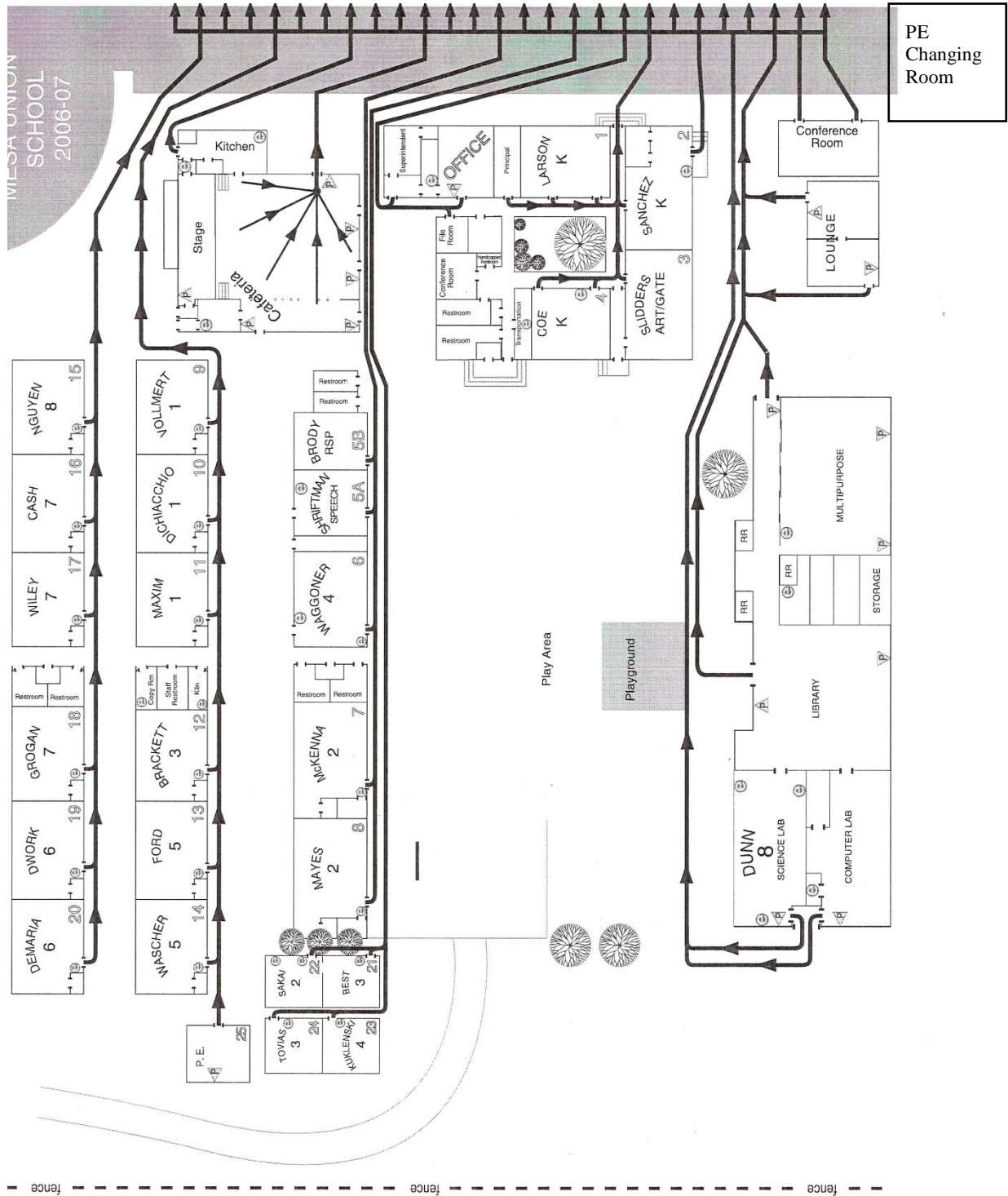
2 chairs
Gate Keys and Whistle
Radio/Cell Phone
Clipboard with release procedure
Release gate box containing:
 Orange safety vests (2)
 Stapler/staples
 Pens/pencils
 Box for completed Runner Forms
 Notepad for notations

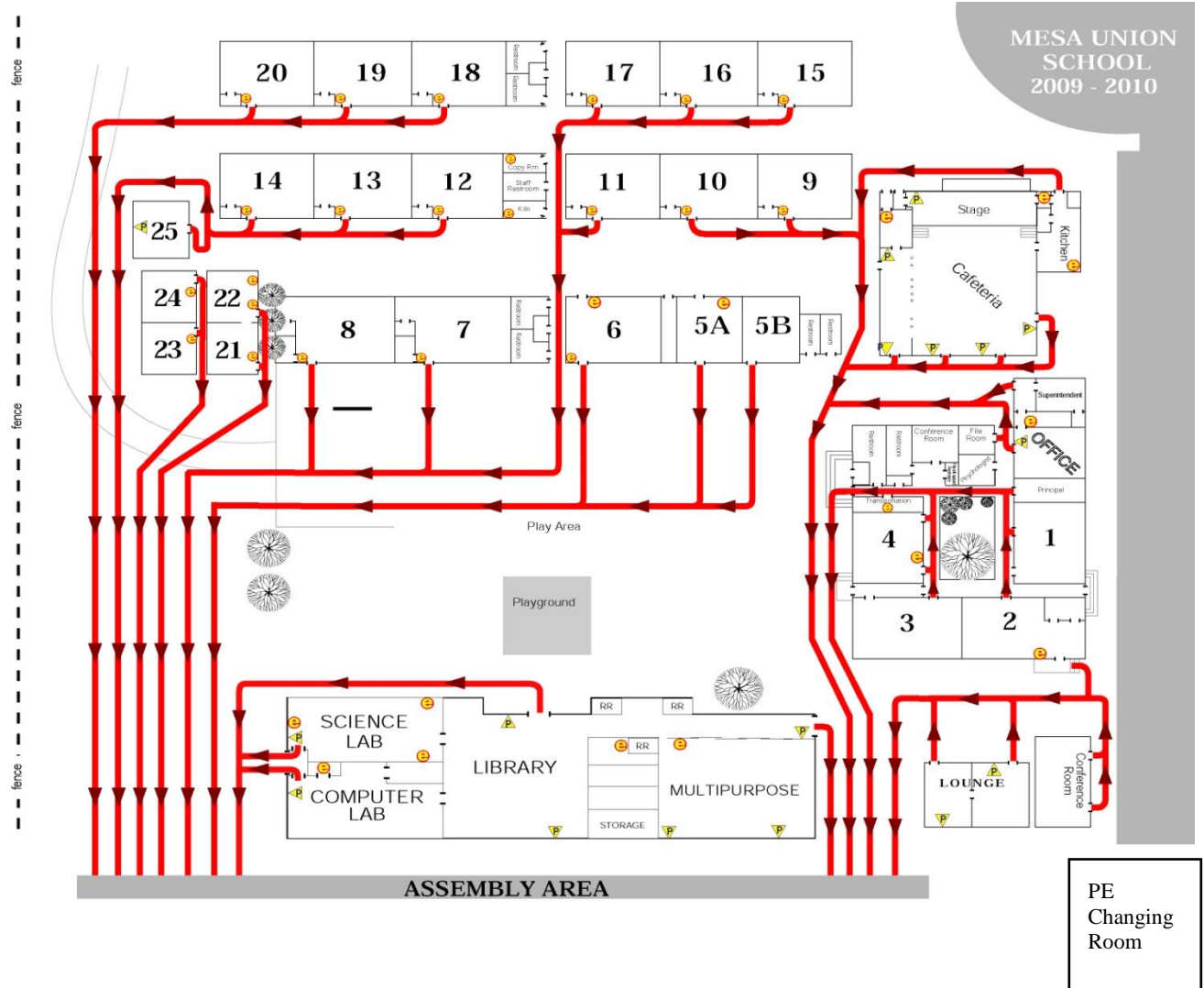
EVACUATION ROUTE 1 MAP



EVACUATION ROUTE 2 MAP

FACILITIES LOCATION MAP

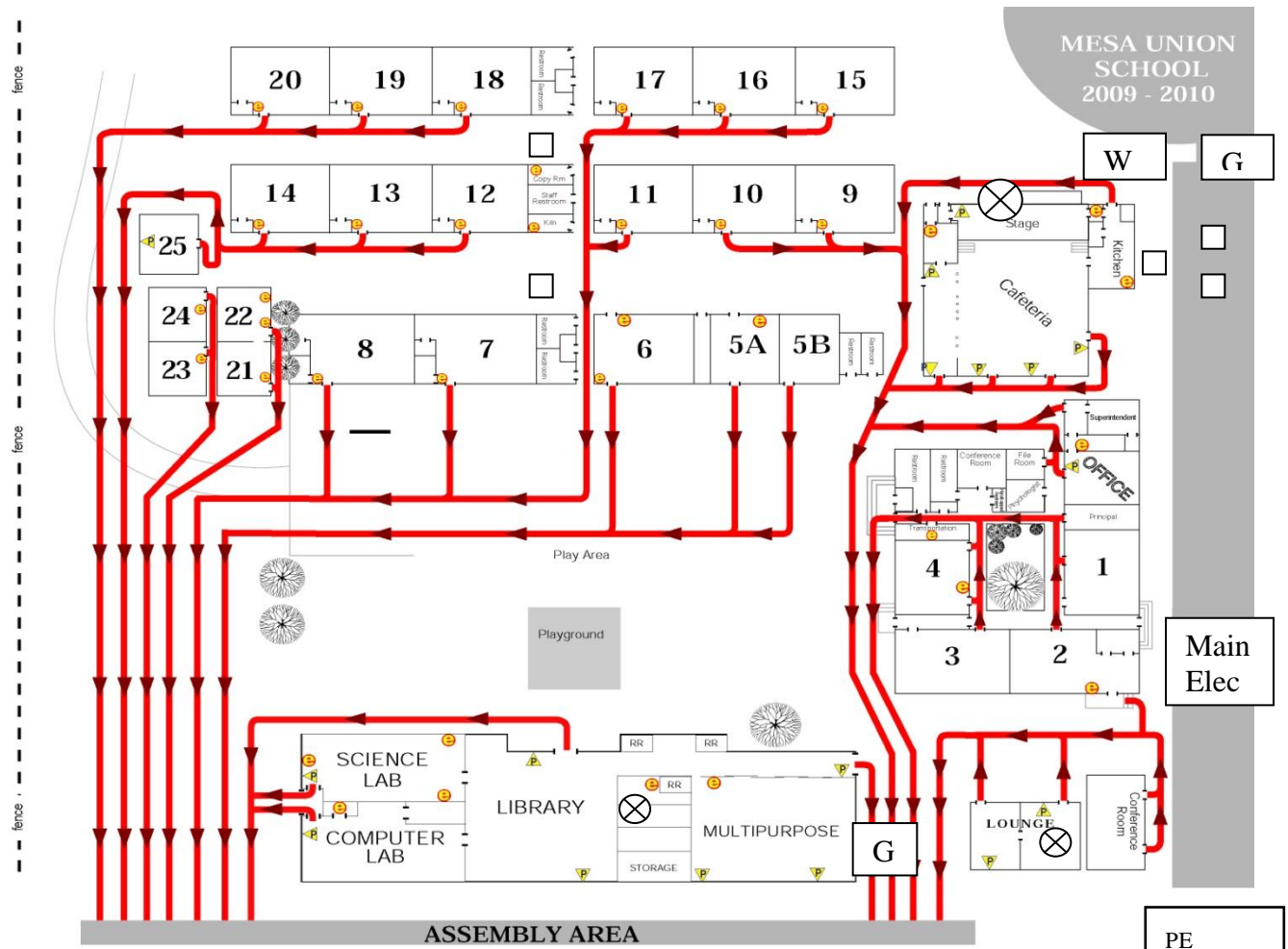




UTILITY CUTOFF MAP

Facility Supplies

Section V



- o = Isolation Valves**
- \otimes **Water Heater**
- W** **Water Shut Off Valves**
- G** **Gas Shut Off**

- Main Elec**
- PE Changing Room**



CONSOLIDATED APPLICATION AND REPORTING SYS

Mesa Union Elementary (56 72470 000000)

[Program Information](#) [Data Entry Instructions](#)

2011-12 Title I Part A Carryover

Report fiscal year expenditures and to determine 2011-12 Title I, Carryover for fiscal year 2012-13.

Required fields are denoted with an asterisk (*).

NOTE: Your LEA has previously certified this data collection as official. One or more other data collection(s) may be dependent on this data collection. Please be aware if a change is saved and certified, it may cause a dependent data collection to become obsolete and your LEA may have to revise and resubmit those data collection(s).

2010-11 Final Carryover Calculation

Carryover as of September 30, 2011: \$0

Carryover spent through September 30, 2012:

Unspent carryover to be returned to CDE: \$0
Note: CDE will invoice the LEA to return the unused 2010-11 funds.

2011-12 Carryover Calculation

2011-12 Title I Part A Entitlement: \$28,705

Transferred in: \$0

Title I Part A available allocation: \$28,705

* Expenditures and encumbrances from July 1, 2011 through June 30, 2012:
(12 Months)

Carryover as of June 30, 2012: \$2,710

Carryover percent as of June 30, 2012: 9.44%

* Expenditures and encumbrances from July 1, 2011 through September 30, 2012:
(15 Months)

Carryover as of September 30, 2012: \$0

Carryover percent as of September 30, 2012: 0.00%

Last Saved: Irene Ramirez (iramirez), 2/26/2013 3:28 PM, Certified

Jyoti Singh, Title I Policy & Program Guidance | jsingh@cde.ca.gov | 916-319-0372
Joshua Strong, Title I Policy & Program Guidance | JStrong@cde.ca.gov | 916-319-0492
General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

California Department of Education
1430 N Street
Sacramento, CA 95814

Web Policy

California Department of Education
Mesa Union Elementary (56 72470 0000000)

Con

2012-13 Title I, Part A Notification of Authorization of School Wide Program

This report provides notification to CDE of a school's eligibility and local board approval to operate under and report as Schoolwide Program.

CDE Program Contact:

Franco Rozic, Title I Monitoring & Support, frozic@cde.ca.gov, 916-319-0269

Note:

In order for CDE program staff to have visibility to all SWP authorized schools, it is important to have an Authorized Representative certify this Notification of Authorization data collection after a change is made.

School Name	School Code	Authorized	Local Board Approval Date (ex. 04/30/2013)	SIG App Date (04/30/2013)
Mesa Elementary	6055123	N		



CONSOLIDATED APPLICATION AND REPORTING SYS

Mesa Union Elementary (56 72470 0000000)

2012-13 School Student Counts, Actuals

[Data Entry Instructions](#)

The purpose of this data collection is to allow the LEA to select allowable ranking and funding options and to enter school level student data. The information entered will be used to calculate eligibility and ranking for Economic Impact Aid and or Title I Part A school allocations.

Required fields are denoted with an asterisk (*).

NOTE: Your LEA has previously certified this data collection as official. One or more other data collection(s) may be dependent on this data collection. Please be aware if a change is saved and certified, it may cause a dependent data collection to become obsolete and your LEA may have to revise and resubmit those data collection(s).

* Group By Grade Span: No Yes

* Select a Low Income Measure:

The following ranking determinations are only applicable to Economic Impact Aid.

Funding Method: SCE/LEP LEP Only

SCE Ranking Method: Count Percent Low Income Percent

Note:

The columns and student count options displayed below are based on the selections made above. They are also displayed based on the school type and whether or not the school qualifies for Economic Impact Aid funding via the ConApp.

School Name	School Code	Low Grade Offered	High Grade Offered	Grade Span Group	Qualifies for EIA	* Student Enrollment	Low Income Students	LEP Students	EDY Students	SCE Students
Mesa Elementary	6055123	K	B	1	Y	663	251	137	247	635

Last Saved: Irene Ramirez (iramirez), 2/26/2013 3:28 PM, Certified

Gustavo Gonzalez, EIA / LEP | ggonzalez@cde.ca.gov | 916-319-0420
 Jyoti Singh, Title I Policy & Program Guidance | jsingh@cde.ca.gov | 916-319-0372
 General CARS Questions: Consolidated Application Support Desk | conappsupport@cde.ca.gov | 916-319-0297

California Department of Education
 1430 N Street
 Sacramento, CA 95814

Web Policy

2012-13 Economic Impact Aid LEA Allocations

The purpose of this data collection is to make allowable reservations at the LEA level and to determine the amount available for school-level allocations.

CDE Program Contact:

Gustavo Gonzalez, EIA / LEP, ggonzalez@cde.ca.gov, 916-319-0420
 Mark Klinesteker, EIA / SCE, mklinesteker@cde.ca.gov, 916-319-0256

2012-13 Economic Impact Aid Entitlement	\$61,317
Transferred	\$0
Transferred comment If a transferred amount is entered an explanation of where the dollars were transferred from or to is required.	
2011-12 Carryover	\$27,858
Repayment of funds	\$0
Repayment of funds comment Provide an explanation of why repayment dollars were added back to the EIA allocation.	
2012-13 Economic Impact Aid allocation	\$89,175
Indirect cost reserves (Amount cannot exceed 3% of the EIA allocation.)	\$2,598
Administrative evaluation (Amount cannot exceed 10% of the EIA allocation.)	\$0
LEA activities reservation (Amount cannot exceed 2% of the EIA allocation.)	\$0
Security reservation (Amount may not exceed \$0.32 per student.)	
Security Reservation Maximum (Based on .32 * total student enrollment from EIA qualified schools in School Student Counts, Actual.)	\$212
Alternative reservation (Reservation is only valid if SCE allocations will be made. Amount cannot exceed 25% of the EIA allocation.)	\$0
Economic Impact Aid adjusted allocation	\$86,577

California Department of Education
Mesa Union Elementary (56 72470 0000000)

2012-13 Economic Impact Aid School Allocations

This reports identifies the schools funded with LEP, and if applicable, SCE allocations.

CDE Program Contact:

Gustavo Gonzalez, EIA / LEP, ggonzalez@cde.ca.gov, 916-319-0420
Mark Klinesteker , EIA / SCE, mklinesteker@cde.ca.gov , 916-319-0256

Funding method	SCE/LEP
Total EIA allocation	\$86,577
Allocation method	Manually entered c
Standard per student LEP rate	\$631
Standard per student SCE rate	\$0
Total LEP student count	137
Total LEP student count not SCE funded	137
Total EDY student count SCE funded	0
Unallocated amount	\$0
Total LEP allocation	\$86,577
Total SCE allocation	\$0

School Name	School Code	Grade Span Group	LEP Student Count	LEP Allocation	EDY Student Count	SCE Eligible	SCE Allocatio
Mesa Elementary	6055123	1	137	\$86,577	247	Y	

2012-13 Title I, Part A LEA Allocation

The purpose of this data collection is to calculate the full Title I Part A allocation available to the LEA.

CDE Program Contact:

Jyoti Singh, Title I Policy & Program Guidance, jsingh@cde.ca.gov, 916-319-0372

Joshua Strong, Title I Policy & Program Guidance, JStrong@cde.ca.gov, 916-319-0492

2012-13 Title I Part A Entitlement	\$72,119
Transferred-in amount	\$0
Title I Part A entitlement after transfers	\$72,119
Note:	
In order for the 2011-12 Carryover amount to be pre-populated, the 2011-12 Title I, Part A Carryover data collection should be completed and saved before beginning data entry.	
2011-12 Carryover	\$0
(Allowable values are the 12 or 15 month 2011-12 carryover. The default value displayed is the 15 month calculated carryover.)	
Repayment of funds	\$0
2012-13 Total allocation	\$72,119
Indirect cost reservation	\$4,107
Administrative reservation	\$0
2012-13 Title I, Part A adjusted allocation	\$68,012
Indirect Cost and Administration Calculation Tool	
To help determine allowable indirect cost and administration reserves, based on your Approved Indirect Cost Rate as defined on http://www.cde.ca.gov/fg/ac/ic/ , below are recommended values.	
2012-13 Approved indirect cost rate	6.04%
Maximum allowable indirect cost reservation	\$4,107
Recommended administration reservation	\$6,710

2012-13 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Joshua Strong, Title I Policy & Program Guidance, JStrong@cde.ca.gov, 916-319-0492
 Nancy Bodenhausen, Title I Policy & Program Guidance, NBodenhausen@cde.ca.gov, 916-445-4904

Nonprofit Private School Equitable Services Percentage Calculation

Total participating nonprofit school low income students	0
Total participating attendance area low income students	0
Percent of nonprofit private school low income students for equitable service calculations	0.00%

Required Reservations

Title I Part A adjusted allocation	\$68,012
------------------------------------	----------

Parental Involvement

Parental involvement (1% of the entitlement plus transfers-in if greater than \$500,000.)	\$0
Supplemental parental involvement (Optional: Additional discretionary set-aside.)	\$0
Nonprofit private school parental involvement set-aside	\$0
Amount remaining	\$0
Public school parental involvement	\$0
Balance available for LEA parental involvement activities	\$0

Direct and Indirect Services

Direct or indirect services to homeless children , regardless of their school of attendance	\$101
Homeless services provided	Support is provided for our homeless by providing afterschool homework club, furnishing them with needed school supplies, and snacks when needed.
Local neglected institutions	No
Does the LEA have local institutions for neglected children or children currently classified as neglected?	
Direct or indirect services in local institutions for neglected children	
Local delinquent institutions	No

2012-13 Title I, Part A Reservations, Required

To report LEA required reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Joshua Strong, Title I Policy & Program Guidance, JStrong@cde.ca.gov, 916-319-0492

Nancy Bodenhausen, Title I Policy & Program Guidance, NBodenhausen@cde.ca.gov, 916-445-4904

Does the LEA have local institutions for delinquent children?	
Other neglected or delinquent services	

Program Improvement (PI)

The following reservations are required if the LEA is in Program Improvement, or has one or more schools in Program Improvement.

Public school choice transportation (Choice)	\$7,212
Supplemental educational services (SES)	\$7,212
Parent outreach and assistance for Choice and SES	\$0
Professional development funds	No
Will the LEA use PI school-level professional development funds to help meet the LEA 10% minimum professional development requirement?	
PI professional development (Minimum 10% of the entitlement plus transfers in.)	\$7,212
2011-12 PI professional development carryover	\$5,532
Total PI professional development	\$12,744

2012-13 Title I, Part A Reservations, Allowed

To report LEA allowable reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Joshua Strong, Title I Policy & Program Guidance, JStrong@cde.ca.gov, 916-319-0492
 Karen Neilsen, Title I Policy & Program Guidance, KNeilsen@cde.ca.gov, 916-319-0946

Allowed Reservations

Professional Development for Highly Qualified Teachers and Paraprofessionals

Professional development for highly qualified teachers and paraprofessionals	\$0
Nonprofit private school equitable services	\$0
Professional development reserved for public schools	\$0

District-wide Instructional Programs

District-wide instructional programs (Non-PI activities)	\$0
Nonprofit private school equitable services	\$0
District-wide instructional programs for Title I public schools	\$0

Other School Programs

Other school programs Including summer school or intersession programs or before and after school programs.	\$0
Nonprofit private school equitable services	\$0
Other school programs reserved for public schools	\$0

Other Allowable Reservations

Salary differentials	\$0
Preschool programs	\$0
Capital expenses for nonprofit private schools	\$0

Program Improvement Activities

Teacher incentives and rewards (Maximum 5% of entitlement after transfers.)	\$0
Professional development of highly qualified teachers	\$0
Technical assistance to schools	\$0

2012-13 Title I, Part A Reservations, Allowed

To report LEA allowable reservations before distributing funds to schools, and to calculate and report nonprofit private school set-aside values.

CDE Program Contact:

Joshua Strong, Title I Policy & Program Guidance, JStrong@cde.ca.gov, 916-319-0492
 Karen Neilsen, Title I Policy & Program Guidance, KNeilsen@cde.ca.gov, 916-319-0946

Summer school, intersession programs or before and after school programs	\$0
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Reservation Summary

Adjusted Allocation	\$68,012
Total required reservations	\$27,269
Total allowed reservations	\$0
Allocations after reservations	\$40,743
Total nonprofit private school set aside	\$0
Private nonprofit school Parental Involvement set-aside	\$0
Public school Parental Involvement set-aside	\$0
Amount available for Title I, Part A school allocations	\$40,743

California Department of Education
Mesa Union Elementary (56 72470 0000000)

2012-13 Title I, Part A School Allocations

This identifies the amount of Title I, Part A funds to allocated to eligible public schools and equitable services to students in nonprofit pri

CDE Program Contact:

Joshua Strong, Title I Policy & Program Guidance, JStrong@cde.ca.gov, 916-319-0492
Jyoti Singh, Title I Policy & Program Guidance, jysingh@cde.ca.gov, 916-319-0372

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

Allowable Exception Reasons

- a - Meets 35% Low Income Requirement
- b - Magnet School
- c - Funded by Other Allowable Sources
- d - Desegregation Waiver on File
- e - Grandfather Provision
- f - Feeder Pattern

Group Schools by Grade Span	Yes
District-wide low income %	37.86%
Grade span 1 low income %	37.86%
Grade span 2 low income %	No Data
Grade span 3 low income %	No Data
Available Title I, Part A school allocation	\$40,743
Available public school parent involvement reservation	\$0
Total participating attendance area low income students (entered on Reservations, Required)	0
Available nonprofit private school set-asides	\$0
Available nonprofit private school parent involvement reservation	\$0.68
Unallocated school amount	\$0
Unallocated public school parent involvement	\$0
Unallocated nonprofit private school set-asides	\$0
Unallocated nonprofit private school parent involvement	\$0
Sum of Title I participating schools low income student count	251

California Department of Education

Mesa Union Elementary (56 72470 0000000)

2012-13 Title I, Part A School Allocations

This identifies the amount of Title I, Part A funds to allocated to eligible public schools and equitable services to students in nonprofit private schools.
Difference between participating attendance area low income students (entered on Reservations, Required) and 0
Sum of Title I participating schools low income student count

School Name	School Code	Grade Span Group	Low Income Students	Low Income Student %	Eligible	\$ Per Low Income Student (0.00)	Carryover	Public School Parental Involvement	Nonprofit Private Parental Involvement	Nonprofit Private Set Aside	Total School Allocation	Excess
Mesa Elementary	6055123	1	251	37.86	Y	162.32	\$0				40742.32	

2012-13 Title I, Part A Program Improvement Midyear Activity and Expenditure Report

If one or more schools is in Program Improvement, the LEA is required to provide a mid-year status of activities related to Choice and or SES services.

CDE Program Contact:

Lana Zhou, Title I Policy & Program Guidance, lzhou@cde.ca.gov, 916-319-0956
 Stephanie Smith, Title I Policy & Program Guidance, ssmith@cde.ca.gov, 916-319-0948

Activities

Number of students applying for Choice	0
Number of students who transferred to attend a non-PI school under ESEA	0
Number of students who transferred to attend a non-PI school under a local or state school choice program	0
Number of students who applied for SES	0
Number of students who received SES	0
Activities comment	No parents requested choice transfer.
An explanation must be provided if all activities are zero.	

Expenditures and Encumbrances

Due to a federal audit comment received, LEAs are required to provide biannual year-to-date PI expenditures and encumbrance in support of Choice and SES activities.

Choice transportation using Title I Part A funds	\$0
Choice transportation using non-Title I Part A funds	\$0
SES using Title I Part A funds	\$0
SES using non-Title I Part A funds	\$0
Parent outreach using Title I Part A funds	\$0
Parent outreach using non-Title I Part A funds	\$0
Total expenditures and encumbrance using Title I Part A funds	\$0
Total expenditures and encumbrance using non-Title I Part A funds	\$0
Expenditure comment	Staff are in process of organizing SES services for students. Program will launch in Spring 2013.
An explanation is required if no program improvement expenditures or encumbrances have occurred.	

2012-13 Title II, Part A LEA Allocations and Reservations

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title II Part A Teacher & Principal Training & Recruiting, and to report required reservations.

CDE Program Contact:

Jackie Rose, Title II Leadership, jrose@cde.ca.gov, 916-322-9503

Juan J. Sanchez, Section 2141 Contact, jsanchez@cde.ca.gov, 916-323-5264

2012-13 Title II Part A entitlement	\$8,433
Total funds transferred out of Title II, Part A	\$0
Total entitlement after transfers	\$8,433
2011-12 Carryover (as of 06/30/12)	\$0
Repayment of funds	\$0
Repayment comment Provide an explanation of why repayment dollars were added back to the allocation	
2012-13 Allocation	\$8,433
Administrative and indirect costs	\$480
Title II Part A adjusted allocation	\$7,953
Funds available for flexible use under REAP	\$8,433
Budgeted REAP funds	\$0

2012-13 Consolidation of Administrative Funds

A request by the LEA to consolidate administrative funds for specific programs.

CDE Program Contact:

Julie Brucklacher, Financial Accountability & Info Srv, jbruckla@cde.ca.gov, 916-327-0858

Title I, Part A (Basic) SACS Code 3010	No
Title I, Part C (Migrant Education) SACS Code 3060	No
Title I, Part D (Delinquent) SACS Code 3025	No
Title II, Part A (Teacher Quality) SACS Code 4035	No
Title II, Part A (Administrator Training) SACS Code 4036	No
Title II, Part D (Enhancing Education Through Technology) SACS Code 4045	No
Title III (Immigrant Students) SACS Code 4201	No
Title III (LEP Students) - 2% maximum SACS Code 4203	No
Title IV, Part B (21st Century Community Learning Centers) SACS Code 4124	No

Mesa Union School District

CONTRACT

TITLE I - SUPPLEMENTARY SERVICE PROVIDERS

THIS CONTRACT is made and entered into on [REDACTED], between the **Mesa Union Elementary School District**, a public school district duly operating under the laws of the state of California, and ([REDACTED]) the supplementary service provider (hereinafter referred to as "PROVIDER") for the purpose of providing supplementary educational services to eligible Mesa Union Elementary School District students. "Eligible students" are those students identified by the District who meet specific requirements under Title I.

WHEREAS, the Mesa Union Elementary School District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, the Mesa Union School District is in need of such special services and advice;

WHEREAS, PROVIDER is specially trained and experienced and competent to perform the special services required by the Mesa Union School District, and such services are needed on a limited basis;

WHEREAS, the No Child Left Behind Act, 20 U.S.C. Section 6316(e) outlines the requirements for supplemental educational services;

WHEREAS, Section 6316(e)(3) contains the following requirements:

- a. Requires the Mesa Union School District to develop, in consultation with parents (and the provider chosen by parents), a statement of specific achievement goals for the student, how the student's progress will be measured, and a timetable for improving achievement, in the case of a student with disabilities, is consistent with the student's IEP;
- b. Requires a description of how the student's parents and teacher or teachers will be regularly informed of the student's progress;
- c. Requires a provision for the termination of the agreement if the provider is unable to meet the goals and timetables required;
- d. Requires provisions with respect to making payment to the provider by the Mesa Union School District;
- e. Prohibits the provider from disclosing to the public the identity of any student eligible for, or receiving supplemental services without the written permission of the parent of such student;

WHEREAS, PROVIDER has been approved by the California State Department of Education and has met the qualifications to be certified as a supplementary service provider; and

WHEREAS, PROVIDER is willing to provide such services to Mesa Union School District's eligible students if selected by the parents/guardians of eligible students.

THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, it is agreed between the parties as follows:

1. Student Learning Plan (SLP)

A Student Learning Plan (SLP) will be developed by Mesa Union School District in consultation with parents/guardians and PROVIDER for each Mesa Union School District eligible student whose parent/guardian elects to receive supplementary services in **reading or math** from PROVIDER. Changes in any student's SLP may only be made with the written consent of Mesa Union School District in consultation with parents/guardians. PROVIDER, Mesa Union School District or the parents/guardians may request a review of a student's SLP.

A completed SLP must be returned to MUSD by PROVIDER within 30 days of receipt. MUSD must approve the SLP before tutoring begins and no payment will be made for tutoring provided before approval by the District.

PROVIDER will not unilaterally terminate any SLP. PROVIDER will obtain written authorization from MUSD before terminating any SLP.

Parents/guardians will not be charged for any services rendered under the SLP unless such services and charges are clearly identified in writing and agreed upon in advance and signed by the parents/guardians. In no event will the agreed upon charges obligate the MUSD financially, nor will the MUSD incur any obligation or expense in excess of the state/federal reimbursement amount. The District has set aside funds from our Title I regular allocation. At this time the per pupil allocation is **\$802.79** per student. This amount may change should the allocation change. SES providers and parents will be notified of any change in the per pupil allocation.

Description of services to be provided and rate to be charged: Individual/group tutoring to be conducted by **(insert provider name)** employee, at **(insert provider amount per hour)**, not to exceed 4 hours per week.

2. Parents/Guardianship

For the purpose of the Contract, a parent is the natural or adoptive parent, legal guardian, or a surrogate parent appointed by Mesa Union School District.

3. Student Records

A student record is defined by State and Federal Law, and essentially is any document prepared or retained by PROVIDER with an individual student's name referenced therein. All student records will be kept in a secure location preventing access by unauthorized individuals. PROVIDER will maintain an access log delineating date, time, agency, and identity of any individual accessing student records that is not in the direct employ of the PROVIDER. PROVIDER agrees to provide access to and copies of student records to Mesa Union School District and/or the parents/guardians of Mesa Union School District's student. PROVIDER will not provide access or forward to any other person other than parents/guardians or Mesa Union School District any student record without the written consent of the parent/guardian or Mesa Union School District. Upon completion or termination of the SLP or termination of this Contract, PROVIDER will turn over to Mesa Union School District all student records for Mesa Union School District's eligible students to whom PROVIDER has provided services under this Contract.

4. Access by Mesa Union School District

PROVIDER will notify Mesa Union School District of the location and/or any change in location at which it is providing services to Mesa Union School District's eligible students. It will allow access to its facilities for periodic monitoring of each student's instructional program by Mesa Union School District and will be invited to participate in the review of each student's progress by Mesa Union School District. Mesa Union School District representatives will have access to observe each student at work, observe the instructional setting, interview PROVIDER, and review each student's progress including the behavior intervention plan, if any.

5. Fingerprints

In accordance with Education Code § 45125.1, PROVIDER will conduct a criminal background check of its employees and/or subcontractors and, upon receipt of those checks, certify to the Mesa Union School District that no employee and/or subcontractors of PROVIDER working with students of the school district has been convicted of a violent or serious felony as defined by statutes. (See attached form.) PROVIDER will supply Mesa Union School District with a list of names of those employees and/or subcontractors who are cleared to work with students of the Mesa Union School District. A fingerprint certification form will be submitted with monthly invoices and attendance registers.

6. Transportation

Mesa Union School District is not responsible for any transportation costs or for making any transportation arrangements. PROVIDER will not transport any students without permission of parent/guardian.

7. Independent Contractor Status

This agreement is by and between two independent agents and is not intended to and will not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. PROVIDER understands and agrees that it will be responsible for providing its own salaries, payroll taxes, withholding, insurance, workers compensation coverage and all other benefits of any kind, as required by law for its own employees, and assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this agreement.

8. Conflict of Interest:

This Agreement is subject to Board Bylaw 9270 governing conflicts of interest. PROVIDER agrees to furnish to Mesa Union School District (upon request) a valid copy of the most recently adopted partnership agreements or bylaws of the corporation and also a complete and accurate list of the Governing Board of Directors (or Trustees or Partners) and to timely update said information as changes in such governance occur. PROVIDER will avoid any actual or potential conflict of interest on behalf of itself or its employees providing services hereunder, including, but not limited, to employment with Mesa Union School District, including any of its charter schools.

9. Accident/Incident Report

PROVIDER agrees to submit a written accident report to Mesa Union School District within five (5) days of an accident or incident when a pupil has suffered an injury, injured another individual, or has been involved in an activity requiring notification of law enforcement or emergency personnel.

10. Discrimination

PROVIDER will not discriminate on the basis of gender, sex, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics in employment or operation of its programs.

11. Child Abuse Reporting

PROVIDER assures Mesa Union School District that all staff members, including volunteers, are familiar with and agree to adhere to child abuse and/or missing children reporting obligations and procedures under California law, including but not limited to, California Education Code § 49370 and California Penal Code § 11166 et seq. PROVIDER agrees to provide annual training to all its employees regarding mandated reporting of child abuse and missing children. PROVIDER agrees that all staff members will abide by such laws in a timely manner.

PROVIDER will submit immediately by facsimile and mail, within twenty-four (24) hours an accident or incident report to Mesa Union School District when it becomes aware of circumstances including, but not limited to: allegations of molestation, child abuse, or missing children under PROVIDER'S supervision.

12. Supplies, Equipment and Facilities

PROVIDER will be solely responsible for the provision of all appropriate supplies, equipment, and facilities for a pupil as required in his/her SLP. A PROVIDER who desires to use District facilities must make a separate application for use of facilities through the District's Use of Facilities procedures.

13. Inspection and Audit

PROVIDER will provide access to records or reports, or other matter relating to the Contract, upon request by Mesa Union School District. Fiscal records will be maintained by PROVIDER for five (5) years and will be available for audit.

14. Indemnification

PROVIDER will defend, hold harmless, and indemnify Mesa Union School District and its governing board, officers, agents, and employees from and against all liabilities and claims for damage for death, sickness, or injury to any person(s) or damage to any property, including, without limitation, all consequential damages and expenses (including attorney fees), from any cause whatsoever arising from or connected with its service hereunder, resulting from the negligence or intentional acts of PROVIDER, its agents or employees. It is understood and agreed that such indemnity will survive the termination of this agreement.

Mesa Union School District will defend, hold harmless and indemnify PROVIDER and its governing board, offices, agents, and employees from all liabilities and claims for damage for death, sickness, or injury to any person(s) or damage to any property, including, without limitation, all consequential damages and expenses (including attorney fees), from any cause whatsoever resulting from the negligence or intentional acts of Mesa Union School District, its agents or employees. It is understood and agreed that such indemnity will survive the termination of this agreement. The District will not be liable for acts of the students or the student's parent/guardian, family member, etc.

15. Insurance

During the entire term of this agreement and any extension or modification thereof, PROVIDER will keep in effect a policy or policies of liability insurance, including coverage of owned and non-owned vehicles used in relation to the performance of service(s) by PROVIDER, of at least one million dollars (\$1,000,000.00) for each person and one million dollars (\$1,000,000.00) for all accidents or occurrences for all damages arising out of death, bodily injury, sickness or disease from any one accident or occurrence, and one million dollars (\$1,000,000.00) for all damages and liability arising out of injury to or destruction of property for each accident or occurrence. Not later than the effective date of this agreement, PROVIDER will provide Mesa Union School District with satisfactory evidence of insurance, naming Mesa Union School District as additional certificate holder, including a provision for a twenty (20) calendar day, written notice to Mesa Union School District before cancellation or material change, evidencing the above-specific coverage. The PROVIDER will at its own cost and expense procure and maintain insurance under the Worker's Compensation Law of California, if applicable. Mesa Union School District reserves the right to revise the requirements of this provision at any time. If Mesa Union School District determines that additional insurance coverage is necessary, Mesa Union School District will reopen negotiations with PROVIDER to modify the terms of this agreement.

16. Monthly Invoices

PROVIDER will submit to Mesa Union School District monthly invoices itemized by name/address of student, service provided and actual number of hours for which services were provided, and amount owed. Such invoices will be submitted within thirty (30) days of the rendering of services. Mesa Union School District will process payments to PROVIDER within forty-five (45) days of submission of such invoices, except in those situations identified in Paragraph 17, below. No payment to PROVIDER for any tutoring provided before the SLP has been approved by Mesa Union School District. **Each month a list of students who are dropped due to 3 or more absences or parent request must be submitted with the monthly invoice.**

17. Records of Attendance

PROVIDER will maintain daily records of student service provided, including the name/address of student, the name of PROVIDER'S employee who rendered the service, and the amount of time of such service. PROVIDER will permit access to and/or a copy of such records to Mesa Union School District upon request. No payment to Provider for any tutoring provided before the SLP has been approved by MUSD.

18. Right to Withhold

Mesa Union School District may withhold payment to PROVIDER, on ten (10) working days written notice of such withholding, when in the opinion of the Mesa Union School District:

- a. PROVIDER'S performance, in whole or in part, either has not been carried out or is insufficiently documented.
- b. PROVIDER has neglected, failed, or refused to furnish information or to cooperate with the inspection, review, or audit of its program, work, or records.
- c. PROVIDER has failed to submit the invoice in a timely manner.

If Mesa Union School District gives notice of intent to withhold, PROVIDER will have fourteen (14) days from the date of receipt of said notice to correct such deficiency and/or may invoke the dispute resolution provision herein.

19. Modifications and Amendments:

This Contract may be modified or amended only by a written document signed by authorized representatives of PROVIDER and Mesa Union School District. No change in this Contract or in the SLP will result in a Mesa Union School District financial obligation to PROVIDER in excess of the State/Federal reimbursement rate per student per year to the Mesa Union School District.

20. Disputes

Disputes between Mesa Union School District and PROVIDER concerning the meaning, requirements or performance of this contract will be submitted to the Superintendent of Mesa Union School District. The determination of the Superintendent will be made in writing and will be binding on both parties.

21. Subcontract and Assignment

PROVIDER will not subcontract or assign any of the work contemplated under this Contract without first obtaining written approval from the Mesa Union School District. Such approval will be attached and made part of this Contract. Subcontracts or assignments may be entered into only with providers certified by the California Department of Education.

Any sub-contractor or assignee will be bound by all of the terms of this Contract, including the insurance and indemnification provisions, and it will be PROVIDER'S responsibility to obtain the agreement of subcontractor/assignee to comply with all terms contained herein.

22. Termination

- a. This agreement may be terminated by Mesa Union School District or PROVIDER at any time. PROVIDER'S exercise of its right to terminate this Contract will not alleviate its responsibilities to complete any existing SLP's. To terminate this Contract, either party will give twenty (20) calendar days written notice as provided herein prior to the date of the termination. Upon termination without default of PROVIDER, Mesa Union School District will pay, without duplication, for all services satisfactorily performed to date of termination.
- b. In consideration of this payment, PROVIDER waives all rights to any further payment or damage. Upon termination, PROVIDER will turn over to Mesa Union School District all student records in its possession generated as a result of services rendered under this Contract, possessed by PROVIDER or under its control at the time of termination.
- c. A Student Learning Plan may be terminated by PROVIDER only upon consent of the Mesa Union School District. An SLP will terminate if the student ceases to be enrolled in the District. Upon termination under this paragraph, final payment from Mesa Union School District will be calculated based upon a pro-rata calculation of total services agreed-upon in the SLP for which the Mesa Union School District is responsible for payment, divided by that portion of services actually rendered.

23. Compliance with Laws

During the term of this agreement, PROVIDER will comply with all applicable federal, State Board of Education, and local statutes, laws ordinances, rules and regulations relating to the provision of supplementary services, including securing and maintaining in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.

24. Entire Agreement

This Agreement constitutes the entire agreement between Mesa Union School District and PROVIDER and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated.

25. Governing Law

The terms and conditions of this agreement will be governed by the laws of the state of California with venue in Ventura County, California.

26. Severability Clause

If any provision of this agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire agreement will be severable and remain in effect, to the extent that the intent of the parties can be fulfilled.

27. Notices

Notices required under this Contract will be valid when mailed first class postage or personally delivered to the following representatives, as indicated below:

For the Mesa Union School District:

Michael Babb, Ed.D.
Mesa Union School District
3901 North Mesa School Road
Somis, California 93066

For PROVIDER: (insert provider name)

	(Name/Title)
	(Address)
	(City/State/Zip Code)

28. Authorized Representative

The persons signing this Contract certify they are the authorized representatives of the respective parties, and are authorized to sign this document. Services are limited to the per student allocation determined by the district.

The parties hereto have executed this 7-page agreement by and through their duly authorized agents or representatives. This contract is effective March 2013 and terminates at 5:00 p.m. on May 15, 2013 unless sooner terminated as provided herein.

LEA: Mesa Union School District

BY: _____
Michael Babb, Ed.D.
Superintendent

Fed ID #: 95-6002063

PROVIDER: (insert provider name and contact person)

_____	(Signature)
_____	(Name/Title)
_____	(Address)
_____	(City/State/Zip Code)
_____	(Federal ID #)



BENEFICIARY MARKETING PROGRAM

The Beneficiary Marketing Program outlined below is a critical component of the CFS Funding Process. Please review each action item listed below, and initial each, to indicate that your organization is prepared to launch and maintain your No Cost Giving Page and fundraising campaign.

Pre-Launch

- Collaborate with CFS to set up branded NO COST GIVING PAGE with photos, mission statement and videos.
- Activate your NO COST GIVING PAGE – you will be provided username/password.
- Establish prominent link on your website to your co-branded NO COST GIVING PAGE.

Launch

- Kickoff email to database.
- Post to Facebook and other social media.

Ongoing

- Distribute quarterly emails about CFS and your NCGP
- Fully leverage giving opportunities by including call to action/ link to your NO COST GIVING PAGE (NCGP) in your Newsletters, Bulletins, E-mail Blasts and Social Media.
- Regularly enter your success stories and Fundraising Events on your NCGP.

CFS BENEFICIARY AGREEMENT

This Beneficiary Agreement (the “**Agreement**”) is made and entered into this ____ day of _____ (“**Effective Date**”), by and between Community Funding Solutions, Inc. (the, “**Company**” or “**CFS**”), and _____ (the “**Beneficiary**”). (Company and Beneficiary may be collectively referred to as the “**Parties**”, or individually as a “**Party**”.)

Whereas Company is in the business of providing a Funding Process (the “**Funding Process**”) that enables non-profit organizations to raise funds, and the Company has agreed to make its Funding Process available to Company affiliated brokers, agents, and clients for, in part, the non-exclusive benefit of Beneficiary. Therefore, in consideration of the foregoing and such other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Company Obligations.**

- a. Company will list Beneficiary as a Featured Beneficiary on the CFS website (the “**Site**”) operated by the Company.
- b. Company will use its best efforts to maintain a network of affiliated real estate brokers and agents necessary to facilitate charitable donations made to the Beneficiary via closed real estate transactions.
 - i. Affiliated agents have agreed to donate 20% of the commission they receive to the Beneficiary at the closing of the each transaction.
 - ii. Beneficiary will be notified of the amount of the pending donation on each transaction.
- c. Company will provide Beneficiary with user account that will enable it to track membership enrollment, pending donations, and donations received, as well as tools to manage content on its Featured Charity page.
- d. Company will provide customer support via email and a toll free number listed on the Site.
- e. Company will provide Beneficiary with a suggested marketing program for its use in promoting the Funding Process.

2. **Obligations of Beneficiary.**

- a. Beneficiary represents that it is a non-profit organization or government agency, and will provide the Company with its 501(c) (3) Letter of Determination upon request.
- b. Beneficiary shall reasonably cooperate with Company to list identifying and related information about Beneficiary on its Featured Charity page, including its logo, mission, photos, video, and upcoming events, and will use its best efforts to regularly update the aforementioned content.
- c. Beneficiary will use its best efforts to promote the CFS Funding Process to its constituents, including board members, donors, volunteers, alumni and vendors, as outlined in the “Beneficiary Marketing Program” attached to this agreement.

3. **No Cost to Beneficiary.**

- a. Use of the Funding Process and CFS products, services, and support are provided at no cost to the Beneficiary.
- b. Beneficiary acknowledges that the CFS Funding Process is supported by paid sponsorship packages and advertisements, primarily from other home services providers, who may purchase banner advertisements or other promotional offers on the Site and Featured Beneficiary pages.

4. **Exclusivity.**
- a. During the term of the Agreement, Beneficiary will not use, enroll in, or otherwise participate in a program that utilizes real estate brokers, agents, and other home services for the purpose of providing funding for the Beneficiary or its programs.
 - b. Nothing in this exclusivity provision shall prohibit Beneficiary from receiving donations from non-affiliated brokers, agents, or other home services providers.
5. **Term.** The term (“Term”) of this Agreement commences as of the Effective Date and terminates on the last day of the twelfth month following the calendar month in which the Effective Date occurs; provided, however, the Term automatically renews each anniversary of the Effective Date for consecutive one-year terms, unless terminated earlier pursuant to this Agreement.
6. **Funding Process Proprietary Rights and Restrictions.** Company is the exclusive owner of all rights, title, and, interest in and to the Funding Process, all software, databases and other aspects and technologies related to the Funding Process, and any enhancements thereto. Beneficiary may not use the Funding Process or any data thereby provided except pursuant to the limited rights expressly granted in this Agreement.
7. **Warranty and Limitation of Liability.**
- a. Each Party represents and warrants that: (a) it has full power and authority to enter into this Agreement and to perform its obligations hereunder; (b) it has obtained all permits, licenses, and other governmental authorizations and approvals required for its performance under this Agreement; and (c) the services to be rendered by each Party under this Agreement neither infringe nor violate any patent, copyright, trade secret, trademark, or other proprietary right of any third party.
 - b. Each Party acknowledges that Company shall not be liable to any Party or any other third party for any loss, cost, damage or expense incurred in connection with the unavailability or inoperability of the Business Process, any technical malfunction, computer error or loss or corruption of data, or other injury, damage or disruption of any kind related thereto. COMPANY DISCLAIMS ANY REPRESENTATION OR WARRANTY REGARDING (A) THE AMOUNT OF FUNDS THAT BENEFICIARY MAY RECEIVE THROUGH THE BUSINESS PROCESS DURING THE TERM, AND (B) ANY ECONOMIC OR OTHER BENEFIT THAT THE BENEFICIARY MIGHT OBTAIN THROUGH ITS PARTICIPATION IN COMPANY PROGRAMS OR THIS AGREEMENT. IN NO EVENT WILL COMPANY BE LIABLE TO ANY PARTY FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER BASED ON BREACH OF CONTRACT, TORT (INCLUDING BUT NOT LIMITED TO, NEGLIGENCE, LOSS OF PROFITS OR LOSS OF BUSINESS OPPORTUNITY), OR OTHERWISE, WHETHER OR NOT THAT PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. EXCEPT AS SPECIFIED IN THIS AGREEMENT, COMPANY MAKES NO WARRANTY IN CONNECTION WITH THE BUSINESS PROCESS AND OTHER SUBJECT MATTER OF THIS AGREEMENT AND HEREBY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE REGARDING THE SUBJECT MATTER OF THIS AGREEMENT.
8. **Termination.**
- a. Either Party may terminate this agreement for any reason, or for no reason, by providing ninety (90) days written notice to the other Party.
 - b. In the event of a termination by either Party, the Company will maintain the

Beneficiary's Feature Charity page and user account until all pending donations have closed.

- c. In the event of a termination by the Beneficiary, Beneficiary agrees that it will not use, enroll in, or otherwise participate in a program that utilizes real estate brokers, agents, and other home services for the purpose of providing funding for the Beneficiary or its programs for a period of twelve (12) months from the date of the termination of this Agreement.

9. **Confidentiality.** Each Party shall maintain in confidence the terms of this Agreement and any information, which is considered by a disclosing Party to be proprietary and confidential information ("**Confidential Information**"). Confidential Information is defined as any information, communication or data, in any form, including, but not limited to oral, written, graphic or electromagnetic forms, models or samples, which the disclosing party identifies as confidential or which or is of such a nature that the receiving party should reasonably understand that the disclosing party desires to protect such information, communication or data against unrestricted disclosure or use, including without limitation, business information, financial data and marketing data. All Confidential Information shall remain the sole property of the disclosing party and its confidentiality shall be maintained and protected by the receiving party with the same degree of care as the receiving party uses for its own confidential and proprietary information. The receiving party shall not use the Confidential Information of the other party except as necessary to fulfill its obligations under this Agreement, nor shall it disclose such Confidential Information to any third party without the prior written consent of the disclosing party. The restrictions on the use or disclosure of any Confidential Information do not apply to any Confidential Information: (i) after it has become generally available to the public without breach of this Agreement by the receiving Party; (ii) is rightfully in the receiving Party's possession prior to disclosure to it by the disclosing Party; (iii) is independently developed by the receiving Party; (iv) is rightfully received by the receiving Party from a third party without a duty of confidentiality; or (v) is disclosed under operation of law.

10. **Miscellaneous.**

- a. This Agreement may not be deemed to create a joint venture, sponsorship, principal-agent, employer-employee, or similar relationship between the Parties.
- b. A court's determination that any provision of this Agreement is invalid will not affect the validity of any of the other provision hereof.
- c. California law governs this Agreement, without regard to the principles of conflicts or choice of law of any jurisdiction.
- d. This Agreement and the rights and obligations hereunder are not assignable, in whole or in part, without the prior written consent of the non-assigning Party; provided, however, Company may assign this Agreement or its rights and obligations hereunder to (a) a purchaser of substantially all of Company's stock or business assets by sale, merger or otherwise, or (b) an affiliate of Company. No assignment to any permitted assignee shall be effective until such permitted assignee agrees in writing to be bound by and comply with the terms of this Agreement. Any attempt to assign this Agreement other than as permitted above is null and void.
- e. This Agreement contains the entire understanding between the Parties hereto relating to the subject matter contained herein and supersedes any and all prior agreements, arrangements, or representations, whether oral or written. This Agreement may not be amended, altered, modified or changed except by a writing signed by both Parties hereto.
- f. The remedies provided herein are cumulative and are not exclusive of any remedies that may be available to the Parties hereto at law, in equity, or otherwise.
- g. This Agreement may be executed in any number of counterparts, each of which when so

executed will be deemed to be an original and all of which taken together shall constitute one and the same agreement.

IN WITNESS WHEREOF, the Parties, by their duly authorized agents, have executed this Agreement as of the Effective Date.

“Beneficiary”

“Company”

Community Funding Solutions, Inc. -
a California Corporation

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

VENTURA COUNTY SELPA
AGREEMENT
FOR OCCUPATIONAL THERAPY SERVICES
2012-2013

This will serve as evidence of Mesa School District commitment to cover hourly costs for services provided by Ventura County SELPA staff as follows:

Occupational Therapy (Includes services by Occupational Therapist (OT) -or- Certified Occupational Therapy Assistant (COTA)

Hours/Days per week: _____ 5 Hours per week _____

Cost per hour: \$60.00 -OTR; \$50.00 -COTA _____

=\$300 x 48 weeks = \$14,400 (Maximum billable)

This is an eleven-month program, from September 1st-July 31st each year. SELPA OTs and COTAs and are classified employees of the Ventura County Superintendent Office of Education (VCOE) and will be paid for any regularly scheduled work day of the VCOE, regardless of District calendar, including paid vacations.

SELPA OTs and COTAs and District Administrator will work together to develop a schedule of duties to best meet the District's needs. The SELPA director will assign staff to districts according to scheduling requirements, which may change during the term of this agreement. SELPA OTs and COTAs will be accountable to the District for carrying out these duties, and will keep a log of all **direct services** to students, with teacher signature as verification. Other duties such as assessments, reports, phone calls, and meetings will not be logged.

The District will be responsible for costs for OTs and COTAs for **all regularly scheduled times**, regardless of whether or not direct services are provided. *Prior authorization by District Administrator must be obtained* if extra overtime hours are necessary in order to accomplish duties requested by the District. Overtime hours will be accrued as compensation time at 1 ½ hours per hour, to be used September 1- July 31. If additional time is necessary beyond regular schedule to complete assessments, the district will be billed accordingly.

Acceptable reasons for not providing regularly scheduled direct services to students may be District request for other duties (such as assessments or IEP meetings), student absence or unavailability, staff vacations, compensation time, and sick leave or inservice.

SELPA Director will work with staff to schedule compensation time, vacations, and other employee absences to result in minimal disruption of services to students, absorbed as equally as possible by all Districts within the OT or COTA's schedule. SELPA Director will provide supervision to staff.

SELPA Director will forward quarterly invoices for services to District for payment. Questions or concerns should be forwarded to the SELPA Director or Secretary, Juanita Delgadillo.

This agreement may be modified or voided within 60 days notice to SELPA Director.

This agreement is in effect from September 1, 2012 thru July 31, 2013.

District Administrator _____

Title Superintendent Date 7/5/13

Director, Programs & Services [Signature] Date 2.21.13

July 2013(0)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4(H)	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
October 2013(21)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4(S)	5
6	7(E)	8(E)	9(E)	10(E)	11(W)	12
13	14	15	16	17	18	19
20	21	22	23	24	25(E)	26
27	28	29	30(P)	31(^)		
January 2014(19)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1(H)	2(B)	3(B)	4
5	6(*)	7	8	9	10	11
12	13	14	15	16	17	18
19	20(H)	21	22	23(^)	24	25
26		28	29(P)	30	31	
April 2014(15)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1(^)	2	3	4	5
6	7	8	9	10	11(B)	12
13	14(B)	15(B)	16(B)	17(B)	18(B)	19
20	21(B)	22(*)	23	24	25	26
27	28	29	30			

August 2013(4)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22(S)	23(W)	24
25	26(W)	27(*)	28	29	30	31
November 2013(17)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11(H)	12	13	14	15	16
17	18	19	20(P)	21	22(^)	23
24	25	26	27(B)	28(H)	29(H)	30
February 2014(18)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10(H)	11	12	13	14	15
16	17(H)	18	19	20	21	22
23	24	25	26(P)	27	28	
May 2014(21)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22(E)	23	24
25	26(H)	27	28(P)	29	30	31

September 2013(20)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2(H)	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25(P)	26	27	28
29	30					
December 2013(15)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18(P)	19	20	21
22	23(B)	24(H)	25(H)	26(B)	27(B)	28
29	30(B)	31(H)				
March 2014(20)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3(S)	4	5	6	7	8
9	10	11(^)	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26(P)	27	28	29
30	31					
June 2014(10)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13(^)	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- July 2013**
 • 7/8-7/26
 Migrant Summer Academy-Tentative
- August 2013**
 • 8/27/2013(*)-First Day of School
- September 2013**
 • 9/2-Labor Day (No School)
 • 9/11-Prof. Dev (12:30pm Dismissal)
 • 9/12-Back to School (6-8) 6:30-8pm (Tentative)
 • 9/19-Back to School (K-5) 6:30-8pm (Tentative)
- October 2013**
 • 10/4-Staff Development (No School)
 • 10/7-10/10 Parent/Teacher Conferences 12:30 Dismissal
 • 10/11-Teacher Work Day-(No School)
 • 10/25-(12:30 Dismissal)
 • 10/31-End of 1st Quarter(^)
- November 2013**
 • 11/11-Veterans Day (No School)
 • 11/13-Prof. Dev (12:30pm Dismissal)
 • 11/27-11/29 Fall Break (No School)
 • 11/22-End of 1st Trimester(^)
- December 2013**
 • 12/11-Prof. Dev (12:30pm Dismissal)
 • 12/23-12/31 Winter Break (No School)
- January 2014**
 • 1/1-New Year's Day (No School)
 • 1/1-1/3 Winter Break (No School)
 • 1/6-First Day Back from Winter Break
 • 1/8-Prof. Dev (12:30pm Dismissal)
 • 1/20-Martin Luther King Jr. (No School)
 • 1/23-End of 2nd Quarter(^)
 • 1/23-End of 1st Semester(^)
- February 2014**
 • 2/10-Lincoln's Birthday (No School)
 • 2/12-Prof. Dev. (12:30on Dismissal)
 • 2/17-Presidents' Day (No School)
- March 2014**
 • 3/3- Staff Development (No School)
 • 3/11-End of 2nd Trimester(^)
 • 3/12-Prof. Dev. (12:30 Dismissal)
- April 2014**
 • 4/1-End of 3rd Quarter(^)
 • 4/11-4/21 Spring Break (No School)
 • 4/22-First Day Back from Spring Break
- May 2014**
 • 5/14-Prof. Dev. (12:30pm Dismissal)
 • 5/22-(12:30pm Dismissal)
 Open House 6:30pm
 • 5/26-Memorial Day (No School)
- June 2014**
 • 6/12-8th Grade Promotion 5:30pm
 • 6/13-Last Day of School
 12:30pm Dismissal (*)
 • 6/13-End of 4th Quarter(^)
 • 6/13-End of 3rd Trimester(^)
 • 6/13-End of 2nd Semester(^)

Staff Development Days(S) No School

- August 22, 2013
- October 4, 2013
- March 3, 2014

Teacher Work Days (W) No School

- August 23, 2013
- August 26, 2013
- October 11, 2013

Professional Development(P)/Early Dismissal (E) 12:30 Dismissal K-8

- September 25, 2013
- October 7-October 10, 2013
- October 25, 2013
- October 30, 2013
- November 20, 2013
- December 18, 2013
- January 29, 2014
- February 26, 2014
- March 26, 2014
- May 22, 2014
- May 28, 2014
- June 13, 2014

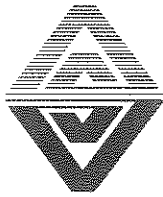
School Holiday Days (H) No School

- July 4, 2013
- September 2, 2013
- November 11, 2013
- November 28, 2013
- November 29, 2013
- December 24, 2013
- December 25, 2013
- December 31, 2013
- January 1, 2014
- January 20, 2014
- February 10, 2014
- February 17, 2014
- May 26, 2014

School Breaks (B) No School

- November 27-November 29, 2013
- December 23-January 3, 2014
- April 11-April 21, 2014

Board Approved:



February 14, 2013

Board of Education
Mesa Union School District
3901 North Mesa School Road
Somis, CA 93066

We are providing this communication to enhance our agreement dated May 25, 2012 regarding the services we are to provide Mesa Union School District (the District) for the year ended June 30, 2013. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of the District as of and for the year ended June 30, 2013.

Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Budgetary Comparison for the General Fund

Supplementary information other than RSI also accompanies the District's financial statements. We will subject the following supplementary information and optional supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

As part of our engagement, we will also complete the performance audit of Measure A funds in accordance with Education Code Sections 15278-15286 as amended by SB 1473 and SB 423 and Article 13A, Section 1(b)(3) of the California Constitution.

2210 E. Route 66, Suite 100, Glendora, CA 91740

Tel 626.857.7300 | Fax 626.857.7302 | E-Mail INFO@VLSLLP.COM | Web WWW.VLSLLP.COM

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the third paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Opinion (or disclaimer of opinion) on compliance with requirements described in the Standards and Procedures for Audits of California K-12 Local Education Agencies, published by the Education Audit Appeal Panel for each respective year.

The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the Board, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests of accounting records and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements. As part of the audit, we will assist with preparation of your financial statements and related notes. We will assist with the entries needed to prepare the GASB No. 34 financial statements. Further, management is required to designate a qualified management-level individual to be responsible and accountable to oversee our services and to approve the GASB No. 34 conversion entries and financial statements. Management is responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. Management will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and that management has reviewed and approved the financial statements and related notes prior to their issuance and has accepted responsibility for them. Further, management is required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. Management is also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District and the respective changes in financial position and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Management is also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. Management's responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and for the District's Chief Business Officer, Cindy Hansen, confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Management's responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

Management is responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the written representation letter that (1) management is responsible for presentation of the supplementary information in accordance with GAAP, (2) management believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP, (3) that the methods of measurement or presentation have not changed from those used in the prior period or, if they have changed, the reason for such changes, and (4) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Audit Administration and Other

We understand that your employees will prepare the schedules and obtain the documents requested in the audit planning binder provided to District personnel prior to each major phase of audit work to be completed. In addition, District personnel will locate any documents selected by us for testing and prepare any confirmations we may request.

The audit documentation for this engagement is the property of Vicenti, Lloyd & Stutzman LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a cognizant or oversight Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Vicenti, Lloyd & Stutzman LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested by the cognizant or oversight agency, or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

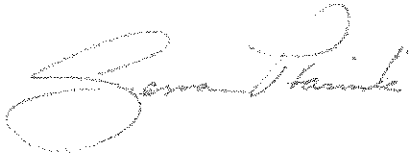
Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment; we will also provide you any subsequent peer review reports and letters of comment received during the period of the contract. Our 2010 peer review report can be found on our website at www.vlsllp.com; no letter of comment was issued.

Fees and Other Administrative Items

We expect to begin our audit in the second quarter of the year for interim procedures and an agreed upon date for final procedures and to issue our reports in early December. Our fees for services and other administrative items are outlined in our agreement dated May 25, 2012. These fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. The additional fee estimate to complete the performance audit of Measure A funds will range from \$1,500 - \$2,000 based on actual hours worked at the rates defined in the agreement dated May 25, 2012.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Gema Ptasinski, CPA
Partner

RESPONSE:

This letter correctly sets forth the understanding of Mesa Union School District

By: _____

Title: _____

Date: _____

SNP VALIDATION
SUMMATION REPORT

AGENCY: Mesa Union School District		VENDOR #: 724700	CNIPS ID: 03079-SN-56-PSD	REVIEW ID: 8281
ADDRESS: 3901 N Mesa School Rd.		CITY: Somis	ZIP: 93066-9734	COUNTY: Ventura
CONTACT PERSON: <input checked="" type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Dr Debbie Sussex			TITLE:	
CONTACT TELEPHONE: 805-485-1411 X 226		CONTACT FAX: 805-485-4387	CONTACT E-MAIL: dsussex@mesaschool.org	
AGREEMENT TYPE:		<input checked="" type="checkbox"/> National School Lunch Program <input checked="" type="checkbox"/> School Breakfast Program <input checked="" type="checkbox"/> Menu Validation		
REVIEWED:		<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> FOLLOW-UP #1 <input type="checkbox"/> PROGRAM ASSISTANCE		
REVIEW TYPE:		<input type="checkbox"/> K-5 <input checked="" type="checkbox"/> K-8 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 <input type="checkbox"/> Other:		
GRADE GROUP(S):				
SITES VISITED: Mesa Union School			PERSONNEL CONTACTED: Ms. Debbie Sussex and Dr. John Puglisi	
AREAS REVIEWED FOR COMPLIANCE				
Breakfast 1. Meal Observation 2. Meal Documentation 3. Certification Documentation 4. Breakfast Meal Worksheets 5. Nutrient Analysis (if applicable)		Lunch 6. Meal Observation 7. Meal Documentation 8. Certification Documentation 9. Lunch Meal Worksheets		
SUMMARY OF REVIEW FINDINGS				
REVIEW WEEK: <u>2/25/13 -3/1/2013</u> DATE OF MEAL(S) OBSERVATION: <u>Breakfast 2/27/13, Lunch 2/26/13</u>				
<input checked="" type="checkbox"/> All areas found to be in compliance. No action is required. This review is closed. Congratulations on an excellent Validation Review. <input type="checkbox"/> The underlined areas were not in compliance. The attached sheets summarize the problems identified during the Validation Review and provide space for the sponsor to document corrective action (CAD) and to indicate the date implemented.				
<p style="text-align: center;">Review findings may result in fiscal action, which may be decreased after submission and review of Corrective Action Documentation (CAD). FAILURE TO SUBMIT CAD ON TIME COULD RESULT IN PAYMENTS BEING WITHHELD!</p>				
Agency is required to: Submit signed documents by: March 13, 2013 Submit Signed documents to: Edith Esquivel, RD Child Nutrition Consultant 805-844-1871 / Fax: 805-966-0138 EESQUIVEL@CDE.CA.GOV				
<p style="text-align: center;">All program records must be retained for a period of three years plus the current program year.</p>				
Agency Representative's Signature:			Date:	
Reviewer's Signature:			Date:	
(Agency Representative's signature does not designate agreement with reviewer comments)				

SNP VALIDATION
SUMMATION REPORT

AGENCY NAME:		VENDOR #:	CNIPS ID:	REVIEW ID:
SITE NAME	GRADE GROUP	MENU PLANNING OPTION	DATE OF OBSERVATION	
Mesa Union School	K-12	FBMP	Breakfast:	2/27/13
	K-8	FBMP	Lunch:	2/26/13
<p>COMMENTS: The reviewer would like to thank Ms. Debbie Sussex, Dr. John Puglisi and the staff at Mesa Union School District for their cooperation and receptiveness during the validation review. Mesa Union School District will continue to receive the additional \$.06 per reimbursable meal as approved in the October 2012 menu certification.</p> <p>OBSERVATIONS: No findings were noted during the breakfast and lunch observations. Technical assistance was provided during the breakfast and lunch observations as listed below.</p> <p>Lunch The reviewer recommended switching the order of the serving line. Currently the lunch line begins at the point of service and ends at the salad bar. By switching the order of the lunch line the food service staff would ensure that true offer versus serve is adhered to. It would also reduce over production of fruits and vegetables and preparation time due to pre-plating of fruit and vegetables. The reviewer recommended having scoops in the correct portion size in the salad bar and training staff on how to recognize correct salad bar portion sizes. A large dry erase board can be placed at the beginning of the lunch line with the offer versus serve requirements and the menu to help the students know what is being offered and help them thinking about their options. Pictures of sample signage were provided for the salad bar via e-mail to Ms. Sussex.</p> <p>Breakfast Consider scooping out the fruit servings on to the students' tray from a bulk container instead of pre-portioning out the 1/2 cup of fruit in separate bowls. By scooping out the fruit servings from a bulk tray it will reduce preparation time and cost of extra bowls. The serving trays have separate compartments where each food item can be place in to.</p> <p>Information: The Final Rule "Nutrition Standards in the National School Lunch and School Breakfast Programs" Questions and Answers for Program Operations (Revised 1/25/13) o http://www.fns.usda.gov/cnd/governance/Policy-Memos/2012/SP10-2012ar6.pdf Salad Bars in the National School Lunch Program http://www.fns.usda.gov/cnd/governance/Policy-Memos/2011/SP02-2011osr.pdf</p> <p>RECOMMENDATIONS: Once the lunch line is rerouted and the salad bar is at the beginning of the lunch line, include the items offered in the salad bar in the menu and correctly credit them. By crediting the salad bar, it will reduce over production of fruits and vegetables and reduce the overall food cost. If the district is not able to switch the order of the lunch line, the district needs to ensure a monitor permanently remains at the end of the serving line and verifies that each student has taken a reimbursable meal with the correct components.</p>				
Agency Representative's Signature:			Date:	
Reviewer's Signature:			Date:	

**CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
STUDENT TEACHING AGREEMENT**

THIS STUDENT TEACHING AGREEMENT (hereinafter "Agreement") is entered into by and between California State University Channel Islands, the Trustees of The California State University, on behalf of the State of California, all of which are hereinafter called the University, and Mesa Union, the School District, hereinafter called MESA UNION.

WHEREAS, MESA UNION and University desire to enter into an agreement for MESA UNION to provide teaching experience through practice teaching to students enrolled in teacher training curricula of the University; and

WHEREAS, MESA UNION will be paid at the rate of Twenty-Five Dollars (\$25.00) per semester unit.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is mutually agreed between the University and MESA UNION as follows:

1. The TERM of this Agreement is July 1, 2013 through June 30, 2016, with the option to either party to review and terminate the Agreement at the end of each fiscal year on or before June 30 by providing written notice of termination to the other party on or before June 30 of each year.
2. MESA UNION shall provide to the University students, teaching experience through practice teaching in schools and classes of MESA UNION. Such practice teaching shall be provided in such schools or classes of MESA UNION and under the direct supervision and instruction of such employees of MESA UNION, as MESA UNION and the University, through their duly authorized representative, may agree upon.
3. MESA UNION may refuse to accept for practice teaching any student of the University assigned to practice teaching in MESA UNION, and upon request of MESA UNION, the University shall terminate the assignment of any student of the University to practice teaching in the MESA UNION.
4. The University will pay MESA UNION for the performance by MESA UNION of all services required to be performed under this agreement at the rate and in the amount of Twenty-Five Dollars (\$25.00) for each semester unit of practice teaching.
5. The University will provide fingerprint and criminal background check clearance for any student assigned to MESA UNION.
6. An assignment of a student of the University to practice teaching in classes of MESA UNION shall be for approximately 16 weeks of student teaching at two days per week (i.e., ECS 461 equal to four (4) units), but a student may be given more than one assignment by the University to practice teaching in classes.
 - 6.1 The assignment of a student of the University to practice teaching at MESA UNION shall be deemed to be effective for purposes of this agreement as of the date the student presents to the proper authorities of MESA UNION the assignment card or other document given the student by the University effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.
 - 6.2 In the event the assignment of a student of the University to practice teaching is terminated by the University for any reason, MESA UNION shall still receive payment on account of such student for the full number of units of the initial assignment. If a student is assigned by the University to a different MESA UNION teacher after an assignment has become effective, this shall be considered for payment purposes as an entirely new and separate assignment.

- 6.3 Absences of a student from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided to the student by MESA UNION.
7. Within a reasonable time following the close of each semester of the University, MESA UNION shall submit an invoice to the University for payment, at the rate provided herein at Section 3, for all units of practice teaching provided by MESA UNION under and in accordance with this agreement during said semester.
8. Notwithstanding any other provisions of this agreement, the University shall not be obligated by this agreement to pay MESA UNION any amount in excess of Twenty-Five Dollars (\$25.00) per semester unit.
9. At no time shall a student be considered or become an employee of MESA UNION.
10. Taxes and Workers' Compensation:
- 10.1 University assumes sole and full responsibility for complying with any federal, state or local employment laws and ordinances. University further acknowledges MESA UNION shall not be responsible for payment of employment taxes, disability benefits, and unemployment insurance taxes.
- 10.2 The University is self-insured for worker's compensation and placed students are included in the University's program pursuant to this terms of this agreement.
- 10.3 University agrees to defend, indemnify and hold MESA UNION harmless from and against any and all claims, losses, damages, lawsuits, actions, liabilities, proceedings and attorneys' fees and costs, arising out of or relating to the following concerning the students or this Agreement: employment laws and ordinances, employment taxes, disability benefits, unemployment insurance taxes and workers' compensation, liability.
11. Insurance. It is understood and agreed that the University will maintain insurance (self or group) programs to fund its liabilities under this Agreement.
- The University agrees to procure and provide the SPLIP (Student Professional Liability Insurance Program) as a "claims made" policy in the amount of One Million Dollars (\$1,000,000) each loss, and Three Million Dollars (\$3,000,000) aggregate for all covered parties, and not per student. Coverage is provided for claims which are both: (1) first made against the Insured during the policy period; and (2) reported to the Carrier as soon as practical, but not later than three (3) years after the policy period. MESA UNION will be considered an additional insured on the student's general liability policy. The University agrees that MESA UNION shall be an additional named insured under the SPLIP.
12. Compliance with Laws; Harassment Policy: University acknowledge and agree that student will comply with all applicable laws and regulations. University acknowledges receipt of MESA UNION's policy against harassment, including but not limited to sexual harassment, and agrees that student and University will abide by said policy at all times.
- 12.1 Before assigning student to MESA UNION, the University will instruct such student on applicable University and federal laws relating to unlawful discrimination (including harassment).

12.2 The University will also instruct student on state and federal laws related to the Family Educational Rights and Privacy Act (FERPA).

The parties have executed this Agreement as of the date set forth below.

STATE OF CALIFORNIA

Mesa Union, the School District

Trustees of the California State University
California State University Channel Islands

By: _____

By: _____

Title: Buyer II, Procurement & Contract Services

Title: _____

Date: _____

Date: _____

CSBA Sample

Board Policy

Fees And Charges

BP 3260

Business and Noninstructional Operations

Note: Education Code 49010-49013, as added by AB 1575 (Ch. 776, Statutes of 2012), prohibit districts from requiring students to pay fees, deposits, or other charges in order to participate in an educational activity, unless authorized by law, and mandate governing boards to adopt policies and procedures implementing this prohibition. However, the prohibition does not restrict districts from soliciting for voluntary donations, participating in fundraising activities, or providing prizes or other recognition for participants in such fundraising activities.

Note: In addition, pursuant to 5 CCR 350, only fees specifically authorized by law may be charged by districts. See the accompanying administrative regulation for a list of such fees.

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the educational program are made available to them. No student shall be required to pay any fees, deposits, or other charges for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 3100 - Budget)
(cf. 3290 - Gifts, Grants and Bequests)
(cf. 6145 - Extracurricular and Cocurricular Activities)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. For such authorized fees, deposits, and charges, the district shall consider students' and parents/guardians' ability to pay when establishing fee schedules and granting waivers or exceptions.

(cf. 3250 - Transportation Fees)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 5143 - Insurance)
(cf. 9323.2 - Actions by the Board)

***Note: Pursuant to Education Code 49013, as added by AB 1575 (Ch. 776, Statutes of 2012), a district is mandated to adopt a policy which (1) allows students and/or parents/guardians to file complaints, using the uniform complaint procedures, when the district is alleged to have violated the prohibition against requiring students to pay unauthorized student fees and (2) requires the district to include information about the prohibition against requiring students to pay fees in

the annual notification to students, parents/guardians, employees, and other interested parties. See BP/AR 1312.3 - Uniform Complaint Procedures for additional language implementing this mandate.***

Whenever a student or parent/guardian believes that an impermissible fee, deposit, or other charge is being required of the student for his/her participation in an educational activity, the student or his/her parent/guardian may file a complaint with the principal or designee using the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

(cf. 1312.3 - Uniform Complaint Procedures)

The Superintendent or designee shall include information in the annual notification required by 5 CCR 4622 to be provided to all district students, parents/guardians, employees, and other interested parties about the requirements relating to the prohibition against districts requiring students to pay fees, deposits or other charges in order to participate in an educational activity, unless authorized by law, and the filing of complaints for alleged violations using the uniform complaint procedures. (Education Code 49013)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

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

The Superintendent or designee shall provide ^{guidance including} professional development opportunities to administrators, teachers, and other personnel to learn about permissible fees.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Legal Reference:

EDUCATION CODE

8239 Preschool and wraparound child care services
8263 Child care eligibility
8760-8773 Outdoor science and conservation programs
17551 Property fabricated by students
19910-19911 Offenses against libraries
32033 Eye protective devices
32221 Insurance for athletic team member
32390 Fingerprinting program
35330-35332 Excursions and field trips
35335 School camp programs
38080-38085 Cafeteria establishment and use

38120 Use of school band equipment on excursions to foreign countries
39807.5 Payment of transportation costs
39837 Transportation of students to places of summer employment
48050 Residents of adjoining states
48052 Tuition for foreign residents
48904 Liability of parent or guardian
49010-49013 Student fees
49065 Charge for copies
49066 Grades, effect of physical education class apparel
49091.14 Prospectus of school curriculum
51810-51815 Community service classes
52612 Tuition for adult classes
52613 Nonimmigrant aliens
60410 Students in classes for adults
GOVERNMENT CODE
6253 Request for copy; fee
CALIFORNIA CONSTITUTION
Article 9, Section 5 Common school system
CODE OF REGULATIONS, TITLE 5
350 Fees not permitted
4622 Notice
UNITED STATES CODE, TITLE 8
1184 Foreign students
COURT DECISIONS
Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513
Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251
Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739
Hartzell v. Connell (1984) 35 Cal. 3d 899
CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES
1030.97 Fiscal Management Advisory 97-02: Fees, Deposits and Other Charges
WEB SITES
CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>

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CSBA Sample

Administrative Regulation

Fees And Charges

AR 3260

Business and Noninstructional Operations

Note: Pursuant to 5 CCR 350, constitutionally permissible fees can be charged only when specifically authorized by law. The following list specifies fees currently authorized by law. Other such fees may exist and be identified in the future. Pursuant to Education Code 49011, as added by AB 1575 (Ch. 776, Statutes of 2012), a district is prohibited from requiring a student to pay fees or charges in order to participate in an educational activity. A complaint against the charging of impermissible student fees may be filed in accordance with the uniform complaint procedures; see the accompanying Board policy and BP/AR 1312.3 - Uniform Complaint Procedures. Districts with questions as to whether a fee may be charged should consult with legal counsel.

The district shall not require any district student to pay any fees, deposits, or charges except as specifically authorized by law. (Education Code 49011; 5 CCR 350)

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following:

1. Insurance for athletic team members, with an exemption for financial hardship (Education Code 32221)

(cf. 5143 - Insurance)

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)

3. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

4. Student fingerprinting program (Education Code 32390)

(cf. 5142.1 - Identification and Reporting of Missing Children)

5. School camp programs operated pursuant to Education Code 8760-8773 provided that the fee is not mandatory (Education Code 35335)

(cf. 6142.5 - Environmental Education)

6. Personal property of the district fabricated by students, as long as the cost of the property does not exceed the cost of the materials provided by the district (Education Code 17551)

7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and as long as exemptions are made for indigent and disabled students (Education Code 39807.5)

(cf. 3250 - Transportation Fees)

8. Transportation to and from summer employment programs for youth (Education Code 39837)

9. Deposit for band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)

10. Fees for community service classes (Education Code 51815)

(cf. 6142.4 - Service Learning/Community Service Classes)

11. Eye safety devices, at a price not to exceed the district's actual costs (Education Code 32033)

(cf. 5142 - Safety)

12. Actual cost of furnishing copies of any student's records except, if he/she is a former student, up to two transcripts or two verifications of his/her various records (Education Code 49065)

(cf. 5125 - Student Records)

13. Actual costs of duplication for copies of public records (Government Code 6253)

(cf. 1340 - Access to District Records)

14. Actual costs of duplication for reproduction of the prospectus of school curriculum (Education Code 49091.14)

(cf. 5020 - Parent Rights and Responsibilities)

15. Food sold at school subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3551 - Food Service Operations/Cafeteria Funds)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3554 - Other Food Sales)

16. Fines or reimbursements for lost or damaged district property or damage to library property (Education Code 19910-19911, 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)

17. Tuition for district school attendance by an out-of-state and out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

(cf. 5111.2 - Nonresident Foreign Students)

18. Adult education books, materials, and classes as specified in law (Education Code 52612, 60410)

(cf. 6200 - Adult Education)

Note: Pursuant to Education Code 8239 and 8263, as amended by SB 1016 (Ch. 38, Statutes of 2012), districts are required to charge a fee to families enrolled in part-day preschool programs operated under the California State Preschool Program and/or wraparound child care and development services in accordance with the fee schedule established by the Superintendent of Public Instruction; see AR 5148.3 - Preschool/Early Childhood Education.

19. Preschool and child care and development services (Education Code 8239, 8263)

(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)

Note: In Fiscal Management Advisory 97-02, the California Department of Education (CDE) opines that it is permissible for a district to require students to purchase their own gym clothes of a district-specified design and color, as long as the design and color are of a type sold for general wear outside of the school. According to the CDE, once the gym uniforms become specialized (e.g., logos, school name), they then become "school supplies" and the district must provide the items free of charge. It is important to note that Education Code 49066 provides that a student's grade may not be adversely affected due to the fact that he/she does not wear standardized physical education apparel due to circumstances beyond his/her control, such as lack of funds.

20. Physical education uniforms

(cf. 6142.7 - Physical Education and Activity)

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Integrated Waste Management

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

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

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

(cf. 3510 - Green School Operations)

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

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

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

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

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

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

(cf. 3300 - Expenditures and Purchases)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

(cf. 7110 - Facilities Master Plan)

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

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

(cf. 7131 - Relations with Local Agencies)

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

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Integrated Waste Management

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

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

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

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

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

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

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

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

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

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

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

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

Legal Reference:

EDUCATION CODE

8700-8707 *Environmental education*

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

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

32370-32376 *Recycling paper*

33541 *Environmental education*

PUBLIC RESOURCES CODE

25410-25421 *Energy conservation assistance*

40050-40063 *Waste management; integrated waste management*

41780 *Waste diversion*

42620-42622 *Source reduction and recycling programs*

42630-42647 *School site source reduction and recycling*

42649-42649.7 *Recycling of commercial solid waste*

CODE OF REGULATIONS, TITLE 14

17225.12 *Commercial solid waste*

Management Resources:

WEB SITES

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

California Department of Resources Recycling and Recovery:

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

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

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

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

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

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Civil And Legal Rights

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

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

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

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

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

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

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

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

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

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

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

(cf. 3515 - Campus Security)

(cf. 4040 - Employee Use of Technology)

Whistleblower Protection

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

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

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

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

(cf. 4118 - Suspension/Disciplinary Action)

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

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

supervisory role.***

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4144/4244/4344 - Complaints)

Protection Against Liability

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

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

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

(cf. 9260 - Legal Protection)

The protection against liability shall not apply when:

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

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

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

7050-7058 Political activities of school officers and employees

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

44110-44114 Reporting by school employees of improper governmental activity

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

48950 Speech and other communication

49091.24 Teacher rights to refuse evaluation/survey of personal life

CIVIL CODE

51 Unruh Civil Rights Act

GOVERNMENT CODE

815.3 Intentional torts

820-823 Tort claims act

825.6 Indemnification of public entity

3540.1 Public employment definitions

3543.5 Interference with employee's rights prohibited

12650-12656 False claims actions

12940-12951 Discrimination prohibited; unlawful practices

LABOR CODE

1102.5-1106 Whistleblower protections

UNITED STATES CODE, TITLE 18

16 Crime of violence defined

UNITED STATES CODE, TITLE 20

6731-6738 Teacher liability protection

UNITED STATES CODE, TITLE 42

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

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

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

12101-12213 Americans with Disabilities Act

COURT DECISIONS

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

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

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

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

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

Management Resources:

WEB SITES

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

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Professional Standards

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

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

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

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

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

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

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

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

Inappropriate employee conduct includes, but is not limited to:

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

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

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

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

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

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

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

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 4020 - Drug and Alcohol Free Workplace)

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

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

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

(cf. 3580 - District Records)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

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

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

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

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

(cf. 4040 - Employee Use of Technology)

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

14. Wearing inappropriate attire

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

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

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

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

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

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

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

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

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

44242.5 Reports and review of alleged misconduct

PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5

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

80331-80338 Rules of conduct for professional educators

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession, 2009

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Educational Leadership Policy Standards: ISLLC 2008, 2008

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WESTED PUBLICATIONS

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

WESTED AND ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

PUBLICATIONS

California Professional Standards for Educational Leaders, 2001

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>
California Department of Education: <http://www.cde.ca.gov>
California Federation of Teachers: <http://www.cft.org>
California School Employees Association: <http://www.csea.com>
California Teachers Association: <http://www.cta.org>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
Council of Chief State School Officers: <http://www.ccsso.org>
WestEd: <http://www.WestEd.org>

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Temporary/Substitute Personnel

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

(cf. 4112.2 - Certification)

Hiring

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

(cf. 4113 - Assignment)

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

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

(cf. 4117.14/4317.14 - Postretirement Employment)

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

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

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

(cf. 4117.3 - Personnel Reduction)

Classification

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

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

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

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

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

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

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

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

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

(Education Code 44919)

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

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

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

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

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

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

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

Salary and Benefits

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

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

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

(cf. 4140/4240/4340 - Bargaining Units)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

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

Release from Employment/Dismissal

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

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

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

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

Reemployment as a Probationary Employee

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

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

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

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

(cf. 4116 - Probationary/Permanent Status)

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

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

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

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

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

Legal Reference:

EDUCATION CODE

22455.5 Provision of retirement plan information to potential members

22515 Irrevocable election to join retirement plan

37200 School calendar

44252.5 State basic skills assessment required for certificated personnel

44300 Emergency teaching or specialist permits

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

44839.5 Employment of retirant

- 44845 *Date of employment*
44846 *Criteria for reemployment preferences*
44909 *Employees providing services through categorically funded programs*
44914 *Substitute and probationary employment computation for classification as permanent employee*
44915 *Classification of probationary employees*
44916 *Time of classification; statement of employment status*
44917 *Classification of substitute employees*
44918 *Substitute or temporary employee deemed probationary employee; reemployment rights*
44919 *Classification of temporary employees*
44920 *Employment of certain temporary employees; classifications*
44921 *Employment of temporary employees; reemployment rights (unified and high school districts)*
44953 *Dismissal of substitute employees*
44954 *Release of temporary employees*
44955 *Layoff of permanent and probationary employees*
44956 *Rights of laid-off permanent employees to substitute positions*
44957 *Rights of laid-off probationary employees to substitute positions*
44977 *Salary schedule for substitute employees*
45030 *Substitutes*
45041 *Computation of salary*
45042 *Alternative method of computation for less than one school year*
45043 *Compensation for employment beginning in the second semester*
56060-56063 *Substitute teachers in special education*
- GOVERNMENT CODE
- 3540.1 *Educational Employment Relations Act, definitions*
- CODE OF REGULATIONS, TITLE 5
- 5502 *Filing of notice of physical examination for employment of retired person*
5503 *Physical examination for employment of retired persons*
5590 *Temporary athletic team coach*
80025-80025.5 *Emergency substitute teaching permits*
- COURT DECISIONS
- McIntyre v. Sonoma Valley Unified School District (2012) 206 Cal.App.4th 170*
Stockton Teachers Association CTA/NEA v. Stockton Unified School District (2012) 204 Cal.App.4th 446
Neily v. Manhattan Beach Unified School District, (2011) 192 Cal.App.4th 187
California Teachers Association v. Vallejo City Unified School District, (2007) 149 Cal.App.4th 135
Bakersfield Elementary Teachers Assn. v. Bakersfield City School District, (2006) 145 Cal.App.4th 1260, 1277
Kavanaugh v. West Sonoma Union High School District, (2003) 29 Cal.4th 911

Management Resources:

WEB SITES

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

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

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Temporary/Substitute Personnel

Qualifications

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

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

(cf. 4112.2 - Certification)

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

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

(cf. 4112.5/4312.5 - Criminal Record Check)

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

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

Notifications

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

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

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

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

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

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

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

Assignments

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

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

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

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Professional Standards

CALIFORNIA PROFESSIONAL STANDARDS FOR EDUCATIONAL LEADERS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Closed Session Purposes And Agendas

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

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

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

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

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

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

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

(cf. 9321.1 - Closed Session Actions and Reports)

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

(cf. 1340 - Access to District Records)

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

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

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

Personnel Matters

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

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

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

(cf. 2140 - Evaluation of the Superintendent)

(cf. 4115 - Evaluation/Supervision)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4215 - Evaluation/Supervision)

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

(cf. 4315 - Evaluation/Supervision)

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

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

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

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

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

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

Negotiations/Collective Bargaining

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

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

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

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

(cf. 4143/4243 - Negotiations/Consultation)

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

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

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

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

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

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

Matters Related to Students

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

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

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

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

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

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

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

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

(cf. 5125 - Student Records)

Security Matters

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

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

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

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

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

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

Conference with Real Property Negotiator

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

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

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

For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding a pending litigation when a discussion of the matter in open session would prejudice the district's position in the litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

***Note: Pursuant to Government Code 54956.9, the district is considered to be a "party," or to have "significant

exposure," to a litigation if any of its officers or employees is a party or has significant exposure to the litigation under circumstances specified in items #1 and #2 below.***

Litigation is considered "pending" in any of the following circumstances: (Government Code 54956.9)

1. Litigation to which the district is a "party" has been initiated formally. (Government Code 54956.9(a))
2. A point has been reached where, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(b))

Existing facts and circumstances for these purposes are limited to the following: (Government Code 54956.9)

- a. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiffs and which do not need to be disclosed.
- b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiffs and which must be publicly disclosed before the closed session or specified on the agenda.
- c. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

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

- d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.
 - e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.
3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(c))

Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(c) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2 b-e above. (Government Code 54954.5)

Joint Powers Agency Issues

Note: The following section applies to districts participating in a joint powers agency (JPA) for insurance pooling or in a self-insurance authority.

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

(cf. 3530 - Risk Management/Insurance)

Note: Pursuant to Government Code 54956.96, a JPA may adopt a provision, either through a policy or through the joint powers agreement, authorizing a school district Board member serving on the JPA board to disclose confidential information received during the JPA board's closed session under the circumstances specified below. Government Code 54954.5 provides an agenda description for the purpose of this closed session. The following optional paragraphs are for use by districts that participate in a JPA that has adopted such a provision.

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

The Board member may also disclose the confidential JPA information to district legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the district. (Government Code 54956.96)

Closed session agenda items related to conferences involving a JPA shall specify the closed session description used by the JPA and the name of the Board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

Review of Audit Report from Bureau of State Audits

Note: Government Code 54956.75 authorizes the Board to meet in closed session to discuss a final draft audit report from the Bureau of State Audits. This authority relates to situations in which a member of the legislature has requested the Bureau of State Audits to audit a school district. This audit is separate from the annual audit that districts must conduct pursuant to Education Code 41020. The law does not authorize the Board to meet in closed session to discuss the district's annual audit.

Upon receipt of a confidential final draft audit report from the Bureau of State Audits, the Board may meet in closed session to discuss its response to that report. After public release of the report from the Bureau of State Audits, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the Bureau of State Audits shall state "Audit by Bureau of State Audits." (Government Code 54954.5)

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

(cf. 6162.5 - Student Assessment)

Note: The following optional paragraph provides for compliance with Government Code 54954.2, which requires the agenda to have a brief general description of all closed session items to be discussed. Government Code 54954.5 provides no specific description of agenda items related to closed sessions authorized by the Education Code.

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Legal Reference:

EDUCATION CODE

35145 *Public meetings*

35146 *Closed session (re student suspension)*

44929.21 *Districts with ADA of 250 or more*

48912 *Governing board suspension*

48918 *Rules governing expulsion procedures; hearings and notice*

49070 *Challenging content of students records*

60617 *Meetings of governing board*

GOVERNMENT CODE

3540-3549.3 *Educational Employment Relations Act*

6252-6270 *California Public Records Act*

54950-54963 *The Ralph M. Brown Act*

COURT DECISIONS

Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal.App.4th 860

Bell v. Vista Unified School District, (2001) 82 Cal.App. 4th 672

Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App. 4th 87

Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876

Roberts v. City of Palmdale, (1993) 5 Cal.App. 4th 363

Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal.App. 2d 41

ATTORNEY GENERAL OPINIONS

94 *Ops.Cal.Atty.Gen. 82 (2011)*

86 *Ops.Cal.Atty.Gen. 210 (2003)*

78 *Ops.Cal.Atty.Gen. 218 (1995)*

59 *Ops.Cal.Atty.Gen. 532 (1976)*

Management Resources:

CSBA PUBLICATIONS

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

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2002

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010

WEB SITES

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

*California Attorney General's Office: <http://www.oag.ca.gov>
League of California Cities: <http://www.cacities.org>*

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

PROFESSIONAL EXPERT AGREEMENT

Certificated / Classified

The Local Education Agency (LEA) agrees to Contract with Marilyn McGrath

For the services performed during the period of March 11, 2013-March 13, 2013

This agreement is for services which do not meet the criteria for Independent Contract Services and will be paid through payroll. Reimbursement will be reported as taxable compensation on statements of earnings (W-2). Applicable payroll deductions when appropriate including STRS and PERS will be made at the time of earned payments. It is understood that this agreement provides for a temporary position having the employment rights or benefits. **Please contact Personnel to complete paperwork prior to services.**
 Services to be performed: Assist in the completion of Special Education Self Review

Amount to be paid: Not to exceed \$25.00 hourly

Budget # _____	\$ <u>343.75</u>	<input checked="" type="checkbox"/>
Budget # _____	\$ _____	<input type="checkbox"/>

Payment will be made upon completion of services as follows: March 31, 2013

Job class required for certificated employee _____

Requested by: <u>Ryan Howatt</u>	/ Principal	(Job Class)	
Title	Date		<u>03/14/2013</u>

Administrator Approval _____	/ Superintendent		
Title	Date		<u>3/14/2013</u>

To be paid as:

Stipend
 Temporary increase in contract from _____ days to _____ days. (Requires employee timesheet)
 Hourly at \$ 25.00 for 13.75 # of hours.

Board Designee _____	Date _____	Business Office Administrator _____	Date _____
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Board Approval Date: March 19, 2013

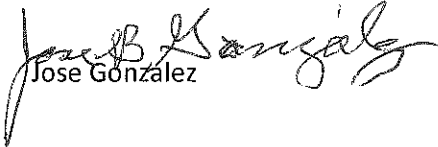
Professional Expert Completes:			
Name <u>Marilyn McGrath</u>	Are you presently or have you been a member		
SS# <u>290-46-9875</u>	of PERS? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Address <u>2717 Dorman St Camarillo, Ca 93010</u>	STRS? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Telephone <u>(805) 482-9659</u>	Are you presently an employee of a LEA?		
_____ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Professional Expert Signature	Date		

March 14, 2013

To whom it may concern,

I Jose Gonzalez would like to request an unpaid leave of absence for personnel reasons from June 24, 2012-June 28th and August 1, 2013 until August 26th. I plan to report back to school on the first day of school of the 2013-2014 school year.

Thank you,


Jose Gonzalez