

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
(Formerly King City Joint Union High School District)
BOARD OF EDUCATION
REGULAR BOARD MEETING

Wednesday, March 21, 2012

Greenfield High School Library
225 S. El Camino Real
Greenfield, CA 93927

BOARD OF EDUCATION

Mike Foster – President
Debra McAlahney-Dodson - Clerk
Paulette Bumbalough - Member
Raul Rodriguez – Member
Bob White – Member

STUDENT BOARD MEMBERS

Hillary Hughes, King City HS
Arturo Siguenza, Greenfield HS

STATE ADMINISTRATOR

John C. Bernard, Ed.D.

OPEN SESSION: 5:25 PM

A. CALL TO ORDER

B. PUBLIC COMMENT

The public may address the Board concerning items that are scheduled for discussion during closed session by completing the Request to be Heard Form provided on the table at the entrance to the meeting room and submitting the card to the Executive Assistant prior to the Board adjourning to closed session.

El publico puede dirigirse a la Mesa Directiva de Educación con respecto a asuntos que están enlistados para dialogar durante la sesión a puertas cerrada completando así la forma que se le da a la comunidad para poder hablar durante la sesión, esta forma se encuentra en la entrada de la junta donde se lleva acabo la sesión y entregando esta tarjeta a la Secretaria de el Superintendente antes de que la Mesa Directiva de Educación de por terminada la junta.

CLOSED SESSION: 5:30 PM

- A. Public Employment
- B. Employee Discipline/Dismissal Release
- C. Negotiations with Employee Organizations
- D. Threatened/Potential Litigation
- E. Student Matters – Transfer/Discipline
 - Recommendation to Expel Student #16:11/12
 - Recommendation to Expel Student #17:11/12
 - Recommendation to Expel Student #18:11/12

OPEN SESSION: 6:30 PM

A. CALL TO ORDER

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS

D. APPROVAL OF AGENDA

- E. PUBLIC COMMENT: *The public may address the Board regarding general school district topics or a specific agenda item. The person wishing to speak is asked to complete a Request to be Heard Form prior to the meeting, indicating whether they wish to address a non-agenda item or a specific item and present it to the Executive Assistant. This is an opportunity to address the Board when that item is acted upon. Unless otherwise determined by the Board/State Administrator, each person is limited to 3 (three) minutes. If a large number wish to speak on a specific item,*

there is a limit of 20 minutes total input on an item. For matters that are not listed on the agenda, the Board may refer the matter to the Superintendent or designee, or take it under advisement, but shall not take action at that time except as allowed by law.

El público puede dirigirse a la Mesa Directiva de Educación con respecto a asuntos generales o a asuntos especificados en la agenda. La persona que quiera hablar debe de pedir la forma que se le da a la comunidad pidiendo permiso antes de la junta, indicando si se desea hacer algún comentario sobre un tema de la agenda o algún otro asunto y presentarlo a la Secretaría de el Superintendente. Esta es una oportunidad de dirigirse a la Mesa Directiva de Educación cuando un asunto se esté llevando acabo. A menos que se determine de otra manera por el Administrador de el Estado, cada persona tiene un máximo de 3 minutos para hablar. Se hay muchas personas que quieran hablar sobre un asunto específico entonces habrá un limite de 20 minutos en total para cada asunto. Para asuntos que no estén enlistados en la agenda, La Mesa Directiva podrá referir ese asunto al Superintendente o su designado o poner ese asunto en sobre aviso, pero no se tomara ninguna acción en ese momento excepto cuando la ley lo permita.

F. REPORT FROM STATE ADMINISTRATOR

G. STUDENT BOARD MEMBER REPORT

H. BOARD MEMBER COMMENTS

I. EMPLOYEE ORGANIZATIONS

J. CONSENT AGENDA

1. Approval of Minutes: February 8, 2012, February 22, 2012, February 27, 2012, and March 12, 2012 (Pages 1-17)
2. Approval of Personnel Report Dated March 21, 2012 (*Daniel Moirao, Ed.D., Assistant Superintendent Human Resources and Educational Services*)
3. Approval of Maintenance and Transportation Yard Joint Use Agreement Between KCUSD and SMCJUHSD (*John Bernard, Ed.D., State Administrator*) (Pages 18-22)
4. Approval of Williams Quarterly Report (*Daniel Moirao, Ed.D., Assistant Superintendent Human Resources and Educational Services*) (Pages 23-24)
5. Approval of Service Agreement with NTD for KCHS Gym Modernization (*John Bernard, Ed.D., State Administrator*) (Pages 25-27)
6. Approval for KCHS Students from the Math Department to Attend Mathematics Competition at CSU Fresno on Saturday April 21, 2012 (*Bruce Corbett, Principal*) (Page 28)

K. CONSENT ITEMS REMOVED FOR COMMENT/QUESTIONS

L. INFORMATION ITEMS

1. Cash Flow Report from July 1, 2011 through February 29, 2012 (*Linda Grundhoffer, CBO*) (Pages 29-31)
2. Revenue and Expenditure Report from July 1, 2011 through February 29, 2012 (*Linda Grundhoffer, CBO*) (Pages 32-57)
3. Review of We Tip Call Hotline (*Chris Phillips, Special Ed Teacher*) (Pages 58-65)
4. Interdistrict Transfer Statistics (*John Bernard, Ed.D., State Administrator*) (Pages 66-67)
5. Board Policies (First Reading) (*John Bernard, Ed.D., State Administrator*) (Pages 68-95)
 - E 1330 – Use of School Facilities
 - AR 7111 – Evaluating Existing Buildings
 - AR 5111.1 – District Residency
 - BP/AR 5141.22 – Infectious Diseases
 - BP/AR 5141.32 – Asthma Management
 - BP/AR /5145.12 – Search and Seizure

M. DISCUSSION

1. Review of District Draft Vision and Mission Statement (*John Bernard, Ed.D., State Administrator*) (Pages 96-97)

N. ACTION ITEMS

1. Approval of Annual Audit (*State Controller's Office*) (Pages 98-233)
2. Approval of District Vision and Mission Statement (*John Bernard, Ed.D., State Administrator*)
3. Board Policy (Second Reading) (*John Bernard, Ed., State Administrator*) (Pages 234-277)
 - BP 2110 – Superintendent Responsibilities and Duties
 - BP/AR 4112.41, 4212.41, 4312.41 – Employee Drug Testing
 - AR 4127, 4227, 4327 – Temporary Athletic Team Coaches
 - BP/AR 5121 – Grades/Evaluation of Student Achievement
 - BP 5127 – Graduation Ceremonies and Activities
 - BP/E 5141.5 – Bullying Prevention
 - BP/AR 5141.27 – Food Allergies/Special Dietary Needs
 - BP/AR 7160 – Charter School Facilities

O. SCHOOL REPORTS/UPDATES (Pages 278-288)

1. Greenfield High School, Jim Goddard, Principal
2. King City High School, Bruce Corbett, Principal
3. Portola-Butler Continuation High School and South Monterey County Charter Independent Study Program, Carolyn McCombs, Principal

P. FUTURE AGENDA ITEMS/MEETING DATES

- April 4, 2012 – Board Study Session at the District Office
- April 17, 2012 (Tuesday) – Regular Board Meeting at the District Office
- May 9, 2012 – Regular Board Meeting at Greenfield High School
- May 23, 2012 – Board Study Session at the District Office

Q. SIGNING OF PAPERS

R. ADJOURNMENT (TO CLOSED SESSION) (if required)

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
(Formerly King City Joint Union High School District)
BOARD OF EDUCATION
REGULAR BOARD MEETING

Wednesday, February 8, 2012

Minutes

BOARD OF EDUCATION

Mike Foster – President - Present
Debra McAlahney-Dodson – Clerk - Present
Paulette Bumbalough – Member – Present
Raul Rodriguez – Member - Present
Bob White – Member - Present

STUDENT BOARD MEMBERS

Hillary Hughes, King City HS
Arturo Siguenza, Greenfield HS

STATE ADMINISTRATOR

John C. Bernard, Ed.D.

OPEN SESSION: 5:25 PM

Call to Order

Mike Foster called the meeting to order at 5:27 PM.

PUBLIC COMMENT

There were not any comments from the public. The meeting was recessed to closed session.

CLOSED SESSION:

- A. Public Employment
- B. Employee Discipline/Dismissal Release
- C. Negotiations with Employee Organizations
- D. Threatened/Potential Litigation
- E. Student Matters – Transfer/Discipline
 - Recommendation to Expel Student #12:11/12
 - Recommendation to Expel Student #13:11/12

OPEN SESSION:

Call to Order

Mike Foster called the meeting to order at 6:30 P.M.

Flag Salute

Mike Foster led in the flag salute

Report of Closed Session Action

Mike Foster reported support of the expulsion hearing panel's recommendation to suspend the expulsion for Student #12:11/12. Student #13:11/12 was pulled from the agenda.

Approval of Agenda

Dr. Bernard said each Board Member has a revision to action item number #3, CTE Advisory Committee, and item #6, CSEA School Calendar. BP/AR 4111 was included in the board packet but not listed on the agenda, this item will not be discussed at this meeting. Action Item # 7 Principal's Secretary Job Description will be pulled from this agenda.

Dr. Bernard approved the consent agenda excluding Action Item #7.

Public Comment

There were not any comments from the public.

Report from State Administrator

Dr. Bernard distributed a listing of the CSBA Masters in Governance modules to Board members. Once all Board members have attended all of 1 - 1 - sessions it will bring the district a step closer for local control to return and will fulfill a FCMA 1 requirement.

Yesterday he met with legislators in Sacramento about the hybrid pension plan the governor is proposing. It is felt the plan has not been thought through well enough. The retirement age is being considered to be moved to 67. There are problems with PERS and not with STRS, the governor seems to be mixing the two together.

Dr. Bernard said he would like to establish a date with the Board to review district goals. He also asked Board members for names of individuals who would like to serve on the Diversity Committee.

Paulette Bumbalough asked the purpose of the committee. Dr. Bernard said it would be addressing the bullying issues. We want to make sure we support all of the students and there is an understanding of the differences and uniqueness of students. We currently have a Budget Advisory, Technology, and Facilities Committees.

Student Board Member Report

Hillary Hughes said this has been homegoing week. Each day was a different dress up day, Friday will be a rally. They are planning for the prom which will take place in April. Valentine's Day grams are being sold as a fundraiser for the prom.

Mike Foster inquired how many students have signed up to go to the prom. The response was the number is unknown at this time.

Board Member Comments

Raul Rodriguez said he would like to review the Use of Facilities charges to the community. A couple of years ago costs were placed on the use of buildings and fields. He would like to have the costs reviewed to determine if there may be a reduction. Comments from the community are that the costs are too expensive. He felt it was important to build a good working relationship with the community.

He reviewed the comments from the FPM visit; some of the information was disturbing. Dr. Bernard said Daniel Moirao will be making a presentation of the FPM review later in the evening. Mr. Rodriguez asked if the findings would be on line. Dr. Moirao responded it would be.

Debra McAlahney-Dodson asked if there had been a discussion with other districts and their community use of school facilities. Mr. Foster said he had done some research. Mr. Rodriguez asked that it be discussed at the March board meeting.

Debra McAlahney-Dodson said she was glad district goals will be reviewed again. She added she hoped we continue to develop ROP (CTE) programs to prepare students for careers, junior college or universities. She wanted to make sure the students at Portola-Butler Continuation High School as well as students in our Independent Study Program are also made aware of their different options.

Mike Foster said he and Raul Rodriguez visited the "Results Room" at King City High School. Mr. Foster said he has waited 4 years for this type of information. This is a step forward for the high school. There had been a lack for teachers communicating with each other and "Results Room" is a step toward resolving this problem. Mr. Foster added he would like this to be a district wide program; we need to have a shared vision. Mr. Foster thanked Mr. Corbett and the teachers of implementing the program.

Employee Organizations

There were not any comments from the employee organizations.

Consent Agenda

1. Approval of Minutes: January 11, 2012, January 16, 2012 and January 20, 2012
2. Approval of Personnel Report Dated February 8, 2012
3. Approval for 3 KCHS Students to Attend the Science Symposium from March 8-10, 2012 in Monterey
4. Approval for KCHS Students from the Boy's Life Club to Travel to Portugal and Spain from April 7-18, 2012

5. Approval for KCHS Grad Night/Transportation to Magic Mountain
6. Approval for KCHS Students to Attend the Young Writers Conference in Fresno March 28, 2012
7. Approval of Contract for Developer Fee Justification Study
8. Approval of Contract for Independent Educational Evaluation (IEE) Services
9. Approval of GASB 43/45 Retiree Health Benefits Actuarial
10. Approval of Lifetouch Contract with King City High School
11. Medi-Cal Administrative Activities Participation Agreement

Dr. Bernard approved the consent agenda.

Consent Items Removed for Comments/Questions

None.

INFORMATION ITEMS

Cash Flow Report from July 1, 2011 through January 31, 2012

Linda Grundhoffer said after the last meeting, the state approved the waiver for the district, as a result that has been applied to the cash flow. The cash is a little better, for the time being. We received some money from the state for last year. This information is under the principal apportionment section on the report.

Paulette Bumbalough asked if the state still owed the district money for the current year. Ms. Grundhoffer responded yes, almost \$3 million. We still have not received the deferred money; it is felt we will never receive the deferred monies from the state.

Mike Foster asked if we have had to draw down any money from the remaining \$2 million. Ms. Grundhoffer said we will not have to, if this continues.

Revenue and Expenditure Report from July 1, 2011 through January 31, 2012

Linda Grundhoffer said the report does reflect the fact we are not being paid half of the money for transportation.

Mike Foster said he heard the state has reversed their decision to cut funding this year for transportation to districts. Ms. Grundhoffer responded it appears that is correct, but we are still waiting for the governor's signature, the money will be come from somewhere else.

Review of Williams Settlement 2011-12 Second Quarterly Report

John Sims said the report includes items that have been completed since December 14, 2011. The second quarterly report gives the district the opportunity to respond to findings. There are a number of items not completed from last year. A number of the items on the report are a reflection of our financial situation, they are costly and we do not have the funds. These items are targeted on the emergency repair grant. We are waiting for the funding to be released from the grant.

Mike Foster asked if this is something we had applied for in the past. Ms. Grundhoffer responded yes, but the state has not released the money for 2 years.

Raul Rodriguez asked if there are drinking fountains in classrooms. Mr. Sims responded he does not believe so. Mr. Rodriguez asked how many drinking fountains are on the Greenfield High School campus. Mr. Sims said there are drinking fountains in the Student Union, outside of the restrooms, in the gym, locker rooms and the back side of the gym. He added both schools have the required amount of drinking fountains on campus.

Debra McAlanhey-Dodson asked if Portola-Butler is subject to the Williams review. Mr. Sims said the continuation school as well as Independent Study is exempt from the review, but they do have an outside contractor visit those sites and make recommendations. Dr. Bernard also added when FCMAT visits they make recommendations. - 3 -

John Sims said we have a work order system in which staff can communicate with maintenance requesting necessary repairs. He added, when Keenan comes for their inspection they inspect all sites. The outside contractor and Keenan are another set of eyes for the district.

Mike Foster asked when issues come up are they dealt with. Mr. Sims responded yes.

Paulette Bumbalough asked how often Keenan visited the district. Mr. Sims said they come for two separate inspections, one for hazardous waste and the other for facilities.

Review of Credit Recovery Program

Daniel Moirao said the Credit Recovery Program is now up and running. Greenfield has 74 students participating, and King City High School has 75 students enrolled. These are juniors and seniors who are low on credits. When the semester grades went out there was more interest from the freshman and sophomores to enroll, but we are holding off on those students for the time being. We want to make sure the juniors and seniors have the opportunity to fulfill their unit requirements. This program is also available for the students at Portola-Butler and the Independent Study Program.

Mike Foster asked if there had been any feedback from the students who have enrolled in the program. Dr. Moirao said students have just enrolled in the program, but the comments he has heard is it is easy to get through and is manageable. The main area students are having a problem is the language issue.

Some students need to have the information translated into Spanish, they then respond in Spanish and then have it translated back to English through Google.

Debra McAlahney-Dodson said she was surprised the Odesseyware Program did not have the language translation feature. Dr. Moirao said he is contacting the company.

Raul Rodriguez asked if seniors were using the program. Dr. Moirao responded yes, they were the first; it is now opened up to the juniors. Students may start the program at any time.

Mike Foster asked if it met the common core standards. Dr. Moirao responded yes. Some students may need some remediation classes; a diagnostic test is given first. Students may not always start at the beginning; it will depend on their needs. When the course is completed the student will not receive a grade, it will be either a pass or fail.

Raul Rodriguez inquired what the seniors would do if we did not have this program. Dr. Moirao responded they could enroll in the credit recovery program at Portola-Butler or they may be able to take classes at Hartnell College. Dr. Moirao said we are trying to bring the services to students on campus.

Debra McAlahney-Dodson asked if the teachers are tracking student activity in the program. Dr. Moirao said it is fairly easy for teachers to log in to determine student activity in the program. Both parent and student sign a contract when they enroll in the program.

Mr. White asked if any students have completed a course. Dr. Moirao responded no, this is only the second week the program has been implemented.

Review of Common Core State Standards

Dr. Moirao gave a presentation about Common Core Standards. The Common Core Standards are not a national curriculum; it is a state led effort, coordinated by the National Governors Association for Best Practices Council of Chief of State School Officials developed by teachers, school administrators and educational experts.

Common Core Standards define the knowledge and skills students need to acquire.

Dr. Moirao said he has started to meet with the feeder districts to discuss curriculum. Mike Foster asked when this would be implemented; Dr. Moirao said it would start in 2014. Dr. Bernard said we have 2 years with the current process. He added the governor feels students should take one big test, instead of all the individual tests (STAR, CST, etc.) and information then extracted from the one test.

Review of the Federal Program Monitoring Findings

Dr. Moirao said there were a total of 18 findings; we were pleased with the exit interview. All of the findings are do able. We are not having any funding pulled away from us. The last time the review took place there were 45 findings and the time before that more than 100 findings.

Mike Foster asked if the team shared a general impression of the district. Dr. Moirao said the programs seem to be running well, what needs to be monitored is what is really happening in the classrooms. He has started with DLAC, and the sites are starting with their ELAC. This is the area of focus, classrooms will then be the focus.

Raul Rodriguez said one disturbing area is 47% of the ELL students receiving D's or F's in the last grading period. Dr. Moirao said these students are now the focus.

Raul Rodriguez said in the current SARC data the ELL students are scoring low in both math and English. Usually they score lower in only English. Dr. Moirao said it has been recognized there were some math issues which are now being addressed.

Paulette Bumbalough asked if English is the primary language for those ELL students. The concern is if they don't understand the language they may not understand the concept. Dr. Bernard said there are different strategies teachers can use in the class for those students. All teachers now have their CLAD. Some examples are teachers can use pictures and physical response for the students to help understand the concept. Dr. Moirso said the students are encouraged to speak English.

Mr. White inquired about the information mentioned on page 120 in the packet, if some of the funding can be recovered. Dr. Moirao said the funding has not been taken away from us. It is a matter of the funding source for some of the items; it is more of a budgeting issue. Ms. Grundhoffer is working on this. If it is fixed by March 12 we will not be penalized. Dr. Bernard said the FPM team is willing to work with us as long as the district does not ignore the findings.

Paulette Bumbalough asked if any of these findings were repeats from previous findings. Dr. Moirao said the inventory list has been noted before. Dr. Bernard said when the last review was done in 2007 there were 45 findings and it took 4 years to clear them up. He added as long as we are working on the cited areas, and continue to show progress, they will work with us.

Board Policies (First Reading)

BP/AR 2110 – Superintendent Responsibilities and Duties
BP/AR 4112.41, 4212.41, 4312.41 – Employee Drug Testing
BP/AR 5121 – Grades/Evaluation of Student Achievement
BP 5127 – Graduation Ceremonies and Activities
BP/E 5141.5 – Bullying Prevention
BP/AR 5141.27 – Food Allergies/Special Dietary Needs
BP/AR 7160 – Charter School Facilities

Mike Foster said this is the first time the policy list has been so small. We have approved approximately 270 policies.

ACTION ITEMS

Approval of Advanced Algebra with Financial Applications Course

Dr. Moirao said this proposal has come from King City High School but the course could be offered at Greenfield High School as well, if there is interest, and introduced James Schierer who highlighted the new course.

Raul Rodriguez asked Mr. Schierer if the course appeals to students. Mr. Schierer responded that 45 students have signed up for the class. It is possible there will be enough students to have 2 classes.

Raul Rodriguez asked what would be covered in this course. Mr. Schierer said it would cover personal finances such as writing checks, balancing a checkbook, loan process, insurance, etc. They would discuss paychecks and cover the gross amount; the different deductions and what those deductions are, and the determination of the net amount. Right now they are looking at seniors taking the course, but it may be opened to include juniors.

Local businesses like South Valley Auto Plaza, banking, etc. would be contacted to give presentations.

Debra McAlahney-Dodson commended Mr. Schierer for bringing this course forward.

Paulette Bumbalough reviewed the textbook and was pleased to see that it included Algebra.

Mr. Schierer said he would like students to continue math in their junior and senior year. It was noted this collaborates with economics.

Dr. Bernard approved the course.

Approval of School Accountability Report Card (SARC)

It was noted there are still some errors in the reports, some in the content as well as in the heading, which makes reference to a former school name. The decision was made to pull the reports and include them on the February 22, 2012, Special Board Study Session Meeting. Dr. Moirao said only the company can make the changes to correct the school name which was in error on some pages.

Approval of CTE Advisory Committee

Dr. Moirao said the Board has received a revised sheet listing the names of the individuals who are on the committee. The name added to the list is the representative from EDD. The individual's name was just known today.

Dr. Bernard approved the CTE Advisory Committee

Approval of Resolution #13:11-12 Week of the School Administrator

Dr. Moirao said this resolution is to acknowledge the school administrator.

Dr. Bernard approved the resolution.

Approval of Resolution #14:11-12 Tie Breaking Criteria Resolution for Same Date of Hire

Dr. Moirao said this is the time of year when the layoff process starts. We need to establish a tie breaking criteria in the event there are several individuals who were hired on the same day and it becomes necessary to lay staff off.

Dr. Bernard approved the resolution.

Approval of 2012-2013 CSEA School Calendar

Dr. Bernard distributed a revised school calendar.

Dr. Bernard approved the calendar.

Approval of Principal Secretary Job Description

Dr. Bernard said this item is being pulled. CSEA needs to ratify the job description at their meeting. The meeting will take place next week; therefore this item will be brought forward on the February 22 agenda.

Board Policy (Second Reading)

BP 2121 – Superintendent’s Contract

AR 3515.6 – Criminal Background Checks for Contractors

BP 4119.1, 4219.1, 4319.1 – Civil and Legal Rights

BP 4119.23, 4219.23, 4319.23 – Unauthorized Release of Confidential/Privileged Information

BP/AR 4127, 4227, 4327 – Temporary Athletic Team Coaches

BP 5021 – Noncustodial Parents

AR 5111.12 – Residency Based on Parent/Guardian Employment

AR 5112.2 – Exclusions from Attendance

Debra McAlahney-Dodson said in the Athletic Handbook there is reference that coaches may receive an unsatisfactory evaluation, but this was not mentioned in the board policies. Dr. Bernard said there is mention a coach may be dismissed by the principal for unsatisfactory performance. He said the recommendation of how frequent an evaluation is completed is in the handbook. The AR does state a coach may be dismissed at any time as determined by the principal or designee.

Dr. Bernard said the policy would be pulled from this agenda.

Dr. Bernard approved all of the policies except BP/AR 4127, 4227, 4327 Temporary Athletic Team Coaches.

SCHOOL REPORTS/UPDATES

King City High School

Bruce Corbett said he would like to share some data and the success of the lunch passes. During the fall of 2010-2011, 31% of the students received the passes, during the spring it was 47%. For the fall semester of the 2011-2012 school year, 43% of the students received the passes and 59% in the spring. Teachers felt students should requalify. Mr. Corbett said they anticipate an increase in the API scores. This is an example of how data is used and students rewarded.

Mr. Corbett said he would like to compliment Eric Olsen for tracking this information.

Debra McAlahney-Dodson said this was great data and complimented administration for the positive reinforcements. The comment was made to recognize the students as well.

Mr. Corbett said he, Dr. Bernard, Angel Torrez, and Shirley Laws visited San Ardo last week. The district gave a presentation and parents/students were able to ask questions.

Mr. Corbett said 4 more EL students have been reclassified to make a total of 25 for the year. He thanked Liz Leet for tracking this information. He said they are now going back to track ELL students who have not passed the CAHSEE. He recognized the fact we still have a long way to go to address the needs of these students.

Paulette Bumbalough inquired who decides when a student is to be re-classified? Mr. Corbett responded there is a battery of test which is taken into consideration, all state level standards.

Raul Rodriguez said a professor at Berkeley challenged some of those tests with the state.

Raul Rodriguez said he has observed videos of facility sharing teaching techniques.

Mr. Corbett said he would like to acknowledge Eric Olsen for tracking student tardies and distributed data to the Board. When he first came to the school this was a real problem. The tardies may be as low as 14 in one day now.

Paulette Bumbalough inquired what was considered tardy. The response was when the bell rang.

Dr. Bernard said we have had the highest attendance rate in years at King City High School. He thanked Mr. Corbett, Mr. Olsen and Mr. Torrez for their tentativeness to increase student attendance. Mr. Torrez is the Truancy Specialist and has been tracking students who are not attending school, sending numerous letters to parents, and attending court when students are truant. The parents are sent 3 warning letter before they need to appear in court.

The Every 15 Minutes Program will take place on April 26 and 27, 2012. A safety meeting took place last week between law enforcement and Social Services regarding what is happening in the community.

Mr. Corbett felt there was a good turnout at the Community Forum at San Ardo; the next visit will take place on February 9 at the San Antonio Union School District. It has made him feel humble knowing we have not served the feeder districts as we should have in the past. Ms. Mares and he will start visiting the districts as well. The feeder districts are really satellite schools to the district.

This is homegoing week, he is impressed with Adrianna Veysey and her schedule of events for the week, there has been large student participation.

Paulette Bumbalough said as Board members she felt it was important to go to the outlying districts to represent the community. Dr. Bernard said the meeting next week will take place on February 13 at the Greenfield Union School District.

Debra McAlahney-Dodson appreciated the district visiting the feeder districts.

Mike Foster said this is a great indicator, we have talked about reaching out to the feeder districts and it has now come to pass. He felt the district has the right people in place to accomplish this goal. He also appreciated the technology connection and more parent access to the district.

Portola-Butler Continuation High School and South Monterey County Charter Independent Study Program

Carolyn McCombs said the Odesseyware Program is a great option for students. She read several comments from students who are using the program. They are trying to work with students who do not have internet access.

Two more students have graduated early from Portola-Butler.

One more teacher has been hired for the Independent Study Program. They now have 100 students enrolled in the program, plus 5 students enrolled in Home to Hospital.

Greenfield High School

Jim Goddard said 283 students out of 875 are on honor roll and the principals honor roll. He acknowledged Daisy Chavez for taking the picture of the students and publishing it on the front page of the Greenfield News today. 154 of those students had a GPA of 3.5 or higher and 129 students with a 3.09 or higher. The students were very excited having their pictures taken.

Mr. Goddard said they will be having some type of recognition cards for students who have reached a certain level, similar to what King City High School is using.

Debra McAlahney-Dodson asked what types of rewards are being considered when the cards are implemented. Mr. Goddard said they are considering free passes to games, early lunch, recognition at the academic assembly, etc.

Mr. Goddard thanked Janet Sanchez-Matos for gathering the information for the FPM review. She made sure the curriculum was being met and staff is working together.

The boys and girls basketball teams have done well and are anticipating to participating in the playoffs.

Mr. Goddard said E.J. Ballentine is training Armando Mendoza who will be the new SRO at Greenfield High School. The change will be taking place on Monday, February 13. It is very helpful having the SRO on campus on a consistent basis.

Mr. Goddard said they are anticipating having their website up by March 1.

They are having conversations regarding a science fair and trying to expand the Physics Club. They are continuing to look at expanding a career center at the library. They are hoping to incorporate it into a class.

Raul Rodriguez said he was pleased seeing the students pictured on the front of the newspaper today. He also thanked Mr. Goddard and Ms. Sanchez-Matos for being so visible at the games. He knows this makes for long days with the added coverage at the sporting events.

Paulette Bumbalough said there is a great relationship between the Students Services Counselor from both high schools and Hartnell College; this is the first time a counselor has been working with the college. Ms. Bumbalough added GEAR UP is a wonderful program and a great resource. She is pleased they are working with the high schools.

FUTURE AGENDA ITEMS/MEETING DATES

February 22, 2012 – Board Study Session at the District Office
March 12, 2012 – Special Board Meeting at the District Office
March 21, 2012 – Regular Board Meeting at Greenfield High School
March 28, 2012 – Board Study Session at the District Office

Debra McAlahney-Dodson suggested adding graduation as a topic to the Board Study Session. SARC's, math and human resources will also be discussed at the February 22 study session.

Dr. Bernard said there will be a special board meeting on March 12 to address the layoffs along with several other topics.

Mike Foster said he felt the district goals and mission statement needed to be discussed with the Diversity Committee. The comment was made the goals and mission statement review could be included at the Board Study Session on February 22, 2012.

Mike Foster asked the Board Members to meet with the principals, after the meeting, to set up meeting dates to visit classrooms.

Signing of Papers

Dr. Bernard signed appropriate papers.

ADJOURNMENT

The meeting was adjourned at 8:31 PM.

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
(Formerly King City Joint Union High School District)
BOARD OF EDUCATION
SPECIAL BOARD MEETING

Wednesday, February 22, 2012

Minutes

BOARD OF EDUCATION

Mike Foster – President - Present
Debra McAlahney-Dodson – Clerk - Present
Paulette Bumbalough – Member - Present
Raul Rodriguez – Member - Present
Bob White – Member - Present

STATE ADMINISTRATOR

John C. Bernard, Ed.D.

OPEN SESSION:

Call to Order

The meeting was called to order at 6:00 P.M.

PUBLIC COMMENT

There were not any comments from the public. The meeting was recessed to closed session at 6:01 P.M.

CLOSED SESSION:

- A. Public Employment
- B. Employee Discipline/Dismissal Release
- C. Negotiations with Employee Organizations
- D. Threatened/Potential Litigation
- E. Student Matters – Transfer/Discipline
 - Recommendation to Expel Student #13:11/12
 - Recommendation to Expel Student #14:11.12

OPEN SESSION:

Call to Order

The meeting was called to order at 6:22 P.M.

Flag Salute

Mike Foster led in the flag salute.

Report of Closed Session Actions

The recommendation was to approve the decision from the expulsion panel to not expel Student #13:11/12 and to approve the panel's decision to expel Student #14:11/12 for the remainder of the school year.

Approval of Agenda

Dr. Bernard approved the agenda.

Public Comment

There were not any comments from the public.

INFORMATION ITEMS

Review of Site SARC Reports

Daniel Moirao reviewed the history of the School Accountability Report Card. The SARC's were a result of Proposition 98 passing in November of 1998 which made districts accountable for their dollars spent. When Senate Bill 280 passed, the average salary needed to be included. In January

1993 Assembly Bill 1248 passed, the average salary was to be included which was based on district expenditures rather than budgets. In January 1994 Assembly Bill 198 was passed to include the degree to which students are prepared to enter the work force. In January 1995 Senate Bill 1665 was passed to include the number of instructional minutes. In January 1998 Assembly Bill 572 was passed to include results of statewide assessments, average verbal and math scholastic assessment test scores, annual drop-out rate percent of students K-3 participating in class size reduction, number of credentialed teachers, number of days for staff development, suspension and expulsions. In January 1998 Assembly Bill 568 passed requiring accessibility on the internet and posting of annual SARC's. In September 2000 Senate Bill 1632 passed which developed a SARC template, standardized definitions for required data elements, maintain links to SARC's on internet and insure all parents receive a copy.

In September 2002 Public Law 107-110 passed which established status of AYP, graduation rates formula by USDE, status of Title I Program Improvement, and Highly Qualified Teachers in core content. In September 2004 Senate Bill 550 passed the Williams Act for maintenance of facilities, number of teacher misassignments, number of vacant teacher positions, and availability of sufficient textbooks and other instructional materials. In January 2004 Senate Bill 687 was passed to include teacher salaries, per pupil expenditures, and Career Technical Education. In January 2008 Assembly Bill 1061 passed which deleted: participation in class size reduction, school discipline practices, substitute teacher availability, teacher evaluation process, state award and intervention programs, college admission test preparation program, SAT reasoning test, school instruction and leadership, instructional minutes, and minimum days in school year. With this same bill the following were added: internet address, internet access that is available at public libraries and other locations, description of admission requirements for University of CA and Internet address for such information, description of admission requirements for CSU and internet address for such information, and add visual and performing arts to the content areas that are subject to the sufficiency of instructional materials requirement.

Daniel Moirao also reviewed the required elements which included; data and access, about the school, school climate, school facilities, teachers, support staff, curriculum and instructional materials, school finances, student performance, accountability, school completion and postsecondary preparation, and instructional planning and scheduling.

ACTION ITEMS

Approval of Monterey County Special Education Local Plan Area

Dr. Bernard said this information had been sent to the Board several weeks ago as a Friday Update. This plan is utilized by multiple districts in the county, an update is needed.

Debra McAlahney-Dodson asked how often the plan is updated. Dr. Bernard responded every 3 years. Ms. McAlahney-Dodson asked what if there is one student who has a unique behavior. Dr. Bernard said services would be provided to that student and any other student who may need to have the same services would be assigned to that class.

Dr. Bernard said Daniel Moirao is the link for our district.

Dr. Bernard approved the Monterey County Special Education Local Plan.

Approval of School Accountability Report Card (SARC)

Daniel Moirao said the updates and corrections have been made to the SARC's. Bob White pointed out one figure which had been omitted. Mr. White commented he would have preferred to have received the board packet earlier to review. Dr. Bernard said his comment was noted.

Paulette Bumbalough asked how the English Language Learners are defined. The response was at the beginning of the school year the parent completes a form indicating the student language. The student is CELDT tested and depending on the result _ 1 _ be moved up. If a student transfers to us as an ELL student we accept that determination until they are reevaluated.

Debra McAlahney-Dodson suggested the Board take the CELDT test.

Raul Rodriguez asked who monitors the ELL students. Daniel Moirao responded the Student Services Coordinator.

Daniel Moirao said we have SDAIE classes for students who have special needs. The principals are starting to do observations in the classroom.

Dr. Bernard said all teachers have their CLAD certification and should be able to teach the ELL students. When the FPM review was done a few weeks ago the comment by the team was, it appeared strategies were not being used.

Mike Foster said part of the King City High School WASC report from several years ago indicated there was institutional racism at the school because they did not see teaching strategies.

Raul Rodriguez said all of the teachers in the Soledad school district use the same teaching technique in the classrooms, and there is now more interaction with students.

Daniel Moirao said he took some teachers from both King City and Greenfield High School on Friday, February 17 to the Salinas Union School District to observe their process. This was a positive experience with our teachers and they were very interested in what they saw happening in the classroom.

Paulette Bumbalough made mention, on page 24 of the Greenfield High School report, the average number of students per Academic Counselor is blank. Daniel Moirao said he will follow up.

Paulette Bumbalough said the suspension rate seems to be rather high. Bob White commented one offender made have had several suspensions which would throw off the percentage. Paulette Bumbalough's concern was, when the public views the information on line, they might misinterpret it.

Dr. Bernard approved the SARC reports with the corrections.

Approval of Principal Secretary Job Description

Dr. Bernard distributed a different version of the job description to the Board which had been signed off on February 8. Daniel Moirao has met with each secretary and it has gone through the ratification process. Since the ratification, there have been a couple of things added. It was presented to the CSEA President and the two secretaries wanted the job description redone. There is a TA which indicates, perform other duties as assigned. CSEA is meeting this evening to discuss.

Paulette Bumbalough asked if the job description was only an update, each person would stay in their position. Dr. Bernard said that was correct.

Dr. Bernard approved the job description.

Adjournment of Meeting for Study Session

The meeting was adjourned at 7:14 PM to the Board Study Session.

INFORMATION ITEMS

Board Study Session: Math, Human Resources, Vision and Mission Statement

Daniel Moirao reviewed math and Human Resources with the Board.

Dr. Bernard and the Board developed a draft vision and mission statement.

Signing of Papers

Dr. Bernard signed appropriate papers.

Adjournment

The meeting was adjourned at 8:35 PM.

John Bernard, Ed.D., State Administrator

Date

SOUTH MONTEREY COUNTY HIGH SCHOOL DISTRICT
(Formerly King City Joint Union High School District)
BOARD OF EDUCATION
SPECIAL BOARD MEETING

Monday, February 27, 2012

Minutes

BOARD OF EDUCATION

Mike Foster – President – Absent
Debra McAlahney-Dodson – Clerk - Absent
Paulette Bumbalough – Member – Excused Absence
Raul Rodriguez – Member - Absent
Bob White – Member - Absent

STUDENT BOARD MEMBERS

Hillary Hughes, King City HS
Arturo Siguenza, Greenfield HS

STATE ADMINISTRATOR

John C. Bernard, Ed.D.

OPEN SESSION:

Call to Order

Dr. Bernard called the meeting to order at 12:01 P.M.

Flag Salute

Dr. Bernard led in the flag salute.

Public Comment

The public may address the Board concerning items that are scheduled for discussion during closed session by completing the Request to be Heard Form provided on the table at the entrance to the meeting room and submitting the card to the Executive Assistant prior to the Board adjourning to closed session.

El publico puede dirigirse a la Mesa Directiva de Educación con respecto a asuntos que están enlistados para dialogar durante la sesión a puertas cerrada completando así la forma que se le da a la comunidad para poder hablar durante la sesión, esta forma se encuentra en la entrada de la junta donde se lleva acabo la sesión y entregando esta tarjeta a la Secretaria de el Superintendente antes de que la Mesa Directiva de Educación de por terminada la junta.

There were not any comments from the public. The meeting was recessed to closed session at 12:02 P.M.

CLOSED SESSION:

Student Matters – Transfer/Discipline

- Recommendation to Expel Student #15:11/12

OPEN SESSION:

Call to Order

Dr. Bernard called the meeting to order at 12:04 P.M.

Report of Closed Session Action

Dr. Bernard said the vote was to approve the stipulated agreement to expel student #15:11/12 for the remainder of the 2011-2012 school year.

ACTION ITEM:

Rescind Approval of Principal Secretary Job Description

Dr. Bernard approved rescinding the previous approval of the Principals Secretary job description.

Adjournment

The meeting was adjourned at 12:05 PM.

John Bernard, Ed.D., State Administrator

Date

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
(Formerly King City Joint Union High School District)
BOARD OF EDUCATION
SPECIAL BOARD MEETING

Monday, March 12, 2012

Minutes

BOARD OF EDUCATION

Mike Foster – President - Present
Debra McAlahney-Dodson – Clerk – Present
Paulette Bumbalough – Member – Excused Absence
Raul Rodriguez – Member – Present
Bob White – Member - Present

STUDENT BOARD MEMBERS

Hillary Hughes, King City HS
Arturo Siguenza, Greenfield HS

STATE ADMINISTRATOR

John C. Bernard, Ed.D.

OPEN SESSION:

Call to Order

Mike Foster called the meeting to order at 5:25 P.M.

Public Comment

There were not any comments from the public. The meeting was recessed to closed session.

CLOSED SESSION:

- A. Public Employment
- B. Employee Discipline/Dismissal Release
- C. Negotiations with Employee Organizations
- D. Threatened/Potential Litigation

OPEN SESSION:

Call to Order

Mike Foster called the meeting to order at 6:30 P.M.

Flag Salute

Mike Foster led in the flag salute.

Report of Closed Session Actions

The State Administrator had approved the non-re-elect of four (4) certificated employees.

Approval of Agenda

Dr. Bernard approved the agenda.

Public Comment

Jennifer Beach submitted a Request to be Heard Form regarding Action Item #2. Mike Foster informed Ms. Beech she may address that item when it is discussed on the agenda.

Employee Organizations

There were not any comments from the employee organizations.

CONSENT AGENDA

Approval of Personnel Report Dated March 12, 2012

Dr. Bernard approved the Personnel Report.

Consent Items Removed for Comment/Questions

None.

INFORMATION ITEMS

Seniority List for Certificated Employees

Daniel Moirao said this is part of the process preparing for lay-offs. Included in the board packet is an updated seniority list which has been reviewed by the certificated staff.

ACTION ITEMS

Approval of 2011-2012 Second Interim Report as of January 31, 2012

Linda Grundhoffer said the report is already obsolete. The report is as of January 31 and changes have been made such as elimination of transportation and then extending it for the current school year. There will be a third interim report in May which would include any tax initiatives approvals, approval made at tonight's board meeting, etc.

Ms. Grundhoffer said, for this school year and next we will be in the positive, but in the third year we will be deficit spending. The constitution states we will have an increase in COLA, but we are not sure if it will be funded. If we do not receive the COLA the deficit would increase.

Raul Rodriguez said the current interest rate on the loan amounts to \$1.2 million per year. With the bills which have just been introduced by Senator Cannella and Assembly Member Alejo it would reduce the amount we would pay on the interest to approximately \$500,000. The comment was made the bill Senator Cannell introduced was more flexible than Assembly Member Alejo, they are both different. If they both pass the senate and assembly they would have to come to a compromise and agree on an amount.

Debra McAlahney-Dodson asked if there would be a hearing. Dr. Bernard responded yes.

The question was asked who pays the IBank, Dr. Bernard said that was through Proposition 98.

Raul Rodriguez asked if the district could lobby. Dr. Bernard responded it is out of our hands because we were not involved in the bill introduced by Senator Denham. There are other districts now requesting loans and the "hold harmless" clause was not included in the bills. Dr. Bernard said when other districts received loans the state was more financially stable, with the current economy that may be the reason "hold harmless" was not included in the bill.

Mike Foster asked how much money was left on the district loan. Ms. Grundhoffer responded approximately \$2 million.

Dr. Bernard approved the second interim report.

Approval of Resolution #15:11/12 Resolution to Eliminate Certificated Employees Due to a Reduction of Services

Daniel Moirao said there continues to be a reduction in ADA, and with the state issues, we need to reduce the faculty. We will have 6 fewer teachers on our faculty in the next school year. It is required by law for the Board to accept certain criteria to determine who receives layoff notices. We need to have teachers who can teach multiple areas of a subject, as well as being highly qualified and No Child Left Behind compliant.

We do not know what the Administrative Law Judge will decide, therefore, we need to send out precautionary letters as well as the 6 notifications to teachers being affected.

Dr. Bernard said there is a revision to the resolution. Dr. Bernard then read the adjustments to the resolution which are: Highly Qualified/No Child Left Behind compliant Mathematics Teachers with credentials to instruct curriculum beyond the 9th grade level and Highly Qualified/No Child Left Behind compliant English Teachers with credentials to instruct curriculum beyond the 9th grade level. The reason we are sending out the precautionary letters is if the Administrative Law Judge does not approve of our process then we must prepare 16 off teachers who are lower on the list.

Mike Foster asked what if the Administrative Law Judge does not accept our criteria. Daniel Moirao said ultimately a determination has been made for the number of teachers we need to reduce. The district will have to wait on the Administrative Law Judge to see if he makes a different kind of ruling.

Raul Rodriguez asked if the Administrative Law Judge takes into consideration teachers evaluations. The response was no, it is based on credentials, what is registered with the state, and No Child Left Behind. Their decision is not based on quality.

Raul Rodriguez asked who the Administrative Law Judge is. Dr. Bernard responded it is an individual selected from the teacher organization, who contacts PERB, and in turn they contact the Public Relations Board.

Mike Foster asked when the Administrative Law Judge must give his decision. The response was May 7 is the deadline, although we hope the decision is made before that date.

Daniel Moirao said there may be individuals retiring or resigning, they would then look at the layoff list for any adjustments.

Dr. Bernard said the district has heard there may be individuals considering retirement, but we cannot do anything until they have actually submitted their written statement.

Last year there was not a hearing because there was not a challenge to the process, if this happens again we would withdraw the precautionary notices. Daniel Moirao added he has contacted each individual affected.

Jennifer Beach said she was pleased to hear the word changing in the resolution. She wanted to go on record indicating she was not in favor of jumping teachers, which was implied in the original resolution.

Dr. Bernard approved the resolution.

FUTURE AGENDA ITEMS/MEETING DATES

March 21, 2012 – Regular Board Meeting at Greenfield High School

April 4, 2012 – Board Study Session at the District Office

April 17, 2012 – Regular Board Meeting at the District Office

Signing of Papers

Dr. Bernard signed appropriate papers.

Adjournment

The meeting was adjourned at 6:57 P.M.

John Bernard, Ed.D., State Administrator

Date

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD**

SUBJECT: Approval of Maintenance and Transportation Yard
Joint Use Agreement Between KCUSD and
SMCJUHSD

MEETING: March 21, 2012

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

In July 2009, when the State Administrator was assigned to the high school district and the King City Union School District office (elementary district) moved to another location, the elementary district continued to utilize the maintenance and transportation yard. This agreement is to establish the area the elementary district will use in the yard for a fee of \$1.00 per year.

Recommendation:

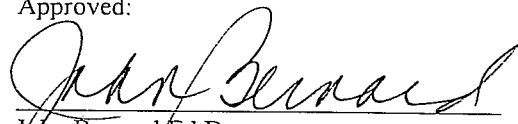
The recommendation is being made to approve the agreement.

Fiscal Impact:

None.

Submitted By:

Approved:



John Bernard/Ed.D.
State Administrator

MAINTENANCE AND TRANSPORTATION YARD JOINT USE AGREEMENT

This Agreement is made and entered into on this _____ of _____, 2012, by and between King City Union School District ("KCUSD") and South Monterey County Joint Union High School District ("SMCJUHSD").

WITNESSETH:

WHEREAS, beginning in 1996, the parties collaborated on the development and construction of a maintenance and transportation yard and related facilities located at 880 Broadway Street, King City, CA 93930 (collectively, the "Facilities"), which Facilities are depicted on the plan attached hereto as Exhibit A;

WHEREAS, since 1996 the parties have shared costs associated with the Facilities, including construction and maintenance costs, with KCUSD contributing 40% of such costs, and therefore while SMCJUHSD owns the land on which the Facilities are located, the parties share ownership of the improvements thereon; and

WHEREAS, the parties now wish to memorialize the terms of their joint use of the Facilities.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions herein contained, including the recitals hereof, it is agreed by and between KCUSD and SMCJUHSD as follows:

1. Term; Termination. This Agreement shall commence on the date given above and shall be for a term of sixty-six (66) years from such date. This Agreement is terminable upon the mutual agreement of the parties or by either party at any time upon breach of this Agreement by the other party. If either party desires to terminate this Agreement due to the other party's breach, the non-breaching party shall provide the breaching party with thirty days' written notice of intent to terminate and demand for cure. The Agreement shall thereafter be deemed terminated thirty days after the notice of intent to terminate, except that if the breach is cured within thirty days of the notice of intent to terminate, or if the breaching party has diligently commenced cure of the breach within thirty days of the notice of intent to terminate and such cure cannot reasonably be completed within thirty days, then the Agreement shall remain in full force in effect.

Upon the expiration or termination of this Agreement for any reason, SMCJUHSD shall pay to KCUSD an amount equal to forty percent (40%) of the fair market value of the Facilities at the time of the Agreement's expiration or termination.

2. Joint Use. As consideration for its use of the Facilities, KCUSD will pay to SMCJUHSD \$1 per year during the term of this Agreement. The parties will use the Facilities only for vehicle storage and fueling and maintenance of those vehicles. KCUSD shall have exclusive use of that portion of the Facilities designated for its use on Exhibit A. SMCJUHSD shall have exclusive use of that portion of the Facilities

designated for its use on Exhibit A. The parties shall share use of the portion of the Facilities designated as "Shared Use" on Exhibit A.

3. Maintenance, Operation and Repair of the Facilities. SMCJUHS D shall maintain and operate the Facilities. During the term of the Agreement, the parties shall share all reasonable costs arising from SMCJUHS D's operation of the Facilities, including operating costs, repairs, and equipment replacement, with KCUSD bearing forty percent (40%) of such costs and SMCJUHS D bearing sixty percent (60%) of such costs. KCUSD may request that SMCJUHS D provide reasonable documentation of any expenditure prior to reimbursing SMCJUHS D for such expenditure. Except with respect to any expenditure for which KCUSD has requested and not received reasonable documentation, KCUSD shall remit its share of regular operating costs to SMCJUHS D on a quarterly basis.

At least once annually, the parties will meet to discuss the use and maintenance of the Facilities and will jointly agree on any necessary capital improvements. No capital improvement shall be made to the Facilities absent mutual agreement on the need for and an estimated budget for such improvement.

4. Damages. KCUSD shall report to SMCJUHS D any defects or dangerous conditions in or on the Facilities within twenty-four (24) hours of discovery. To the extent necessary to maintain the Facilities in a safe condition, the SMCJUHS D shall be responsible for addressing defects or dangerous conditions by immediately repairing or replacing the Facilities, and protecting the property during such repairs. If an immediate solution is not possible, SMCJUHS D may enact temporary measures to address the safety problem until a permanent solution can be put in place. SMCJUHS D shall notify KCUSD when temporary measures are needed and apprise the other of the estimated time for reaching a permanent solution. Notwithstanding any other provisions of this Agreement, any damages to the Facilities which are caused by the negligence or willful misconduct of either party shall be that party's sole responsibility, and that party shall bear the cost of all necessary repairs or replacement.

5. Indemnification. Each party shall indemnify, defend and hold harmless from liability the other party, its trustees, officers, agents, and employees while acting as such from all damages, costs, or expenses, including reasonable attorneys' fees, arising out of any injury or death of any person received or suffered by reason of such party's negligence or willful misconduct in the performance of this Agreement. The provisions of this paragraph shall survive the expiration or sooner termination of this Agreement.

6. Commercial Liability, Auto Liability and Property Damage Insurance. Each party hereto shall, at such party's sole expense, obtain and keep in force during the term of this Agreement a policy of commercial general liability insurance, a comprehensive auto liability policy, and a property damage insuring both parties against claims and liabilities arising out of the operation, condition, use, or occupancy of the Facilities by such party. Each party's auto liability policy shall insure all vehicle(s), whether hired, owned, or non-owned. Each party's commercial general liability policy and property damage policy shall be in and amount of not less than Five Million dollars (\$5,000,000) for bodily injury

or death and property damage as a result of any one occurrence and a Five Million dollar (\$5,000,000) general aggregate policy limit. Upon the execution of this Agreement, each party shall deliver to the other a certificate of insurance evidencing the existence of the policies required hereunder and copies of endorsements stating that such policies shall not be cancelled or altered without thirty (30) days' prior written notice to the other party and separately naming the other party as an additional insured. At least thirty (30) days prior to the expiration of each certificate, each party shall deliver to the other party a new certificate of insurance consistent with all of the terms and conditions required in connection with the original certificate of insurance described above.

7. Fire Insurance. During the term of this Agreement, SMCJUHSD shall maintain at its cost a policy of standard fire and casualty insurance limited to the value of the buildings and improvements located at the Facilities.

8. Workers' Compensation Insurance. During the term of this Agreement, each party shall comply with all provisions of law applicable to such party with respect to obtaining and maintaining workers' compensation insurance. Upon the execution of this Agreement, each party shall provide the other party a certificate of insurance evidencing the existence of the policy required hereunder.

9. Contractors' Insurance. During the term of this Agreement, each party shall require any contractor of such party employed in whole or part at the Facilities to maintain in effect during the term of its contract insurance coverage equivalent to that required to be maintained by such party.

10. Binding Effect. This Agreement shall inure to the benefit of and be binding upon the parties and their heirs, executors, administrators, successors and assigns, including any and all public agencies to whom real property and facilities described in this Agreement may be transferred by reason of reorganization, annexation, unification, consolidation or for any other reason.

11. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior understandings between them with respect to the subject matter of this Agreement. There are no promises, terms, conditions or obligations, oral or written, between the parties relating to the subject matter of this Agreement that are not fully expressed in this Agreement. This Agreement may not be modified, changes, supplemented or terminated, nor may any obligation hereunder be waived, except by written instrument signed by the party to be charged, or its agent, duly authorized in writing, or as otherwise expressly permitted in this Agreement.

12. Amendments. The parties may, by and through their respective governing bodies, authorize the mutual modification or termination of any of the provisions of this Agreement. Such modifications shall be made in writing and signed by both parties.

13. Assignment. This Agreement is personal to SMCJUHSD and KCUSD and is not assignable. Neither party shall have the right or power, without the other party's written consent, to assign its rights or delegate its duties pursuant to this Agreement.

14. Severability. Should any term or provision of this Agreement be determined to be illegal or in conflict with any law of the State of California, the validity of the remaining portions or provisions shall not be affected thereby, and each term or provision of this Agreement shall be valid and be enforced as written to the full extent permitted by law.

15. Attorneys' Fees. In the event of any action or proceeding brought by one party against the other under this Agreement, the prevailing party shall be entitled to recover its attorneys' fees and costs in such action or proceeding in such an amount as the court may judge reasonable.

16. Notices. All notices or other communications that either party may be required or desire to give to the other party under this Agreement shall be in writing and shall be served personally or by certified mail, return receipt requested, or first class mail, postage prepaid, addressed as follows or to such other address as either party may provide to the other party in writing:

South Monterey County Joint Union High School District
800 Broadway Street
King City, CA 93930
Attention: State Administrator/Superintendent

King City Union School District
435 Pearl Street
King City, CA 93930
Attention: Superintendent

Service shall be deemed complete upon deposit in the United States mail or upon personal delivery.

SMCJUHS D:

SOUTH MONTEREY COUNTY JOINT
UNION HIGH SCHOOL DISTRICT

John Bernard, Ed.D.
State Administrator

KCUS D:

KING CITY UNION SCHOOL DISTRICT

William Brand, Ed. D.
Superintendent

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD

SUBJECT: Quarterly Williams Report

MEETING: March 21, 2012

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

By law, the South Monterey County Joint Union High School District must report quarterly during every academic year to the Board its compliance with the Williams-Valenzuela lawsuit. Attached is the third report for the school year.

Recommendation:

Approve the Williams-Valenzuela report as required by Education Code.

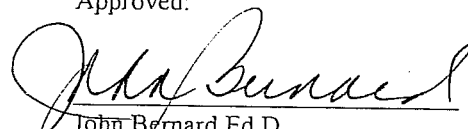
Fiscal Impact:

None

Submitted By:

Daniel Moirao, Ed.D.
Asst. Superintendent, Human Resources
Educational Services

Approved:


John Bernard Ed.D.
State Administrator

QUARTERLY REPORT FORM

Valenzuela/CAHSEE Lawsuit Settlement
Quarterly Report on *Williams* Uniform Complaints
 [Education Code § 35186(d)]

District: South Monterey County Joint Union High School District

Person completing this form: Daniel Moirao Title: Assistant Superintendent,
Educational Services/Human Resources

Quarterly Report Submission Date: October 2011
 (check one) January 2012
 April 2012
 July 2012

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

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	0	0	0
CAHSEE Intensive Instruction and Services	0	0	0
TOTALS	0	0	0

John Bernard, Ed.D.
 Print Name of State Administrator

 Signature of State Administrator

March 21, 2012
 Date

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD**

SUBJECT: Approval of Contracted Service Agreement with
NTD Architects for KCHS Gym Modernization

MEETING: March 21, 2012

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- _____ Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
- _____ Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- _____ Develop/Sustain Fiscal Crisis Long-Term Solution
- _____ Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- X _____ Ensure that Facilities are Safe for Staff and Students
- _____ Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The contracted Service Agreement with NTD Architects is for the KCHS Gym Modernization.

Recommendation:

The recommendation is to approve the agreement.

Fiscal Impact:

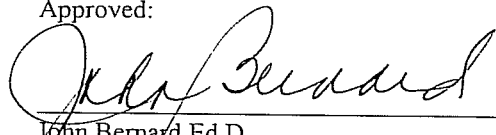
The \$107,000 cost will be charged to the Modernization projects funding.

Submitted By:

John Sims

Director of MOTF

Approved:



John Bernard Ed.D.
State Administrator

"Letter of Authorization to Proceed"

Date: March 9, 2012

Client: South Monterey County Joint Union High School District
800 Broadway
King City, CA 93930

Project: Gymnasium Remodel – King City High School

NTD Project: 2011-0175

Services Requested by: State Administrator, Dr. John Bernard

Services, Deliverables to be Provided, & Schedule:

- **Project Startup:** NTD Architecture familiarizes ourselves with project and assumes role as Architect of Record (AoR), reviews documents, and files required paperwork with DSA to take over as AoR. Coordination with Lease-Leaseback contractor.
 - **Deliverables:** Architect of Record assignment form to DSA and District.
 - **Schedule:** To be delivered week of March 12, 2012.
- **Construction Documents:** Revisions to DSA approved Construction Documents. Coordination with Lease-Leaseback contractor.
 - **Deliverables:** Contract document revisions issued to Contractor.
 - **Schedule:** Biddable revisions delivered to Contractor by April 16, 2012
- **DSA Agency Review:** Submittal of revised Construction Documents to Division of the State Architect (DSA) including DSA coordination and back check.
 - **Deliverables:** Addendum including contract document revisions to DSA.
 - **Schedule:** Addendum to be submitted to DSA approximately April 23, 2012
- **Construction Administration:** Architectural Construction Administration services including RFI review/response, Submittal review, periodic site visits during construction (bi-weekly), and required DSA submittals. Coordination with Lease-Leaseback contractor.
 - **Schedule:** Construction Duration: Approximately May 7 – July 13, 2012
- **Closeout:** Submittal of required DSA closeout paperwork.
 - **Deliverables:** DSA closeout package submitted to DSA and copied to District.
 - **Schedule:** Submittal to DSA approx. 90 days after completion of construction.

Fixed Fee:

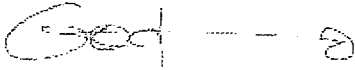
- We propose a fixed fee as follows:
 - Fixed Fee:
 - Fixed Fee = \$107,000
 - Phases:
 - Project Startup:
 - Construction Document Revisions:
 - DSA Agency Review:
 - Construction Administration:
 - Closeout:
 - DSA Fee Note: Any required DSA review/plan-check fees shall be paid by District direct to DSA.

Contract:

- Final terms to be provided in full contract should District require:

NTD/HBFL Architecture

Acknowledged By:



Godwin Osifeso, AIA, LEED AP, Partner
License #C22239

March 9, 2012
Date



JOHN BERNARD, STATE ADMINISTRATOR
(Printed Name and Title)

MARCH 12, 2012
Date

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD**

SUBJECT: Approval for KCHS Math Students to Attend
Competition at CSU Fresno on Saturday,
April 21, 2012

MEETING: March 21, 2012

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Approximately 10 students and 2 adults are asking permission to traveling to CSU Fresno on Saturday, April 21 to attend a mathematics competition which is open to all students in grades 6 – 12. All individuals will be leaving at 6:00 AM and returning to King City at approximately 4:00 PM.

Recommendation:

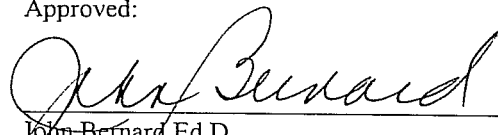
The recommendation is being made to approve the students to travel to Fresno for the one day event.

Fiscal Impact:

School vans would be used to transport the students. The cost would be covered from the KCHS Lottery fund.

Submitted By:

Approved:


John Bernard Ed.D.
State Administrator

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD**

SUBJECT: Monthly Cash Flow Report

MEETING: March 21, 2012

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

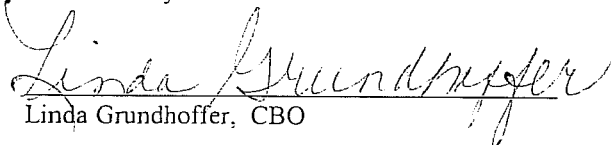
The monthly Cash Flow Report includes actual cash output through the prior month and gives an estimate of cash expenditures through June of the current year. With the receipt of deferred revenue limit funds from July, August and September and the acceptance of our waiver of the March deferral, it still appears at this time that the district will end the 2011-12 year with a positive cash balance.

Recommendation:

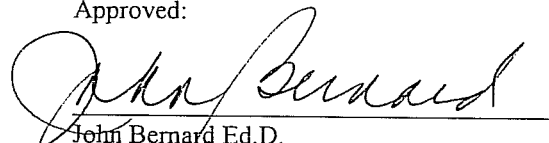
Information only.

Fiscal Impact:

Submitted By:


Linda Grundhoffer, CBO

Approved:


John Bernard Ed.D.
State Administrator

	Object	January	February	March	April	May	June	Accruals	TOTAL
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
A. BEGINNING CASH									
B. RECEIPTS									
Revenue Limit Sources									
Property Taxes	8020-8079	54,107.00	101,578.10		1,948,908.22	105,804.00			4,778,891.10
Principal Apportionment	8010-8019	2,904,613.00	0.00	177,545.22	0.00	0.00	0.00	967,905.72	5,904,756.90
Miscellaneous Funds	8080-8099	(114,711.58)	(13,513.37)	18,958.57	18,958.57	23,763.51	19,066.59		(27,694.00)
Federal Revenue	8100-8299	35,907.00	133,870.76	127,468.07	115,259.28	191,048.26	155,106.20	251,135.50	1,524,145.74
Other State Revenue	8300-8599	610,731.04	83,408.00	167,204.10	121,541.30	195,557.39	42,406.15	316,757.11	2,720,995.00
Other Local Revenue	8600-8799	314,820.48	27,258.68	172,712.88	73,141.00	185,683.67	31,268.69	15,096.10	1,186,853.69
Interfund Transfers In	8910-8929	0.00	0.00				46,256.00		46,256.00
All Other Financing Sources	8930-8979		2,001,032.95						4,001,032.95
Other Receipts/Non-Revenue							(24,035.71)		0.00
TOTAL RECEIPTS									
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	1,428,182.13	704,384.21	761,846.63	761,846.63	761,846.63	101,507.31	0.00	7,587,004.91
Classified Salaries	2000-2999	195,356.87	191,846.95	191,846.95	191,846.95	191,846.95	183,562.09	22,255.78	2,319,983.19
Employee Benefits	3000-3999	440,199.68	259,421.08	265,720.30	265,720.30	265,720.30	201,862.06	6,654.48	3,219,716.45
Books, Supplies and Services	4000-5999	166,545.04	160,082.31	214,576.00	148,221.00	318,116.00	304,495.00	1,234,116.19	3,938,799.24
Capital Outlay	6000-6599								0.00
Other Outgo	7000-7499	(944,107.82)	716,297.38	455,514.12	71,759.50	71,759.50	71,759.50	259,786.72	1,812,782.00
Interfund Transfers Out	7600-7629		2,001,032.95	0.00			175,601.00		2,176,633.95
All Other Financing Uses	7630-7699								0.00
Capital Disbursements/ Non-Capital Expenditures		1,252,102.92	(628,131.57)				(644,504.00)		795,627.75
TOTAL DISBURSEMENTS									
D. PRIOR YEAR TRANSACTIONS									
Accounts Receivable	9200	0.00							2,054,012.48
Accounts Payable	9500	0.00							465,571.09
TOTAL PRIOR YEAR TRANSACTIONS									
E. NET INCREASE/DECREASE (B - C + D)									
F. ENDING CASH (A + E)									
G. ENDING CASH, PLUS ACCRUALS									

	Object	July	August	September	October	November	December
ACTUALS THROUGH THE MONTH OF (Enter Month Name):							
A. BEGINNING CASH	9110	615,705.03	581,149.49	(348,719.59)	1,911,348.47	604,685.17	(576,010.52)
B. RECEIPTS							
Revenue Limit Sources							
Property Taxes	8020-8079	34,082.95	(26,324.47)	42,484.00	5,267.57	21,519.23	2,491,464.50
Principal Apportionment	8010-8019			1,601,783.00	252,909.96		
Miscellaneous Funds	8080-8099	2,466.31	3,511.10	3,543.09	3,471.83	3,376.77	3,414.61
Federal Revenue	8100-8299		432,901.62		(1,156.93)	62,708.00	19,897.98
Other State Revenue	8300-8599	163,850.00	74,555.00	334,527.54	171,560.37	83,915.00	354,982.00
Other Local Revenue	8600-8799	4,754.38	37,970.88	102,411.05	83,630.11	89,300.53	48,805.24
Interfund Transfers In	8910-8929					0.00	
All Other Financing Sources	8930-8979			2,000,000.00			
Other Receipts/Non-Revenue			24,035.71				
TOTAL RECEIPTS		205,153.64	546,649.84	4,084,748.68	515,682.91	260,819.53	2,918,564.33
C. DISBURSEMENTS							
Certificated Salaries	1000-1999	101,510.24	710,839.43	716,370.62	742,767.05	747,876.59	48,027.44
Classified Salaries	2000-2999	131,602.39	207,980.99	205,191.54	192,815.19	191,338.31	222,492.23
Employee Benefits	3000-3999	77,144.36	414,212.24	332,140.96	349,822.65	278,230.74	62,867.30
Books, Supplies and Services	4000-5999	297,553.81	156,352.49	172,588.24	235,687.77	182,040.86	348,424.53
Capital Outlay	6000-6599						
Other Outgo	7000-7499	20,043.97	42,092.34	986,200.16	19,584.29	42,092.34	0.00
Interfund Transfers Out	7600-7629						
All Other Financing Uses	7630-7699						
Other Disbursements/ Non Expenditures		(17.11)	816,472.45	(127.30)	(104.02)	(63.62)	
TOTAL DISBURSEMENTS		627,837.66	2,347,949.94	2,412,364.22	1,540,572.93	1,441,515.22	681,811.50
D. PRIOR YEAR TRANSACTIONS							
Accounts Receivable	9200	619,841.15	1,036,195.64	724,297.99	(326,322.30)	0.00	0.00
Accounts Payable	9500	231,712.67	164,764.62	136,614.39	(44,549.02)	0.00	(22,971.57)
TOTAL PRIOR YEAR TRANSACTIONS		388,128.48	871,431.02	587,683.60	(281,773.28)	0.00	22,971.57
E. NET INCREASE/DECREASE (B - C + D)		(34,555.54)	(929,869.08)	2,260,068.06	(1,306,663.30)	(1,180,695.69)	2,259,724.40
F. ENDING CASH (A + E)		581,149.49	(348,719.59)	1,911,348.47	604,685.17	(576,010.52)	1,683,713.88
G. ENDING CASH, PLUS ACCRUALS							

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD**

SUBJECT: Monthly Board Report of Revenues and Expenditures

MEETING: March 21, 2012

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

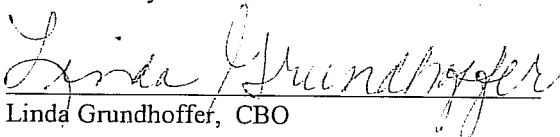
The Board Report of Revenues and Expenditures is provided monthly for the Board's information. The report includes the adopted budget, current working budget and actual activity to date for all funds of the district.

Recommendation:


Information Only

Fiscal Impact:

Submitted By:


Linda Grundhoffer, CBO

Approved:


John Bernard Ed.D.
State Administrator

Board Report

From 7/1/2011 thru 2/29/2012

3/12/2012 7:24:31AM

nd: 01 General Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
**** Total Adjusted Beginning Balance	<u>\$1,039,406.19</u>	<u>\$2,275,324.48</u>	<u>\$1,630,821.09</u>	<u>\$1,630,821.09</u>	<u>\$0.00</u>	<u>\$644,503.39</u>	<u>28.33</u>
01100 Revenue Limit State Aid - Current Year	\$6,059,759.00	\$6,056,751.00	\$4,506,396.00	\$4,506,396.00	\$0.00	\$1,550,355.00	25.60
01900 Revenue Limit State Aid - Prior Years	\$0.00	\$0.00	\$252,909.96	\$252,909.96	\$0.00	(\$252,909.96)	0.00
02100 Home Owners Exemption	\$26,000.00	\$26,000.00	\$13,961.43	\$13,961.43	\$0.00	\$12,038.57	46.30
04100 Secured Tax Rolls	\$4,369,500.00	\$4,369,500.00	\$2,355,212.14	\$2,355,212.14	\$0.00	\$2,014,287.86	46.10
04200 Unsecured Roll Taxes	\$165,000.00	\$165,000.00	\$166,588.16	\$166,588.16	\$0.00	(\$1,588.16)	(0.96)
043 Prior Years' Taxes	\$160,000.00	\$160,000.00	\$129,181.83	\$129,181.83	\$0.00	\$30,818.17	19.26
044 Supplemental Taxes	\$25,000.00	\$25,000.00	\$26,480.16	\$26,480.16	\$0.00	(\$1,480.16)	(5.92)
04700 Community Redevelopment Funds	\$28,309.00	\$28,309.00	\$20,390.17	\$20,390.17	\$0.00	\$7,918.83	27.97
04800 Penalties and Interest from Delinquent Taxes	\$0.00	\$0.00	\$12,364.99	\$12,364.99	\$0.00	(\$12,364.99)	0.00
09200 PERS Reduction Transfer	\$33,116.00	\$27,694.00	\$26,425.04	\$26,425.04	\$0.00	\$1,268.96	4.58
09600 Transfers to Charter Schools In-Lieu of Property Tax	(\$220,000.00)	(\$202,300.00)	(\$134,866.28)	(\$134,866.28)	\$0.00	(\$67,433.72)	33.33
18100 Special Education - Entitlement per UDC	\$356,305.00	\$356,305.00	\$44,180.26	\$44,180.26	\$0.00	\$312,124.74	87.60
29000 All Other Federal Revenues	\$1,091,599.00	\$1,167,840.74	\$639,948.17	\$639,948.17	\$0.00	\$527,892.57	45.20
31100 Other State Apportionments - Current Year	\$593,488.00	\$627,110.00	\$338,284.93	\$338,284.93	\$0.00	\$288,825.07	46.06
55000 Mandated Cost Reimbursements	\$0.00	\$69,361.00	\$69,361.00	\$69,361.00	\$0.00	\$0.00	0.00
56000 State Lottery Revenue	\$211,904.00	\$269,724.00	\$73,774.00	\$73,774.00	\$0.00	\$195,950.00	72.65
59000 All Other State Revenues	\$1,722,904.00	\$1,754,800.00	\$1,396,109.02	\$1,396,109.02	\$0.00	\$358,690.98	20.44
52500 Comm. Redevelop. Fds Not Sub. to RL Deduct.	\$30,000.00	\$26,419.00	\$26,700.29	\$26,700.29	\$0.00	(\$281.29)	(1.06)
55000 Leases and Rentals	\$26,800.00	\$12,500.00	\$15,374.80	\$15,374.80	\$0.00	(\$2,874.80)	(23.00)
56000 Interest	\$4,000.00	\$4,000.00	\$3,539.67	\$3,539.67	\$0.00	\$460.33	11.51
56200 Gains or Losses on Investments	\$0.00	\$2,408.00	\$2,042.34	\$2,042.34	\$0.00	\$365.66	15.19
57700 Interagency Services Between LEAs	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	100.00
59900 All Other Local Revenues	\$268,500.00	\$351,602.69	\$249,939.25	\$249,939.25	\$0.00	\$101,663.44	28.91

Board Report

From 7/1/2011 thru 2/29/2012

3/12/2012 7:24:31AM

nd: 01 General Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
79200 Transfers of Apportionments From County Offices	\$650,000.00	\$739,924.00	\$411,355.00	\$411,355.00	\$0.00	\$328,569.00	44.41
91900 Other Authorized Interfund Transfers In	\$0.00	\$46,256.00	\$200,000.00	\$200,000.00	\$0.00	(\$153,744.00)	(332.38)
93100 Emergency Apportionments	\$2,000,000.00	\$2,000,000.00	\$4,001,032.95	\$4,001,032.95	\$0.00	(\$2,001,032.95)	(100.05)
98000 Contributions from Unrestricted Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
99000 Contributions/Transfers from Restricted Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
**** 8000 Totals	\$17,652,184.00	\$18,134,204.43	\$14,846,685.28	\$14,846,685.28	\$0.00	\$3,287,519.15	18.13
**** Total Income & Beginning Balance	\$18,691,590.19	\$20,409,528.91	\$16,477,506.37	\$16,477,506.37	\$0.00	\$3,932,022.54	19.27
100 - 3 Teachers' Salaries	\$5,770,366.00	\$6,080,132.90	\$4,217,965.75	\$4,217,965.75	\$0.00	\$1,862,167.15	30.63
100 - 4 Substitute Teachers	\$173,850.00	\$167,350.00	\$110,115.11	\$110,115.11	\$0.00	\$57,234.89	34.20
10030 Teachers Salaries - Hourly	\$14,120.00	\$42,400.00	\$27,830.00	\$27,830.00	\$0.00	\$14,570.00	34.36
10060 Teachers Salaries - Stipends	\$14,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
20000 Certificated Pupil Support Salaries	\$195,612.00	\$183,003.00	\$122,001.60	\$122,001.60	\$0.00	\$61,001.40	33.33
30000 Certificated Supervisors' and Administrators' Salaries	\$1,036,755.00	\$940,022.00	\$618,192.87	\$618,192.87	\$0.00	\$321,829.13	34.24
30010 Certificated Supervisor and Administrator Salaries-Su	\$32,000.00	\$30,872.00	\$30,872.38	\$30,872.38	\$0.00	(\$0.38)	0.00
90020 Other Certificated Salaries - Other	\$90,000.00	\$90,000.00	\$25,575.00	\$25,575.00	\$0.00	\$64,425.00	71.58
90030 Other Certificated Salaries - Hourly	\$0.00	\$42,225.00	\$41,345.00	\$41,345.00	\$0.00	\$880.00	2.08
90060 Other Certificated Salaries - Stipend	\$16,000.00	\$11,000.00	\$6,060.00	\$6,060.00	\$0.00	\$4,940.00	44.91
**** 1000 Totals	\$7,342,703.00	\$7,587,004.90	\$5,199,957.71	\$5,199,957.71	\$0.00	\$2,387,047.19	31.46
0000 Instructional Aides' Salaries	\$296,464.30	\$316,631.00	\$229,404.09	\$229,404.09	\$0.00	\$87,226.91	27.55
0010 Instructional Aides- Substitute	\$5,000.00	\$6,000.00	\$2,140.05	\$2,140.05	\$0.00	\$3,859.95	64.33
0030 Instructional Aides Salaries - Hourly	\$5,000.00	\$5,000.00	\$450.37	\$450.37	\$0.00	\$4,549.63	90.99
0000 Classified Support Salaries	\$1,056,617.40	\$863,493.00	\$579,594.04	\$579,594.04	\$0.00	\$283,898.96	32.88
0010 Substitute Classified Support Salaries	\$10,000.00	\$34,000.00	\$26,208.42	\$26,208.42	\$0.00	\$7,791.58	22.92
0030 Classified Support Salaries - Hourly	\$1,000.00	\$21,873.00	\$13,901.89	\$13,901.89	\$0.00	\$7,971.11	36.44

Board Report

From 7/1/2011 thru 2/29/2012

3/12/2012 7:24:31AM

nd: 01 General Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
20050 Classified Support Salaries - Overtime	\$64,500.00	\$36,300.00	\$23,580.49	\$23,580.49	\$0.00	\$12,719.51	35.04
30000 Classified Supervisors' and Administrators' Salaries	\$481,180.00	\$479,506.00	\$322,060.26	\$322,060.26	\$0.00	\$157,445.74	32.83
40000 Clerical & Office Salaries	\$446,881.19	\$453,857.19	\$293,813.86	\$293,813.86	\$0.00	\$160,043.33	35.26
40010 Substitute Clerical and Office Salaries	\$0.00	\$604.00	\$603.88	\$603.88	\$0.00	\$0.12	0.02
40030 Clerical and Office Salaries - Hourly	\$0.00	\$18,630.00	\$12,389.10	\$12,389.10	\$0.00	\$6,240.90	33.50
40050 Clerical and Office Salaries - Overtime	\$0.00	\$902.00	\$2,115.77	\$2,115.77	\$0.00	(\$1,213.77)	(134.56)
90020 Other Classified Salaries - Other	\$82,500.00	\$82,500.00	\$31,675.00	\$31,675.00	\$0.00	\$50,825.00	61.61
90050 Other Classified Salaries - Overtime	\$0.00	\$687.00	\$687.25	\$687.25	\$0.00	(\$0.25)	(0.04)
**** 2000 Totals	\$2,454,142.89	\$2,319,983.19	\$1,538,624.47	\$1,538,624.47	\$0.00	\$781,358.72	33.68
0100 State Teachers' Retirement System. certificated	\$562,905.00	\$576,477.00	\$407,042.16	\$407,042.16	\$0.00	\$169,434.84	29.39
0200 Public Employees' Retirement System. classified	\$249,062.45	\$240,855.45	\$155,701.49	\$155,701.49	\$0.00	\$85,153.96	35.35
0100 Social Security/Medicare/Alternative. certificated	\$103,180.00	\$107,473.00	\$71,311.48	\$71,311.48	\$0.00	\$36,161.52	33.65
0200 Social Security/Medicare/Alternative. classified	\$185,376.00	\$177,732.00	\$111,639.29	\$111,639.29	\$0.00	\$66,092.71	37.19
0100 Health & Welfare Benefits. certificated	\$913,372.00	\$914,213.00	\$641,350.32	\$641,350.32	\$0.00	\$272,862.68	29.85
0200 Health & Welfare Benefits. classified	\$559,142.00	\$513,257.00	\$328,871.31	\$328,871.31	\$0.00	\$184,385.69	35.92
0100 State Unemployment Insurance. certificated	\$114,225.00	\$116,066.00	\$82,040.29	\$82,040.29	\$0.00	\$34,025.71	29.32
0200 State Unemployment Insurance. classified	\$40,675.00	\$43,929.00	\$29,015.47	\$29,015.47	\$0.00	\$14,913.53	33.95
0100 Worker's Compensation Insurance. certificated	\$174,179.00	\$177,625.00	\$124,609.11	\$124,609.11	\$0.00	\$53,015.89	29.85
0200 Worker's Compensation Insurance. classified	\$60,662.00	\$58,077.00	\$36,487.66	\$36,487.66	\$0.00	\$21,589.34	37.17
0100 Retiree Benefits. certificated	\$135,000.00	\$83,965.00	\$60,146.60	\$60,146.60	\$0.00	\$23,818.40	28.37
0200 Retiree Benefits. classified	\$45,000.00	\$32,028.00	\$19,963.70	\$19,963.70	\$0.00	\$12,064.30	37.67
0200 PERS Reduction. Classified	\$32,306.00	\$27,694.00	\$26,421.08	\$26,421.08	\$0.00	\$1,272.92	4.60
0100 Other Benefits. certificated	\$150,325.00	\$150,325.00	\$119,439.05	\$119,439.05	\$0.00	\$30,885.95	20.55

Board Report

From 7/1/2011 thru 2/29/2012

3/12/2012 7:24:31AM

nd: 01 General Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
71030 Direct Costs for Transfer of Services - Field Trips	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
71035 Direct Costs for Transfer of Services - Motor Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
80000 Professional/Consulting Services and Operating Expe	\$649,595.00	\$1,198,582.52	\$518,472.28	\$518,472.28	\$430,878.24	\$249,232.00	20.79
80010 Prof. Services & Operating Expenses- Legal	\$55,000.00	\$39,000.00	\$13,678.31	\$13,678.31	\$25,000.00	\$321.69	0.82
80020 Prof. Services & Operating Expenses - Transportatio	\$7,120.00	\$1,031.00	\$690.70	\$690.70	\$0.00	\$340.30	33.01
80040 Prof. Services & Operating Expenses - Advertising	\$0.00	\$147.00	\$147.25	\$147.25	\$0.00	(\$0.25)	(0.17)
80050 Prof Services & Operating Expenses-Software Licens	\$396,385.00	\$157,874.00	\$90,537.40	\$90,537.40	\$10,795.00	\$56,541.60	35.81
80037 Prof Services and Operating Expenses - Fingerprint/ Communications - Telephone	\$3,000.00	\$3,000.00	\$1,233.00	\$1,233.00	\$672.00	\$1,095.00	36.50
90030 Communications - Postage	\$1,200.00	\$2,500.00	\$2,132.44	\$2,132.44	\$366.80	\$0.76	0.03
90040 Communications - Cellular Phones	\$28,250.00	\$29,834.00	\$20,373.27	\$20,373.27	\$1,855.58	\$7,605.15	25.49
	\$11,810.00	\$13,995.00	\$8,364.74	\$8,364.74	\$872.68	\$4,757.58	33.99
**** 5000 Totals	\$2,150,662.00	\$2,452,791.58	\$1,300,163.95	\$1,300,163.95	\$761,390.34	\$391,237.29	15.95
**** 1000 - 5000	\$15,915,419.34	\$17,065,503.78	\$10,671,896.24	\$10,671,896.24	\$886,287.96	\$5,507,319.58	32.27
13000 State Special Schools	\$12,420.00	\$12,420.00	\$0.00	\$0.00	\$0.00	\$12,420.00	100.00
14200 Other Tuition, Excess Costs, and/or Deficits Payment	\$533,656.00	\$527,218.00	\$250,089.96	\$250,089.96	\$0.00	\$277,128.04	52.56
28200 All Other Transfers to County Offices	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$28,000.00	100.00
31000 Transfers of Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
35000 Transfers of Indirect Costs-Interfund	(\$44,613.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
43800 Debt Service Interest	\$927,843.76	\$975,144.00	\$362,112.70	\$362,112.70	\$0.00	\$613,031.30	62.87
43900 Other Debt Service Payments	\$277,000.00	\$270,000.00	\$270,000.00	\$270,000.00	\$0.00	\$0.00	0.00
51200 Between General Fund and Special Reserve Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
51600 From General Fund to Cafeteria Fund	\$116,719.00	\$175,601.00	\$0.00	\$0.00	\$0.00	\$175,601.00	100.00
**** 7000 Totals	\$1,851,025.76	\$1,988,383.00	\$882,202.66	\$882,202.66	\$0.00	\$1,106,180.34	55.63
**** 1000 - 7000	\$17,766,445.10	\$19,053,886.78	\$11,554,098.90	\$11,554,098.90	\$886,287.96	\$6,613,499.92	34.71

Board Report

From 7/1/2011 thru 2/29/2012

3/12/2012 7:24:31AM

nd: 01 General Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
Total: Beginning Balance	\$1,039,406.19	\$2,275,324.48	\$1,630,821.09	\$1,630,821.09	\$0.00	\$644,503.39	28.33
Total: Income Current Year	\$17,652,184.00	\$18,134,204.43	\$14,846,685.28	\$14,846,685.28	\$0.00	\$3,287,519.15	18.13
Total: 1000 - 5000	\$15,915,419.34	\$17,065,503.78	\$10,671,896.24	\$10,671,896.24	\$886,287.96	\$5,507,319.58	32.27
Total: 1000 - 6000	\$15,915,419.34	\$17,065,503.78	\$10,671,896.24	\$10,671,896.24	\$886,287.96	\$5,507,319.58	32.27
Total: 1000 - 7000	\$17,766,445.10	\$19,053,886.78	\$11,554,098.90	\$11,554,098.90	\$886,287.96	\$6,613,499.92	34.71
Total: 9710 - 9719	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: 9770 - 9780	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: Estimated Fund Balance (9790)	\$925,145.09	\$1,355,642.13	\$4,923,407.47	\$4,923,407.47	(\$886,287.96)	(\$2,681,477.38)	(197.80)
- 33 8							
Total Income & Beginning Balance	\$18,691,590.19	\$20,409,528.91	\$16,477,506.37	\$16,477,506.37	\$0.00	\$3,932,022.54	19.27
Total Expenditures & Ending Balance	\$18,691,590.19	\$20,409,528.91	\$16,477,506.37	\$16,477,506.37	\$0.00	\$3,932,022.54	19.27

Board Report

From 7/1/2011 thru 2/29/2012

3/12/2012 7:24:31AM

und: 09 Charter Schools Fund

	Approved	Working	Expended		Encumbered	Unencumbered	%
			Current	Year To Date		Balance	
**** Total Adjusted Beginning Balance	<u>\$137,733.00</u>	<u>\$234,988.51</u>	<u>\$234,988.51</u>	<u>\$234,988.51</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>
801500 Charter Schools Gen Purpose Entitlement-State Aid	\$327,000.00	\$291,657.00	\$244,859.00	\$244,859.00	\$0.00	\$46,798.00	16.05
801900 Revenue Limit State Aid - Prior Years	\$0.00	\$0.00	\$39,738.91	\$39,738.91	\$0.00	(\$39,738.91)	0.00
809600 Transfers to Charter Schools In-Lieu of Property Tax	\$150,000.00	\$167,321.00	\$134,866.28	\$134,866.28	\$0.00	\$32,454.72	19.40
856000 State Lottery Revenue	\$0.00	\$16,861.00	\$13,840.37	\$13,840.37	\$0.00	\$3,020.63	17.91
859000 All Other State Revenues	\$30,500.00	\$30,643.00	\$23,818.00	\$23,818.00	\$0.00	\$6,825.00	22.27
866000 Interest	\$100.00	\$775.00	\$466.25	\$466.25	\$0.00	\$308.75	39.84
898000 Contributions from Unrestricted Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
**** 8000 Totals	<u>\$507,600.00</u>	<u>\$507,257.00</u>	<u>\$457,588.81</u>	<u>\$457,588.81</u>	<u>\$0.00</u>	<u>\$49,668.19</u>	<u>9.79</u>
**** Total Income & Beginning Balance	<u>\$645,333.00</u>	<u>\$742,245.51</u>	<u>\$692,577.32</u>	<u>\$692,577.32</u>	<u>\$0.00</u>	<u>\$49,668.19</u>	<u>6.69</u>
10000 Teachers' Salaries	\$57,608.00	\$95,200.00	\$60,007.12	\$60,007.12	\$0.00	\$35,192.88	36.97
10010 Substitute Teachers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
10030 Teachers Salaries - Hourly	\$155,000.00	\$94,000.00	\$48,480.00	\$48,480.00	\$0.00	\$45,520.00	48.43
30000 Certificated Supervisors' and Administrators' Salaries	\$46,856.00	\$84,554.00	\$56,369.04	\$56,369.04	\$0.00	\$28,184.96	33.33
**** 1000 Totals	<u>\$259,464.00</u>	<u>\$273,754.00</u>	<u>\$164,856.16</u>	<u>\$164,856.16</u>	<u>\$0.00</u>	<u>\$108,897.84</u>	<u>39.78</u>
40000 Clerical & Office Salaries	\$35,038.00	\$35,038.00	\$24,128.30	\$24,128.30	\$0.00	\$10,909.70	31.14
**** 2000 Totals	<u>\$35,038.00</u>	<u>\$35,038.00</u>	<u>\$24,128.30</u>	<u>\$24,128.30</u>	<u>\$0.00</u>	<u>\$10,909.70</u>	<u>31.14</u>
10100 State Teachers' Retirement System. certificated	\$21,191.00	\$21,711.00	\$10,441.92	\$10,441.92	\$0.00	\$11,269.08	51.90
20200 Public Employees' Retirement System. classified	\$3,755.00	\$3,755.00	\$2,635.54	\$2,635.54	\$0.00	\$1,119.46	29.81
30100 Social Security/Medicare/Alternative. certificated	\$31,124.00	\$31,360.00	\$1,881.70	\$1,881.70	\$0.00	\$29,478.30	94.00
30200 Social Security/Medicare/Alternative. classified	\$2,680.00	\$2,680.00	\$1,845.87	\$1,845.87	\$0.00	\$834.13	31.12

Board Report

From 7/1/2011 thru 2/29/2012

nd: 09 Charter Schools Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
40100 Health & Welfare Benefits. certificated	\$16,230.00	\$16,988.00	\$11,328.26	\$11,328.26	\$0.00	\$5,659.74	33.32
40200 Health & Welfare Benefits. classified	\$10,820.00	\$10,820.00	\$7,271.39	\$7,271.39	\$0.00	\$3,548.61	32.80
50100 State Unemplovment Insurance. certificated	\$4,135.00	\$4,232.00	\$2,623.41	\$2,623.41	\$0.00	\$1,608.59	38.01
50200 State Unemplovment Insurance. classified	\$564.00	\$564.00	\$388.44	\$388.44	\$0.00	\$175.56	31.13
60100 Worker's Compensation Insurance. certificated	\$6,284.00	\$6,431.00	\$3,986.30	\$3,986.30	\$0.00	\$2,444.70	38.01
60200 Worker's Compensation Insurance. classified	\$857.00	\$857.00	\$590.32	\$590.32	\$0.00	\$266.68	31.12
80200 PERS Reduction. Classified	\$810.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
**** 3000 Totals	\$98,450.00	\$99,398.00	\$42,993.15	\$42,993.15	\$0.00	\$56,404.85	56.75
10000 Approved Textbooks and Core Curricula Materials	\$6,000.00	\$7,224.00	\$7,223.92	\$7,223.92	\$0.00	\$0.08	0.00
20000 Books and Reference Materials	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
30000 Materials and Supplies	\$2,500.00	\$4,589.00	\$2,290.72	\$2,290.72	\$476.38	\$1,821.90	39.70
**** 4000 Totals	\$10,000.00	\$11,813.00	\$9,514.64	\$9,514.64	\$476.38	\$1,821.98	15.42
20000 Travel and Conferences	\$5,500.00	\$1,763.00	\$1,462.82	\$1,462.82	\$0.00	\$300.18	17.03
30000 Dues and Memberships	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
50010 Maintenance Agreements	\$1,500.00	\$1,900.00	\$1,531.26	\$1,531.26	\$0.00	\$368.74	19.41
50030 Leases and Rentals	\$2,750.00	\$4,293.00	\$2,547.15	\$2,547.15	\$1,595.85	\$150.00	3.49
30000 Professional/Consulting Services and Operating Expe	\$1,000.00	\$1,131.00	\$925.46	\$925.46	\$0.00	\$205.54	18.17
**** 5000 Totals	\$10,900.00	\$9,087.00	\$6,466.69	\$6,466.69	\$1,595.85	\$1,024.46	11.27
**** 1000 - 5000	\$413,852.00	\$429,090.00	\$247,958.94	\$247,958.94	\$2,072.23	\$179,058.83	41.73
55000 Transfers of Indirect Costs-Interfund	\$44,613.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
51900 Other Authorized Interfund Transfers Out	\$0.00	\$46,256.00	\$200,000.00	\$200,000.00	\$0.00	(\$153,744.00)	(332.38)

- 40 -

Board Report

From 7/1/2011 thru 2/29/2012

und: 09 Charter Schools Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
**** 7000 Totals	\$44,613.00	\$46,256.00	\$200,000.00	\$200,000.00	\$0.00	(\$153,744.00)	(332.38)
**** 1000 - 7000	\$458,465.00	\$475,346.00	\$447,958.94	\$447,958.94	\$2,072.23	\$25,314.83	5.33

Board Report

From 7/1/2011 thru 2/29/2012

nd: 09 Charter Schools Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
Total: Beginning Balance	\$137,733.00	\$234,988.51	\$234,988.51	\$234,988.51	\$0.00	\$0.00	0.00
Total: Income Current Year	\$507,600.00	\$507,257.00	\$457,588.81	\$457,588.81	\$0.00	\$49,668.19	9.79
Total: 1000 - 5000	\$413,852.00	\$429,090.00	\$247,958.94	\$247,958.94	\$2,072.23	\$179,058.83	41.73
Total: 1000 - 6000	\$413,852.00	\$429,090.00	\$247,958.94	\$247,958.94	\$2,072.23	\$179,058.83	41.73
Total: 1000 - 7000	\$458,465.00	\$475,346.00	\$447,958.94	\$447,958.94	\$2,072.23	\$25,314.83	5.33
Total: 9710 - 9719	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: 9770 - 9780	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: Estimated Fund Balance (9790)	\$186,868.00	\$266,899.51	\$244,618.38	\$244,618.38	(\$2,072.23)	\$24,353.36	9.12
- 42 -							
Total Income & Beginning Balance	\$645,333.00	\$742,245.51	\$692,577.32	\$692,577.32	\$0.00	\$49,668.19	6.69
Total Expenditures & Ending Balance	\$645,333.00	\$742,245.51	\$692,577.32	\$692,577.32	\$0.00	\$49,668.19	6.69

Board Report

From 7/1/2011 thru 2/29/2012

und: 11 Adult Education Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
**** Total Adjusted Beginning Balance	<u>\$4,522.41</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>
66200 Gains or Losses on Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
**** 8000 Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>
**** Total Income & Beginning Balance	<u>\$4,522.41</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>

Board Report

From 7/1/2011 thru 2/29/2012

3/12/2012 7:24:31AM

nd: 13 Cafeteria Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
**** Total Adjusted Beginning Balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>
22000 Child Nutrition Programs	\$216,000.00	\$332,000.00	\$165,534.66	\$165,534.66	\$0.00	\$166,465.34	50.14
52000 Child Nutrition	\$20,000.00	\$28,800.00	\$14,353.78	\$14,353.78	\$0.00	\$14,446.22	50.16
63400 Food Services Sales	\$74,000.00	\$73,000.00	\$36,500.80	\$36,500.80	\$0.00	\$36,499.20	50.00
66000 Interest	\$0.00	(\$722.00)	(\$825.07)	(\$825.07)	\$0.00	\$103.07	(14.28)
91600 To Cafeteria Fund. From General Fund	\$116,719.00	\$175,601.00	\$0.00	\$0.00	\$0.00	\$175,601.00	100.00
-45- **** 8000 Totals	<u>\$426,719.00</u>	<u>\$608,679.00</u>	<u>\$215,564.17</u>	<u>\$215,564.17</u>	<u>\$0.00</u>	<u>\$393,114.83</u>	<u>64.58</u>
**** Total Income & Beginning Balance	<u>\$426,719.00</u>	<u>\$608,679.00</u>	<u>\$215,564.17</u>	<u>\$215,564.17</u>	<u>\$0.00</u>	<u>\$393,114.83</u>	<u>64.58</u>
20000 Classified Support Salaries	\$98,000.00	\$79,000.00	\$51,009.42	\$51,009.42	\$0.00	\$27,990.58	35.43
30000 Classified Supervisors' and Administrators' Salaries	\$45,886.00	\$45,886.00	\$30,579.12	\$30,579.12	\$0.00	\$15,306.88	33.36
**** 2000 Totals	<u>\$143,886.00</u>	<u>\$124,886.00</u>	<u>\$81,588.54</u>	<u>\$81,588.54</u>	<u>\$0.00</u>	<u>\$43,297.46</u>	<u>34.67</u>
20200 Public Employees' Retirement System. classified	\$6,968.00	\$7,102.00	\$4,617.61	\$4,617.61	\$0.00	\$2,484.39	34.98
30200 Social Security/Medicare/Alternative. classified	\$23,685.00	\$9,784.00	\$6,241.02	\$6,241.02	\$0.00	\$3,542.98	36.21
40200 Health & Welfare Benefits. classified	\$10,819.00	\$9,100.00	\$6,311.27	\$6,311.27	\$0.00	\$2,788.73	30.65
50200 State Unemployment Insurance. classified	\$2,127.00	\$2,020.00	\$1,313.43	\$1,313.43	\$0.00	\$706.57	34.98
50200 Worker's Compensation Insurance. classified	\$3,236.00	\$3,060.00	\$1,995.88	\$1,995.88	\$0.00	\$1,064.12	34.78
80200 PERS Reduction. Classified	\$0.00	\$0.00	\$3.96	\$3.96	\$0.00	(\$3.96)	0.00
**** 3000 Totals	<u>\$46,835.00</u>	<u>\$31,066.00</u>	<u>\$20,483.17</u>	<u>\$20,483.17</u>	<u>\$0.00</u>	<u>\$10,582.83</u>	<u>34.07</u>
30000 Materials and Supplies	\$10,000.00	\$4,500.00	\$1,965.67	\$1,965.67	\$586.20	\$1,948.13	43.29
40000 Noncapitalized Equipment	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
70000 Food	\$200,000.00	\$435,612.00	\$270,006.35	\$270,006.35	\$39,393.53	\$126,212.12	28.97

Board Report

From 7/1/2011 thru 2/29/2012

3/12/2012 7:24:31AM

nd: 13 Cafeteria Fund

	Approved	Working	Expended Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
**** 4000 Totals	<u>\$214,500.00</u>	<u>\$440,112.00</u>	<u>\$271,972.02</u>	<u>\$271,972.02</u>	<u>\$39,979.73</u>	<u>\$128,160.25</u>	<u>29.12</u>
20000 Travel and Conferences	\$1,500.00	\$1,500.00	\$888.00	\$888.00	\$0.00	\$612.00	40.80
60000 Rentals, Leases and Repairs	\$13,485.00	\$3,000.00	\$232.75	\$232.75	\$0.00	\$2,767.25	92.24
80000 Professional/Consulting Services and Operatine Expe	\$5,115.00	\$8,115.00	\$2,950.69	\$2,950.69	\$2,177.50	\$2,986.81	36.81
**** 5000 Totals	<u>\$20,100.00</u>	<u>\$12,615.00</u>	<u>\$4,071.44</u>	<u>\$4,071.44</u>	<u>\$2,177.50</u>	<u>\$6,366.06</u>	<u>50.46</u>
**** 1000 - 5000	<u>\$425,321.00</u>	<u>\$608,679.00</u>	<u>\$378,115.17</u>	<u>\$378,115.17</u>	<u>\$42,157.23</u>	<u>\$188,406.60</u>	<u>30.95</u>

Board Report

From 7/1/2011 thru 2/29/2012

3/12/2012 7:24:31AM

und: 13 Cafeteria Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
Total: Beginning Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: Income Current Year	\$426,719.00	\$608,679.00	\$215,564.17	\$215,564.17	\$0.00	\$393,114.83	64.58
Total: 1000 - 5000	\$425,321.00	\$608,679.00	\$378,115.17	\$378,115.17	\$42,157.23	\$188,406.60	30.95
Total: 1000 - 6000	\$425,321.00	\$608,679.00	\$378,115.17	\$378,115.17	\$42,157.23	\$188,406.60	30.95
Total: 1000 - 7000	\$425,321.00	\$608,679.00	\$378,115.17	\$378,115.17	\$42,157.23	\$188,406.60	30.95
Total: 9710 - 9719	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: 9770 - 9780	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: Estimated Fund Balance (9790)	\$1,398.00	\$0.00	(\$162,551.00)	(\$162,551.00)	(\$42,157.23)	\$204,708.23	0.00
- 47							
Total Income & Beginning Balance	\$426,719.00	\$608,679.00	\$215,564.17	\$215,564.17	\$0.00	\$393,114.83	64.58
Total Expenditures & Ending Balance	\$426,719.00	\$608,679.00	\$215,564.17	\$215,564.17	\$0.00	\$393,114.83	64.58

Board Report

From 7/1/2011 thru 2/29/2012

id: 14 Deferred Maintenance Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
**** Total Adjusted Beginning Balance	<u>\$0.00</u>	<u>\$7,095.67</u>	<u>\$7,095.67</u>	<u>\$7,095.67</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>
56000 Interest	\$0.00	\$39.00	\$24.05	\$24.05	\$0.00	\$14.95	38.33
56200 Gains or Losses on Investments	\$0.00	\$428.00	\$427.86	\$427.86	\$0.00	\$0.14	0.03
**** 8000 Totals	<u>\$0.00</u>	<u>\$467.00</u>	<u>\$451.91</u>	<u>\$451.91</u>	<u>\$0.00</u>	<u>\$15.09</u>	<u>3.23</u>
**** Total Income & Beginning Balance	<u>\$0.00</u>	<u>\$7,562.67</u>	<u>\$7,547.58</u>	<u>\$7,547.58</u>	<u>\$0.00</u>	<u>\$15.09</u>	<u>0.20</u>
30000 Materials and Supplies	\$0.00	\$2,700.00	\$0.00	\$0.00	\$2,690.53	\$9.47	0.35
**** 4000 Totals	<u>\$0.00</u>	<u>\$2,700.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,690.53</u>	<u>\$9.47</u>	<u>0.35</u>
50020 Repairs	\$0.00	\$2,300.00	\$174.00	\$174.00	\$0.00	\$2,126.00	92.43
**** 5000 Totals	<u>\$0.00</u>	<u>\$2,300.00</u>	<u>\$174.00</u>	<u>\$174.00</u>	<u>\$0.00</u>	<u>\$2,126.00</u>	<u>92.43</u>
**** 1000 - 5000	<u>\$0.00</u>	<u>\$5,000.00</u>	<u>\$174.00</u>	<u>\$174.00</u>	<u>\$2,690.53</u>	<u>\$2,135.47</u>	<u>42.71</u>
43900 Other Debt Service Pavments	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	0.00
**** 7000 Totals	<u>\$0.00</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>
**** 1000 - 7000	<u>\$0.00</u>	<u>\$7,000.00</u>	<u>\$2,174.00</u>	<u>\$2,174.00</u>	<u>\$2,690.53</u>	<u>\$2,135.47</u>	<u>30.51</u>

Board Report

From 7/1/2011 thru 2/29/2012

3/12/2012 7:24:31AM

nd: 14 Deferred Maintenance Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
Total: Beginning Balance	\$0.00	\$7,095.67	\$7,095.67	\$7,095.67	\$0.00	\$0.00	0.00
Total: Income Current Year	\$0.00	\$467.00	\$451.91	\$451.91	\$0.00	\$0.00	0.00
Total: 1000 - 5000	\$0.00	\$5,000.00	\$174.00	\$174.00	\$2,690.53	\$2,135.47	42.71
Total: 1000 - 6000	\$0.00	\$5,000.00	\$174.00	\$174.00	\$2,690.53	\$2,135.47	42.71
Total: 1000 - 7000	\$0.00	\$7,000.00	\$2,174.00	\$2,174.00	\$2,690.53	\$2,135.47	30.51
Total: 9710 - 9719	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: 9770 - 9780	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: Estimated Fund Balance (9790)	\$0.00	\$562.67	\$5,373.58	\$5,373.58	(\$2,690.53)	(\$2,120.38)	(377.41)
- 49 -							
Total Income & Beginning Balance	\$0.00	\$7,562.67	\$7,547.58	\$7,547.58	\$0.00	\$15.09	0.20
Total Expenditures & Ending Balance	\$0.00	\$7,562.67	\$7,547.58	\$7,547.58	\$0.00	\$15.09	0.20

Board Report

From 7/1/2011 thru 2/29/2012

nd: 17 Special Reserve Fund for Other than

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
**** Total Adjusted Beginning Balance	<u>\$2,316,265.00</u>	<u>\$5,755,422.43</u>	<u>\$6,397,639.41</u>	<u>\$6,397,639.41</u>	<u>\$0.00</u>	<u>(\$642,216.98)</u>	<u>(11.16)</u>
66000 Interest	\$0.00	\$2,750.00	\$1,323.50	\$1,323.50	\$0.00	\$1,426.50	51.87
91200 Between General Fund and Special Reserve Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
**** 8000 Totals	<u>\$0.00</u>	<u>\$2,750.00</u>	<u>\$1,323.50</u>	<u>\$1,323.50</u>	<u>\$0.00</u>	<u>\$1,426.50</u>	<u>51.87</u>
**** Total Income & Beginning Balance	<u>\$2,316,265.00</u>	<u>\$5,758,172.43</u>	<u>\$6,398,962.91</u>	<u>\$6,398,962.91</u>	<u>\$0.00</u>	<u>(\$640,790.48)</u>	<u>(11.13)</u>

Board Report

From 7/1/2011 thru 2/29/2012

3/12/2012 7:24:31AM

nd: 17 Special Reserve Fund for Other than

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
Total: Beginning Balance	\$2,316,265.00	\$5,755,422.43	\$6,397,639.41	\$6,397,639.41	\$0.00	(\$642,216.98)	(11.16)
Total: Income Current Year	\$0.00	\$2,750.00	\$1,323.50	\$1,323.50	\$0.00	\$1,426.50	51.87
Total: 1000 - 5000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: 1000 - 6000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: 1000 - 7000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: 9710 - 9719	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: 9770 - 9780	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: Estimated Fund Balance (9790)	\$2,316,265.00	\$5,758,172.43	\$6,398,962.91	\$6,398,962.91	\$0.00	(\$640,790.48)	(11.13)
- 51							
Total Income & Beginning Balance	\$2,316,265.00	\$5,758,172.43	\$6,398,962.91	\$6,398,962.91	\$0.00	(\$640,790.48)	(11.13)
Total Expenditures & Ending Balance	\$2,316,265.00	\$5,758,172.43	\$6,398,962.91	\$6,398,962.91	\$0.00	(\$640,790.48)	(11.13)

Board Report

From 7/1/2011 thru 2/29/2012

3/12/2012 7:24:31AM

nd: 25 Capital Facilities Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
**** Total Adjusted Beginning Balance	<u>\$551,368.98</u>	<u>\$570,420.12</u>	<u>\$570,420.12</u>	<u>\$570,420.12</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>
66000 Interest	\$2,500.00	\$2,500.00	\$2,034.00	\$2,034.00	\$0.00	\$466.00	18.64
66200 Gains or Losses on Investments	\$0.00	\$2,707.00	\$2,707.14	\$2,707.14	\$0.00	(\$0.14)	(0.01)
68100 Mitigation/Developer Fees	\$5,000.00	\$5,000.00	\$4,457.47	\$4,457.47	\$0.00	\$542.53	10.85
**** 8000 Totals	<u>\$7,500.00</u>	<u>\$10,207.00</u>	<u>\$9,198.61</u>	<u>\$9,198.61</u>	<u>\$0.00</u>	<u>\$1,008.39</u>	<u>9.88</u>
**** Total Income & Beginning Balance	<u>\$558,868.98</u>	<u>\$580,627.12</u>	<u>\$579,618.73</u>	<u>\$579,618.73</u>	<u>\$0.00</u>	<u>\$1,008.39</u>	<u>0.17</u>
4005 Noncapitalized Equipment	\$0.00	\$2,500.00	\$2,412.60	\$2,412.60	\$0.00	\$87.40	3.50
**** 4000 Totals	<u>\$0.00</u>	<u>\$2,500.00</u>	<u>\$2,412.60</u>	<u>\$2,412.60</u>	<u>\$0.00</u>	<u>\$87.40</u>	<u>3.50</u>
80000 Professional/Consulting Services and Operating Expe	\$0.00	\$23,144.00	\$400.00	\$400.00	\$5,000.00	\$17,744.00	76.67
**** 5000 Totals	<u>\$0.00</u>	<u>\$23,144.00</u>	<u>\$400.00</u>	<u>\$400.00</u>	<u>\$5,000.00</u>	<u>\$17,744.00</u>	<u>76.67</u>
**** 1000 - 5000	<u>\$0.00</u>	<u>\$25,644.00</u>	<u>\$2,812.60</u>	<u>\$2,812.60</u>	<u>\$5,000.00</u>	<u>\$17,831.40</u>	<u>69.53</u>
40000 Equipment - Over \$5000 per unit	\$0.00	\$38,463.00	\$38,462.44	\$38,462.44	\$0.00	\$0.56	0.00
**** 6000 Totals	<u>\$0.00</u>	<u>\$38,463.00</u>	<u>\$38,462.44</u>	<u>\$38,462.44</u>	<u>\$0.00</u>	<u>\$0.56</u>	<u>0.00</u>
**** 1000 - 6000	<u>\$0.00</u>	<u>\$64,107.00</u>	<u>\$41,275.04</u>	<u>\$41,275.04</u>	<u>\$5,000.00</u>	<u>\$17,831.96</u>	<u>27.82</u>
43800 Debt Service Interest	\$30,447.00	\$27,397.00	\$27,396.99	\$27,396.99	\$0.00	\$0.01	0.00
43900 Other Debt Service Payments	\$78,226.00	\$79,276.00	\$79,275.77	\$79,275.77	\$0.00	\$0.23	0.00
**** 7000 Totals	<u>\$108,673.00</u>	<u>\$106,673.00</u>	<u>\$106,672.76</u>	<u>\$106,672.76</u>	<u>\$0.00</u>	<u>\$0.24</u>	<u>0.00</u>
**** 1000 - 7000	<u>\$108,673.00</u>	<u>\$170,780.00</u>	<u>\$147,947.80</u>	<u>\$147,947.80</u>	<u>\$5,000.00</u>	<u>\$17,832.20</u>	<u>10.44</u>

Board Report

From 7/1/2011 thru 2/29/2012

3/12/2012 7:24:31AM

nd: 25 Capital Facilities Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
Total: Beginning Balance	\$551,368.98	\$570,420.12	\$570,420.12	\$570,420.12	\$0.00	\$0.00	0.00
Total: Income Current Year	\$7,500.00	\$10,207.00	\$9,198.61	\$9,198.61	\$0.00	\$1,008.39	9.88
Total: 1000 - 5000	\$0.00	\$25,644.00	\$2,812.60	\$2,812.60	\$5,000.00	\$17,831.40	69.53
Total: 1000 - 6000	\$0.00	\$64,107.00	\$41,275.04	\$41,275.04	\$5,000.00	\$17,831.96	27.82
Total: 1000 - 7000	\$108,673.00	\$170,780.00	\$147,947.80	\$147,947.80	\$5,000.00	\$17,832.20	10.44
Total: 9710 - 9719	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: 9770 - 9780	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: Estimated Fund Balance (9790)	\$450,195.98	\$409,847.12	\$431,670.93	\$431,670.93	(\$5,000.00)	(\$16,823.81)	(4.10)
Total Income & Beginning Balance	\$558,868.98	\$580,627.12	\$579,618.73	\$579,618.73	\$0.00	\$1,008.39	0.17
Total Expenditures & Ending Balance	\$558,868.98	\$580,627.12	\$579,618.73	\$579,618.73	\$0.00	\$1,008.39	0.17

53

Board Report

From 7/1/2011 thru 2/29/2012

nd: 35 School Facility Program (Regular)

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
**** Total Adjusted Beginning Balance	<u>\$3,354,735.95</u>	<u>\$3,368,521.51</u>	<u>\$3,368,521.51</u>	<u>\$3,368,521.51</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00</u>
66000 Interest	\$12,500.00	\$17,500.00	\$11,828.18	\$11,828.18	\$0.00	\$5,671.82	32.41
66200 Gains or Losses on Investments	\$0.00	\$12,992.00	\$12,991.58	\$12,991.58	\$0.00	\$0.42	0.00
**** 8000 Totals	<u>\$12,500.00</u>	<u>\$30,492.00</u>	<u>\$24,819.76</u>	<u>\$24,819.76</u>	<u>\$0.00</u>	<u>\$5,672.24</u>	<u>18.60</u>
**** Total Income & Beginning Balance	<u>\$3,367,235.95</u>	<u>\$3,399,013.51</u>	<u>\$3,393,341.27</u>	<u>\$3,393,341.27</u>	<u>\$0.00</u>	<u>\$5,672.24</u>	<u>0.17</u>
80000 Professional/Consulting Services and Operating Expe	\$0.00	\$44,500.00	\$13,545.25	\$13,545.25	\$30,950.00	\$4.75	0.01
**** 5000 Totals	<u>\$0.00</u>	<u>\$44,500.00</u>	<u>\$13,545.25</u>	<u>\$13,545.25</u>	<u>\$30,950.00</u>	<u>\$4.75</u>	<u>0.01</u>
**** 1000 - 5000	<u>\$0.00</u>	<u>\$44,500.00</u>	<u>\$13,545.25</u>	<u>\$13,545.25</u>	<u>\$30,950.00</u>	<u>\$4.75</u>	<u>0.01</u>
20000 Buildings and Improvement of Buildings	\$3,300,000.00	\$3,211,288.00	\$577,196.00	\$577,196.00	\$0.00	\$2,634,092.00	82.03
20010 Buildings - Architect Fees	\$0.00	\$50,000.00	\$23,855.01	\$23,855.01	\$0.00	\$26,144.99	52.29
**** 6000 Totals	<u>\$3,300,000.00</u>	<u>\$3,261,288.00</u>	<u>\$601,051.01</u>	<u>\$601,051.01</u>	<u>\$0.00</u>	<u>\$2,660,236.99</u>	<u>81.57</u>
**** 1000 - 6000	<u>\$3,300,000.00</u>	<u>\$3,305,788.00</u>	<u>\$614,596.26</u>	<u>\$614,596.26</u>	<u>\$30,950.00</u>	<u>\$2,660,241.74</u>	<u>80.47</u>

Board Report

From 7/1/2011 thru 2/29/2012

3/12/2012 7:24:31AM

nd: 35 School Facility Program (Regular)

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
Total: Beginning Balance	\$3,354,735.95	\$3,368,521.51	\$3,368,521.51	\$3,368,521.51	\$0.00	\$0.00	0.00
Total: Income Current Year	\$12,500.00	\$30,492.00	\$24,819.76	\$24,819.76	\$0.00	\$5,672.24	18.60
Total: 1000 - 5000	\$0.00	\$44,500.00	\$13,545.25	\$13,545.25	\$30,950.00	\$4.75	0.01
Total: 1000 - 6000	\$3,300,000.00	\$3,305,788.00	\$614,596.26	\$614,596.26	\$30,950.00	\$2,660,241.74	80.47
Total: 1000 - 7000	\$3,300,000.00	\$3,305,788.00	\$614,596.26	\$614,596.26	\$30,950.00	\$2,660,241.74	80.47
Total: 9710 - 9719	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: 9770 - 9780	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: Estimated Fund Balance (9790)	\$67,235.95	\$93,225.51	\$2,778,745.01	\$2,778,745.01	(\$30,950.00)	(\$2,654,569.50)	2,847.49
-							
-							
Total Income & Beginning Balance	\$3,367,235.95	\$3,399,013.51	\$3,393,341.27	\$3,393,341.27	\$0.00	\$5,672.24	0.17
Total Expenditures & Ending Balance	\$3,367,235.95	\$3,399,013.51	\$3,393,341.27	\$3,393,341.27	\$0.00	\$5,672.24	0.17

Board Report

From 7/1/2011 thru 2/29/2012

3/12/2012 7:24:31AM

nd: 51 Bond Interest and Redemption Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
**** Total Adjusted Beginning Balance	\$1,303,373.00	\$1,450,614.00	\$0.00	\$0.00	\$0.00	\$1,450,614.00	100.00
	<u>\$1,303,373.00</u>	<u>\$1,450,614.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,450,614.00</u>	<u>100.00</u>

Board Report

From 7/1/2011 thru 2/29/2012

3/12/2012 7:24:31AM

nd: 51 Bond Interest and Redemption Fund

	Approved	Working	Expended		Encumbered	Unencumbered	
			Current	Year To Date		Balance	%
Total: Beginning Balance	\$1,303,373.00	\$1,450,614.00	\$0.00	\$0.00	\$0.00	\$1,450,614.00	100.00
Total: Income Current Year	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: 1000 - 5000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: 1000 - 6000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: 1000 - 7000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: 9710 - 9719	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: 9770 - 9780	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: Estimated Fund Balance (9790)	\$1,303,373.00	\$1,450,614.00	\$0.00	\$0.00	\$0.00	\$1,450,614.00	100.00
- 57							
Total Income & Beginning Balance	\$1,303,373.00	\$1,450,614.00	\$0.00	\$0.00	\$0.00	\$1,450,614.00	100.00
Total Expenditures & Ending Balance	\$1,303,373.00	\$1,450,614.00	\$0.00	\$0.00	\$0.00	\$1,450,614.00	100.00

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL
DISTRICT**

SUBJECT: WeTip call hotline

MEETING: March 21, 2012

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

GOVERNING BOARD

Board Goals:

- _____ Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
- _____ Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- _____ Develop/Sustain Fiscal Crisis Long-Term Solution
- _____ Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- _____ Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The basic purpose of WeTip Inc. is to provide an absolutely anonymous crime reporting resource to residents, students and businesses throughout the entire Nation. WeTip has been established by citizens and for citizens, who have information regarding a crime but fear reprisal from the criminal they are turning in. WeTip has been created as an effective tool for law enforcement, not to circumvent law enforcement, but to help Law Enforcement and Corporate Security investigations. This tool is for the segment of the population that will not contact the law enforcement agency directly

Recommendation:

WeTip is a valuable community resource that should be approved for implementation.

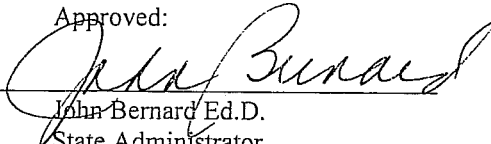
Fiscal Impact:

This program is provided through the districts insurance carrier at no additional cost.

Submitted By:

Christopher Phillips
Administrative Intern
King City High School

Approved:


John Bernard Ed.D.
State Administrator

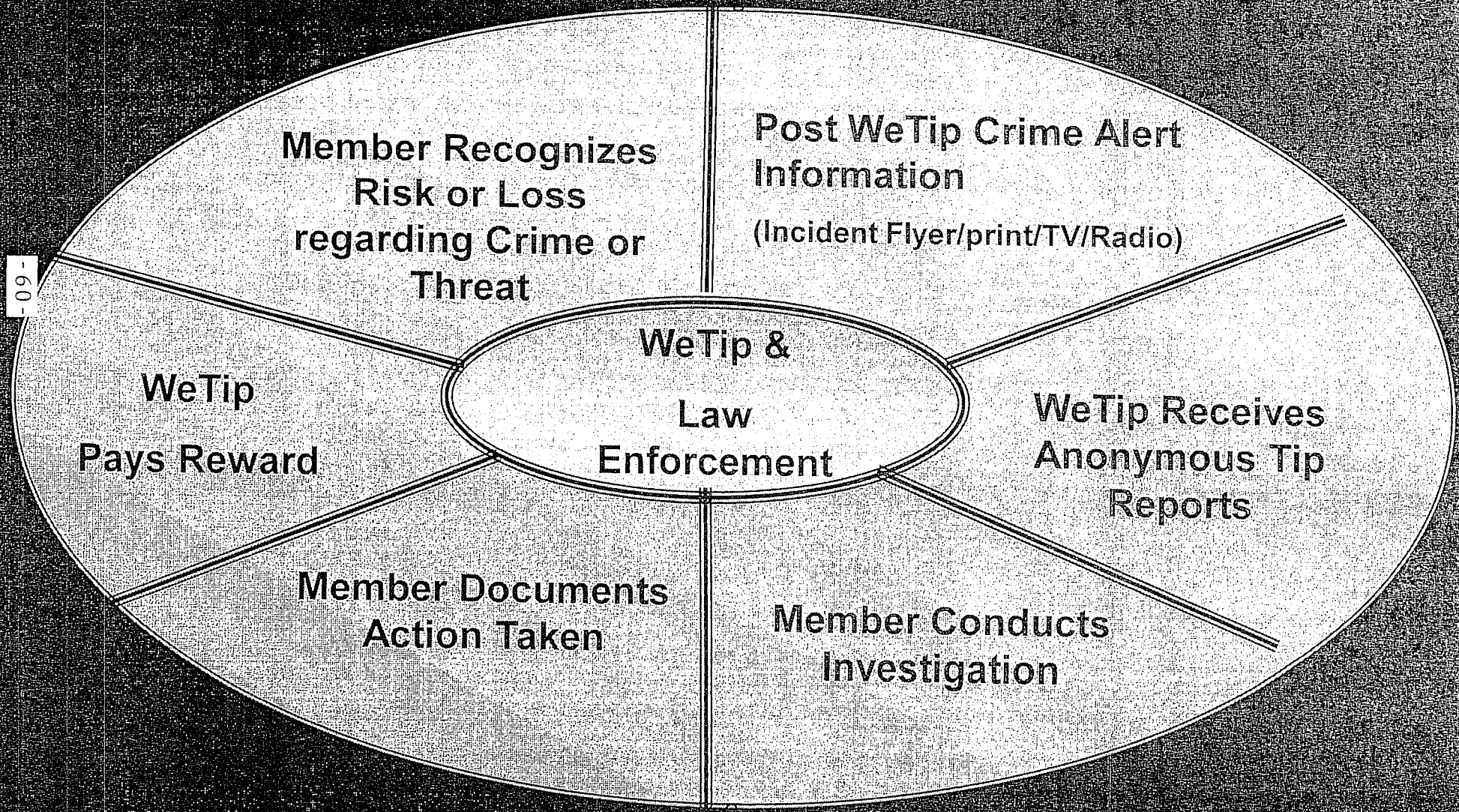
A large graphic of the American flag, showing the stars and stripes, is positioned on the left side of the slide. The stars are white on a dark background, and the stripes are dark with white borders.

School Security and Law Enforcement

Has always been most effective with the active support of its students and staff

- Students are the best source of information regarding crime in Schools, recreational centers, communities & neighborhoods
- Students will not give information if they are afraid of or involved with people that are committing crimes.

Clear Process





WeTip's
School Safety Solution

...the solution you have been waiting for...

- Live Operators answering every call
 - Neutral third party organization
 - 501 (c)(3) Non Profit
 - Tips taken 24 hours a day-365 days a year
 - Bi-lingual operators on all shifts
 - Rewards offered on all tips and all crimes
- Total and complete **Anonymity**
 - Not just Confidential
- Tips immediately relayed to Law Enforcement, Corporate Security, or School Officials
 - Detailed reports on all Community Activity
- Internet Tips and Unsolved Crime Reports
 - www.wetip.com

- 19 -

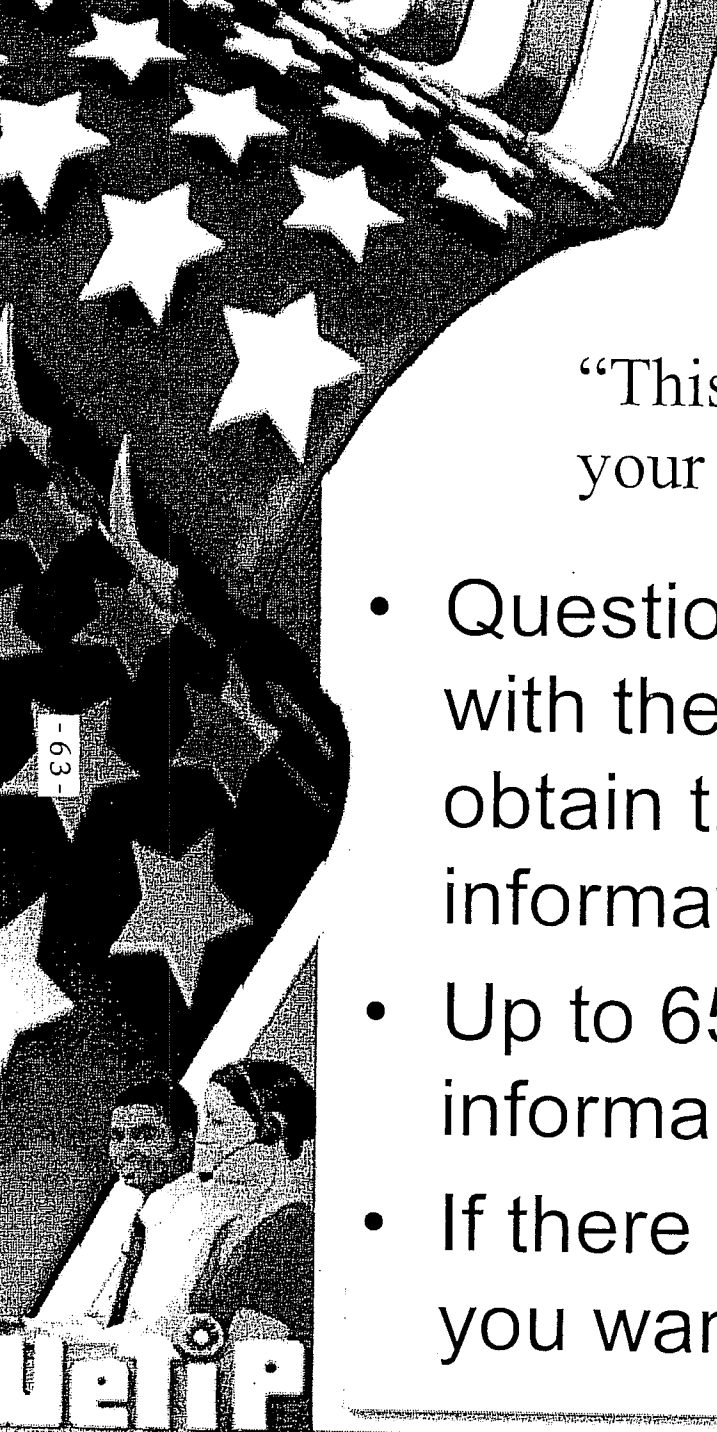


WeTip



Reporting Crime to WeTip

- Violent Crimes
- Property Destruction
- Threats and Bullying
- Unsafe Conditions/Safety Violations
- Workers Compensation Fraud/Insurance Fraud
- Drugs/Illegal substance or alcohol use
- Theft/Robbery/Burglary
- Discrimination/Harassment
- Arson/Terrorism/Bombs



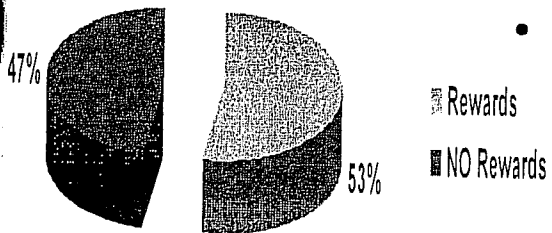
HOW IT WORKS

“This is the WeTip Crime Hotline, do not give your name or identify yourself in anyway”.

- Questions asked have been developed with the help of law enforcement to obtain the maximum amount of information possible
- Up to 65 questions are asked of informants
- If there is an arrest and conviction do you want a reward?- 3 part code name

Rewards

- Rewards are paid anonymously through post offices using code names and numbers
- Rewards up to \$1,000 are offered when tips lead to arrests and conviction



UETIP

- 64 -



Find WeTip Online

Facebook –
WeTip Anonymous Crime Hotline

www.wetip.com

- 65 -



**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD**

SUBJECT: Interdistrict Statistics

MEETING: March 21, 2012

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The numbers of interdistrict transfers coming into the district as well as leaving have been tracked starting with the 2006-2007 school year. As noted on the form, 47 interdistrict transfers was a result of KCHS losing their accreditation. The number noted in the parentheses were approvals due to the fact a parent worked in the district where the student was requested to attend school (Allen Bill).

Recommendation:

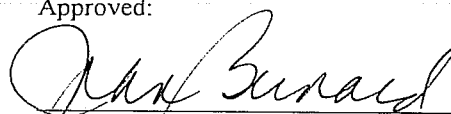
This is an information item only.

Fiscal Impact:

The amount varies each year depending on the number of requests approved.

Submitted By: _____

Approved: _____



John Bernard Ed.D.
State Administrator

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT INTERDISTRICT TRANSFERS

Grade	Students Transferred In						Grade	Students Transferred Out					
	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12		2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
9 th	2	1	5	1	0	0	9 th	35 (16)	36 (8)	24 (6)	27 (16)	30 (26)	29 (21)
10 th	1	3	3		1	0	10 th	23 (9)	40 (9)	43 (8)	27 (7)	27 (21)	22 (16)
11 th	2	1	5	1	0	1	11 th	17 (7)	33 (4)	34 (8)	35 (6)	15 (13)	18 (12)
12 th	2	5	1	3	2	1	12 th	15 (4)	30 (5)	31 (3)	19 (9)	19 (8)	15 (6)
Total	7	10	14	5	3	2		90 (36)	139 (26)	132 (25)	108 (38)	91 (68)	84 (55)
							MCOE						
							9 th	5	8	3	5	0	0
							10 th	1	8	13	10	1	3
							11 th	4	8	13	2	2	2
							12 th	1	19	10	11	2	4
Total								11	43	39	28	5	9

The numbers listed under MCOE are those students from the totals who have enrolled in the MCOE Independent Study Program. All students approved for the 2010-11 and 2011-12 school year were due to transportation issues.

10: the interdistrict transfers in the 2007-08 school year were due to the accreditation issue at KCHS.

12 requests for 2009-10 were denied.

31 requests for 2010-11 were denied.

23 requests for 2011-12 were denied.

8 requests in the 2010-11 school year were approved to attend another district because the parent requested the student attend a school which was not in Program Improvement.

12 requests in the 2011-12 school year were approved to attend another district because the parent requested the student attend a school which was not in Program Improvement.

(#) indicates Allen Bill interdistricts (parents work within other district boundaries).

STUDENTS WHO WERE APPROVED TO ATTEND ANOTHER SCHOOL DISTRICT – PARENTS EMPLOYED IN THE RECEIVING DISTRICT

Grade	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
9 th	16	8	6	16	26	21
10 th	9	9	8	7	21	16
11 th	7	4	8	6	13	12
12 th	4	5	3	9	8	6
Total	36	26	25	38	68	55

All of these were included in the original numbers

As of March 21, 2012

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD**

SUBJECT: Board Policies – First Reading

MEETING: March 21, 2012

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Six policies are presented as a first reading.

Recommendation:

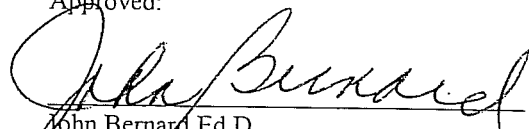
The recommendation is for the Board to review the policies and present any questions or request any clarifications.

Fiscal Impact:

None

Submitted By:

Approved:


John Bernard Ed.D.
State Administrator

Community Relations

USE OF SCHOOL FACILITIES**Application Process to Use Public School Facilities**

The Board of Education of the South Monterey County Joint Union High School District believes that the use of school facilities or grounds should not result in costs to the District. Groups using District facilities will be charged a user fee based on the following:

Fees for District Facility Use (daily) effective July 1, 2012 shall be:

<i>Location</i>	<i>Non-Profit organizations</i>	<i>Profit organizations</i>
Gymnasium	\$ 125	\$1,183
Cafeteria (KCHS)	\$ 75	\$715
Student Union (GHS)	\$ 75	\$715
Classroom	\$ 30	\$253
Library	\$ 50	\$605
Stanton Auditorium *	\$ 125	\$660
Tracks & Fields (days)	\$ 100	\$990
Tracks & Fields (nights) **	\$ 100	\$990
Track & Field (Community Teams) ***	\$ 50	N/A
Track & Field CIF play-off (non-district)	\$ 170	N/A

* Organizations using the Stanton Auditorium must contact the District's Consultant, Mr. Lincoln Hatch, (831) 385-6565, for sound, audio-visual, lighting, and technical advice and service.

** Light Usage Energy Surcharge: - hour minimum = \$55
 Note: Each additional hour over 3-hour minimum = \$17

*** Cannot charge admission or entry fees

Other Charges and Notes:

- Returned Check Fee is \$23.00
- Damage Fee: Should a facility sustain any damage or neglect during the event period, the lessee will be charged the going rate to repair the facility per the Agreement.
- Additional Charges will be assessed for District personnel costs and specific equipment rentals

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

USE OF SCHOOL FACILITIES

STATEMENT OF INFORMATION

The undersigned, as duly authorized representative for _____, states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

The undersigned further declares that, _____ the organization on whose behalf he/she is applying for the use of school property, upholds and defends the Constitutions of the United States and the State of California.

Signed: _____

Organization if applicable: _____

Date: _____

South Monterey County Joint Union High School District

Request for Use of School District Facilities

Name of Organization		Name of Authorized Agent		Today's Date
Home or Business Address	City	Zip	Home Phone	Work Phone
Title or Office of Person Authorized to Apply			e-mail address:	

Date(s) of event _____ Greenfield High School King City High School

Classroom #s _____ (to be completed by site) Student Union (GHS)

Theatre Library

Gymnasium (does not include weight room) Cafeteria (KCHS)

Track Field (specify) _____

APPLICATIONS SHOULD BE SUBMITTED 10 DAYS PRIOR TO INTENDED DATE(S) OF USE.

Estimated Attendance:	Admission Fee \$	Age Group:
Is this open to the public?	Proceeds are used for:	

We hereby certify that we shall be personally responsible on behalf of our organization for any damage sustained on the school premises or to furniture or equipment because of the occupancy of said premises by our organization. We agree to abide by and to enforce the rules, regulations and policies of the South Monterey County High School District governing the use of school facilities. **A Certificate of Insurance for not less than \$1,000,000 of liability per occurrence that list South Monterey County Joint Union High School District as Additionally Insured will be required prior to approval.**

Requestor Signature _____ Site Administrator Signature _____

District Use Only – Estimates

Use Fee _____ Custodial Hours _____ Grounds Hours _____ Food Svs Hours _____
 (if Cafeteria requested)

Equipment needed: yes___ no___ Security: yes___ no___

Certificate of Insurance Received on _____ District Approval _____

PLEASE READ CAREFULLY

- I understand that an approved application does not constitute a binding contract between the organization and the school district that authorization for use of facilities may be cancelled at any time should the facilities be needed for school functions.
- I agree to cancel my reservation as soon as possible by notifying the district office at 385-0606 if a change in plans eliminates the need for use of facilities so that extra custodial help may be cancelled and other groups may be booked. I understand that a fee may be charged if the cancellation is less than 48 hours before the planned event.
- I agree to assume responsibility to insure that both participants and spectators refrain from:
 - Smoking on school grounds and/or in the premises
 - Moving furniture
 - Using electrical appliances
 - Placing any substances on flooring
 - Using metal cleats in heels of shoes when dancing
 - Wearing street shoes when playing sports on a gymnasium floor
 - Using tape, tacks or nails on walls
 - Breaking regulations considered appropriate in a specific facility
- I agree that the custodian or other school official is the representative of the school district and is in charge of the facilities.
- I understand that facilities are not available on legal holidays.
- I understand that the building will not be opened unless an adult supervisor is present.
- I understand that this application will be cancelled if the organization engages in or permits ticket sale promotion by solicitation of the general public within the confines of the South Monterey County Joint Union High School District.
- I understand that this application will be cancelled if publicity is given to the event being sponsored prior to obtaining an approved application for use of the facility.
- I understand that groups are expected to place debris in containers and generally "to police the area".
- I understand that no alcoholic liquors or beverages shall be brought to or consumed on the premises.
- I understand that the sale or furnishing of food or soft drinks shall be limited to such section(s) of the building as designated by school authorities.
- I understand that nothing shall be sold or distributed on the premises without prior approval.
- I understand and agree that the South Monterey County Joint Union High School District incurs no liability for loss or theft of property of the applicant.
- Applicant hereby agrees to hold the South Monterey County Joint Union High School District, its Board of Education, the individual members thereof, the State Administrator/Superintendent, and all district officers, agents and employees free and harmless from any loss damages, liability, cost of expense that may arise or be caused in any way by such use or occupancy of school property. The applicant agrees to furnish such liability of other insurance for protection of the public and the lessor as the lessor may require. The applicant agrees to reimburse the South Monterey County Joint Union High School District for any damage to school property occasioned by or growing out of these herein requested.

July 1, 2012

AR 7111 Facilities

Evaluating Existing Buildings

The Superintendent or designee shall periodically evaluate the adequacy, design, and conditions of existing district facilities to determine whether they meet the needs of the instructional program and provide a healthful and pleasing environment for students and staff. He/she also shall determine whether district facilities fulfill legal requirements for safety and structural soundness, access for the disabled, and energy conservation.

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

(cf. 3511 - Energy and Water Management)

(cf. 3514 - Environmental Safety)

(cf. 3515 - Campus Security)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3517 - Facilities Inspection)

In addition, the Superintendent or designee shall regularly calculate the capacity of existing school buildings to adequately house the district's current students and projected enrollments.

Any identified needs for repair, modernization, or construction shall be incorporated into the district's facilities planning process.

(cf. 7110 - Facilities Master Plan)

Structural Safety

In the event that the Department of General Services or any licensed structural engineer or licensed architect finds and reports to the Governing Board that a district building is unsafe for use, the Superintendent or designee shall immediately obtain an estimate of the cost of repairs or reconstruction necessary to bring the building up to legal standards for structural safety. The Board shall establish a system of priorities for the repair, reconstruction, or replacement of unsafe school buildings. (Education Code 17367)

A relocatable school building or structure shall meet the requirements of Education Code 17280-17317 and 17365-17374 pertaining to structural safety. However, a relocatable building that does not meet the requirements of Education Code 17280 may be used as a school building until September 30, 2015, if all the conditions specified in Education Code 17292 are met and the Board so certifies to the Department of General Services. (Education Code 17291, 17292)

Energy Efficiency

To the extent that services are available, the Superintendent or designee shall arrange for the energy audit of school buildings to identify the type and amount of work necessary to retrofit buildings and obtain an estimate of projected energy savings. The district may contract with qualified businesses capable of retrofitting these buildings and may borrow funds which do not exceed the amount of energy savings to be accumulated from the improvement of the buildings. (Education Code 17651-17653)

Legal Reference:

EDUCATION CODE

17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998, especially:

17071.10-17071.40 Existing school building capacity

17280-17316 Building approvals

17365-17374 Fitness for occupancy

17650-17653 Retrofitting school facilities for energy conservation

GOVERNMENT CODE

53097 Compliance with city or county ordinances

53097.5 Inspection of schools by city or county

CODE OF REGULATIONS, TITLE 2

1859-1859.106 Regulations relating to the Leroy F. Greene School Facilities Act of 1998

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: School Facilities Management

WEB SITES

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

California Department of Education, School Facilities Division:

<http://www.cde.ca.gov/ls/fa>

California Energy Commission, Bright Schools Program:

<http://www.energy.ca.gov/efficiency/brightschoools>

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

Department of General Services, Office of Public School Construction:

<http://www.opsc.dgs.ca.gov>

(2/96 2/99) 3/07

Regulation **SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT**

First reading: March 21, 2012

Adopted;

King City, California

AR 5111.1 Students

District Residency

Criteria for Residency

~~Prior to admission in district schools, students shall provide proof of residency~~

A student shall be deemed to have complied with district residency requirements for enrollment in a district school if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries. (Education Code 48200)
2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)
3. The student has been admitted through an interdistrict attendance option. (Education Code 48204, 48356)

(cf. 5117 - Interdistrict Attendance)

(cf. 5118 - Open Enrollment Act Transfers)

4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)
5. The student lives with a caregiving adult within district boundaries. (Education Code 48204)
6. The student resides in a state hospital located within district boundaries. (Education Code 48204)
7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48207)

(cf. 6183 - Home and Hospital Instruction)

In addition, district residency status may be granted to a student if at least one parent/guardian is physically employed within district boundaries. (Education Code 48204)

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

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

(cf. 6178.2 - Regional Occupational Center/Program)

The district may admit a nonresident student living in an adjoining state or foreign country in accordance with Education Code 48050-48052.

(cf. 5111.2 - Nonresident Foreign Students)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

Proof of Residency

The Superintendent or designee shall annually verify each student's district residency status and retain a copy of the document or written statement offered as verification in the student's mandatory permanent record. (5 CCR 432)

(cf. 5111 - Admission)

(cf. 5125 - Student Records)

Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any of the following: (Education Code 48204.1)

- 1. Property tax payment receipt**
- 2. Rental property contract, lease, or payment receipt**
- 3. Utility service contract, statement, or payment receipt**
- 4. Pay stub**
- 5. Voter registration**
- 6. Correspondence from a government agency**
- 7. Declaration of residency executed by the student's parent/guardian**
- 8. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student**
- 9. If the student is residing in the home of a caregiving adult within district boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552**

(cf. 5141 - Health Care and Emergencies)

The Superintendent or designee shall make a reasonable effort to secure evidence that a homeless or foster youth resides within the district, including, but not limited to, a utility bill, letter from a homeless shelter, hotel/motel receipt, or affidavit from the student's parent/guardian or other qualified adult relative.

However, a homeless or foster youth shall not be required to provide proof of residency as a condition of enrollment in district schools. (Education Code 48853.5; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

Failure to Verify Residency

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. (Education Code 48204.1)

If the Superintendent or designee, upon investigation, determines that a student's enrollment or attempted enrollment is based on false or unreliable evidence of residency, he/she shall deny or revoke the student's enrollment. Before any such denial or revocation is final, the parent/guardian shall be sent written notice of the facts leading to the decision. This notice also shall inform the parent/guardian that he/she may provide new material evidence of residency, in writing, to the Superintendent or designee within 10 school days. The Superintendent or designee shall review any new evidence and make a final decision within 10 school days.

Safe at Home/Confidential Address Program

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee shall use the substitute address for all future communications and correspondence and shall not include the actual address in the student's file or any other public record. The Superintendent or designee may request the actual residence address for the purpose of establishing residency within district boundaries. (Government Code 6206, 6207)

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law

48356 Open Enrollment Act transfer, fulfillment of residency requirement
48853.5 Education of foster youth; immediate enrollment
48980 Notifications at beginning of term
52317 Regional occupational program, admission of persons including nonresidents

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 Varieties of student records

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

0303.95 Verification of residency, LO: 1-95

OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION

PUBLICATIONS

Dear Colleague Letter, May 6, 2011

WEB SITES

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

California Secretary of State, Safe at Home Program: <http://www.sos.ca.gov/safeathome>

Office for Civil Rights, U.S. Department of Education:

<http://www2.ed.gov/about/offices/list/ocr>

(11/06 11/07) 11/11

Regulation **SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT**

First reading: March 21, 2012

Adopted;

King City, California

BP 5141.22 Students

Infectious Diseases

~~The Governing Board recognizes its responsibility to consistently take precautions to prevent the spread of infectious diseases. A comprehensive approach to disease prevention requires the cooperation of the home and the community.~~ **The Governing Board desires to protect students from risks posed by exposure to infectious diseases while providing an appropriate education for all students. The Board recognizes that prevention and education are the most effective means of limiting the spread of infectious diseases.**

Infectious Disease Prevention

The Superintendent or designee shall collaborate with parents/guardians and local health agencies and organizations to develop a comprehensive approach to disease prevention that promotes preventative measures and education of students and staff.

(cf. 1020 - Youth Services)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5141.6 - School Health Services)

The Superintendent or designee shall regularly review resources available from health experts to ensure that district programs are based on the most up-to-date information.

The Superintendent or designee shall ensure that the district's comprehensive health education program provides information about the prevention of infectious diseases, including the nature of bloodborne pathogens and their transmission, as well as information to help prevent the spread of contagious diseases, such as a pandemic influenza. He/she shall also ensure that each school has sufficient infection prevention supplies that are easily accessible to staff.

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6142.8 - Comprehensive Health Education)

Universal Precautions

~~Students and employees staff shall be informed of the observe universal precautions to be used whenever anyone is exposed to blood or other body fluids through injury or accident. Science laboratory instruction shall be designed to protect students from contact with body fluids and with contaminated needles, sharps and other objects in order to prevent exposure to bloodborne pathogens and to prevent the spread of infectious diseases.~~

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

The Superintendent or designee shall inform students of the precautions to be used in cases of exposure to blood or other body fluids through injury, accident, or classroom instruction.

(cf. 5141 - Health Care and Emergencies)
(cf. 6145.2 - Athletic Competition)

Students with Infectious Diseases

The Superintendent or designee shall exclude students only in accordance with law, Board policy, and administrative regulation. Because bloodborne pathogens such as hepatitis B virus, hepatitis C virus, and human immunodeficiency virus (HIV) are not casually transmitted, the presence of infectious conditions of this type is not, by itself, sufficient reason to exclude students from attending school.

(cf. 5112.2 - Exclusions from Attendance)
(cf. 6164.6 - Identification and Education Under Section 504)

Parents/guardians are encouraged to inform the Superintendent or designee if their child has an infectious disease so that school staff may work cooperatively with the student's parents/guardians to minimize the child's exposure to other diseases in the school setting. The Superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with law.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5022 - Student and Family Privacy Rights)
(cf. 5125 - Student Records)

Legal Reference:

EDUCATION CODE

48210-48216 Persons excluded

49073-49079 Privacy of pupil records

49403 Cooperation in control of communicable disease and immunization of pupils

49405 Smallpox control

49406 Examination for tuberculosis (employees)

49408 Information of use in emergencies

49602 Confidentiality of student information

51202 Instruction in personal and public health and safety

CALIFORNIA CONSTITUTION

Article 1, Section 1 Right to Privacy

CIVIL CODE

56-56.37 Confidentiality of Medical Information Act

1798-1798.76 Information Practices Act

HEALTH AND SAFETY CODE

120230 Exclusion for communicable disease

120325-120380 Immunization against communicable diseases

120875-120895 AIDS information

120975-121022 Mandated blood testing and confidentiality to protect public health

121475-121520 Tuberculosis tests for pupils

CODE OF REGULATIONS, TITLE 8
5193 California bloodborne pathogens standard
CODE OF REGULATIONS, TITLE 17
2500-2511 Communicable disease reporting requirements
UNITED STATES CODE, TITLE 20
1232g Family Educational and Privacy Rights Act
1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973
CODE OF FEDERAL REGULATIONS, TITLE 45
164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)
COURT DECISIONS
Thomas v. Atascadero Unified School District, (1987) 662 F.Supp. 376

Management Resources:

CSBA PUBLICATIONS

Saving Lives: AIDS Issues for California Schools 1994, rev. 2006
Avian Influenza, Governance and Policy Services Fact Sheet, April 2006

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>
California Department of Public Health: <http://www.cdph.ca.gov>
Centers for Disease Control and Prevention: <http://www.cdc.gov>
Contra Costa County Office of Education, Pandemic Flu Resources:
http://www.cccoe.k12.ca.us/about/flu/resources_flu_action_kit
U.S. Government Pandemic Flu Information: <http://www.pandemicflu.gov>
(3/93 7/99) 7/06

Policy

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First reading: March 21, 2012

Adopted;

King City, California

AR 5141.22 Students

Infectious Diseases

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable disease. (17 CCR 2508)

Universal Precautions in the Classroom

Before students work with blood, blood products, or other body fluids, the teacher shall explain the potentially hazardous nature of blood and body fluids in the transmission of various agents from one person to another and the specific procedures and safety precautions to be used in the lesson.

The following precautions shall be used when students are working with blood or other body fluids:

- 1. Before and after exposure to blood or other body fluids, students shall wash their hands with soap and water and cover any existing cut, wound, or open sore with a sterile dressing.**
- 2. Students shall wear gloves or other personal protective equipment as appropriate.**

(cf. 5142 - Safety)

- 3. Blood typing or similar experiments may be conducted by teacher demonstrations. When being performed individually, students shall work with their own blood or use prepackaged ABO/Rh blood cell kits that have vials of blood previously tested for transmissible agents.**
 - a. Students shall use individual sterile lancets for finger punctures and shall not reuse them.**
 - b. Before the finger is punctured, it shall be wiped with a piece of cotton that has been immersed in alcohol.**
 - c. If bleeding persists after the finger is punctured, the student shall apply a sterile bandage using moderate pressure.**
- 4. Lancets and any other materials contaminated with blood or body fluids shall be discarded into a solution consisting of one part bleach to 10 parts water (1:10), made fresh daily.**

5. At the end of the class, surfaces shall be wiped with alcohol or a solution of one part bleach to 10 parts water.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.93 - Science Instruction)

(6/88 7/99) 7/06

Regulation **SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT**

First reading: March 21, 2012

Adopted;

King City, California

BP 5141.23 Students

Asthma Management

The Governing Board desires to provide support systems for students with asthma in order to reduce school absences, help ensure that such students receive appropriate intervention if symptoms occur at school, and enable them to participate in the educational program and school activities to the extent possible.

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

(cf. 6142.7 - Physical Education)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall involve school nurses, other health professionals, school administrators, and health educators in the development of strategies to help provide a healthy and safe school environment for students with asthma. He/she may also involve school health councils or committees and other interested persons to ensure that the district's strategies are coordinated with other school health programs and practices.

(cf. 1220 - Citizen Advisory Committees)

(cf. 5030 - Student Wellness)

District strategies shall include, but not be limited to, procedures for identifying and addressing individual student needs, providing effective professional development on asthma symptoms and staff responsibilities, and identifying and reducing environmental factors at schools that may trigger and/or worsen asthma symptoms.

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3514.2 - Integrated Pest Management)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6159 - Individualized Education Program)

(cf. 6163.2 - Animals at School)

(cf. 6164.6 - Identification and Education Under Section 504)

Legal Reference:

EDUCATION CODE

49407 Liability for treatment

49408 Emergency information
49414.5 Providing school personnel with voluntary emergency training
49423-49423.1 Administration of prescribed medication for student
49423.5 Specialized health care services
49426 School nurses
49480 Continuing medication regimen; notice
51880-51921 Comprehensive health education
CODE OF REGULATIONS, TITLE 5
600-611 Administering medication to students
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act of 1974
1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 29
794 Rehabilitation Act of 1973, Section 504
UNITED STATES CODE, TITLE 42
280g Children's asthma treatment grant program

Management Resources:

CSBA PUBLICATIONS

Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments,
Policy Brief, July 2008

Asthma Management in the Schools, Policy Brief, March 2008

Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments,
Policy Brief, July 2008

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

Asthma Action Plan for Schools and Families, January 2007

Guidelines for the Management of Asthma in California Schools, April 2004

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Managing Asthma in Schools ? What Have We Learned?, August 2006

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Joint Guidance on the Application of FERPA and HIPAA to Student Health Records,
November 2008

U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

Indoor Air Quality Tools for Schools

WEB SITES

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

American Lung Association: <http://www.lungusa.org>

American School Health Association: <http://www.ashaweb.org>

California Asthma Public Health Initiative: <http://caasthma.org>

California Department of Public Health: <http://www.cdph.ca.gov>

California School Nurses Organization: <http://www.csno.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov/asthma>

National Heart, Lung, and Blood Institute:

<http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

U.S. Environmental Protection Agency (EPA): <http://www.epa.gov/asthma>
3/08

Policy **SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT**

First reading: March 21, 2012

Adopted;

King City, California

AR 5141.23 Students

Asthma Management

Identification of Students with Asthma

The Superintendent or designee shall, upon a student's registration for school and annually thereafter, request parents/guardians to notify the principal or designee, in writing, if their child has been diagnosed with asthma, has recently experienced symptoms or has a history of asthma, and/or is at risk for potentially severe asthma attacks. The request also shall encourage parents/guardians to provide such notification at any time during the school year that their child is so diagnosed.

The Superintendent or designee shall keep a student's medical information in a secure location and maintain the confidentiality of student health records in accordance with law governing student records. A copy of a student's health record shall be provided to the school nurse, if any. In addition, pertinent information from the health record shall be released to other employees whose responsibilities require that they have access to such information in order to provide support services or to respond in an emergency, such as a student's teacher(s), coach(es), bus driver, and any other staff with responsibility for direct supervision of the student.

(cf. 5125 - Student Records)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

Individualized Asthma Management

When a student has been diagnosed with asthma or when such a student registers for school, the Superintendent or designee shall request that the parent/guardian submit an asthma action plan. This plan shall be developed by the student's health care provider, in partnership with the student and his/her parents/guardians, and shall include, but not be limited to, information regarding the student's symptoms and severity, asthma triggers, necessary medications, and the parent/guardian's authorization for the health care provider's disclosure of health information to the district. The Superintendent or designee shall request that the parents/guardians submit an updated plan each school year or whenever there are changes in the student's health condition or treatment.

When a student with asthma has been identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act, necessary accommodations and services shall be identified as part of the student's Section 504 services plan or individualized education program (IEP), as appropriate.

(cf. 5141.24 - Specialized Health Care Services)

(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

Any student who needs to take prescribed medication during the school day may be assisted by a school nurse or designated school personnel or allowed to carry and self-administer inhaled asthma medication provided that the district receives written statements from the student's physician and parent/guardian in accordance with Education Code 49423.1 and BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions. Parents/guardians shall be requested to provide quick relief medication to be administered in accordance with the student's asthma action plan.

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

Students shall be encouraged to notify their teacher, physical education teacher, coach, or other staff when they are experiencing difficulty breathing and/or need to alter their physical activity level. A student experiencing symptoms shall be encouraged to use his/her quick relief medication. The student shall be supervised on school grounds by a responsible adult until he/she is no longer experiencing symptoms and/or his/her parent/guardian has been contacted.

(cf. 6142.7 - Physical Education)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

In case of emergency, staff shall call 911 and assist the student in the administration of quick relief medication as authorized in the student's asthma action plan, Section 504 services plan, or IEP. Staff shall contact the student's parent/guardian or other person identified as an emergency contact and shall supervise the student until his/her care has been assumed by a health professional, parent/guardian, or designated emergency contact.

(cf. 5141 - Health Care and Emergencies)
(cf. 5142 - Safety)

Education and Support Services

Asthma management and support systems shall be coordinated by a school nurse, other qualified health professional, or educator who has received appropriate training.

Staff shall be provided professional development which includes information about symptoms and common triggers of asthma, ways to reduce acute symptoms, and emergency response procedures. This professional development may be provided by an outside consultant or organization, a school nurse, other qualified health professional, or educator who has received appropriate training.

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

(cf. 4331 - Staff Development)

The Superintendent or designee shall provide each school site with information regarding emergency management of asthma to post in easily accessible locations.

A school nurse or other qualified personnel may provide education to students with asthma using approved curriculum. Upon request by a student or his/her parents/guardians, the Superintendent or designee may provide information about available medical resources, including school-based health services as appropriate.

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

Environmental Assessment

The Superintendent or designee may periodically conduct an environmental assessment to identify and reduce the presence of common asthma triggers, including, but not limited to, pesticides, chemical pollutants, mold, and animal and dust mite allergens, in the school environment.

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3514.2 - Integrated Pest Management)

(cf. 3517 - Facilities Inspection)

(cf. 3530 - Risk Management/Insurance)

(cf. 6163.2 - Animals at School)

The Superintendent or designee shall communicate with each school principal when local health advisories are issued for high ozone days or poor outdoor air quality so that outdoor physical activities may be curtailed as necessary.

(3/08) 3/09

Regulation **SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT**

First Reading: March 21, 2012

Adopted:

King City, California

BP 5145.12 Students

Search And Seizure

The Governing Board recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff and which necessitates the search and seizure of students, their property, or their lockers by school officials. **is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.**

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police/Security Department)
(cf. 5131 - Conduct)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

The Board urges that employees exercise discretion and good judgment. When conducting a search or seizure, employees shall act in accordance with law, Board policy, and administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the district's policy and administrative regulation and other legal issues, as appropriate.

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

Individual Searches

School officials may search **any individual student, and their his/her property, or district property under his/her control** when there is a reasonable suspicion that the search will uncover evidence that the student **he/she** is violating the law, **Board policy, administrative regulation, or the other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.**

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Searches of Multiple Student Lockers/Desks

All student lockers and desks are the property of the district. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

~~Random Search for Weapons~~ Use of Metal Detectors

The Board believes that the ~~growing~~ presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled. The Board also ~~finds that random~~ **believes that** metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff.

~~The Superintendent or designee shall establish procedures which ensure that metal detector searches are conducted in a random fashion which excludes individual discretion as to who will be searched.~~ **use metal detectors at district schools as necessary to help provide a safe learning environment. He/she shall establish a plan to ensure that metal detector searches are conducted in a uniform and consistent manner.**

Use of ~~Trained~~ Contraband Detection Dogs

In an effort to keep the schools free of ~~drugs~~ **dangerous contraband**, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or ~~district~~ **Board** policy.

The dogs may sniff the air around lockers, desks, ~~bags, items~~ or vehicles on district property or at district-sponsored events ~~as long as they are not allowed to sniff any person~~. **Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.**

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans

35160 Authority of governing boards

35160.1 Broad authority of school districts

48900-48927 Suspension and expulsion

49050-49051 Searches by school employees

49330-49334 Injurious objects

PENAL CODE

626.9 Firearms

626.10 Dirks, daggers, knives or razor

CALIFORNIA CONSTITUTION

Article I, Section 28(c) Right to Safe Schools

COURT DECISIONS

Redding v. Safford Unified School District, (9th Cir. 2008) 531 F.3d 1071

B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260

Jennings v. Joshua Independent School District, (5th Cir. 1989) 877 F.2d 313

O'Connor v. Ortega, (1987) 480 U.S. 709

New Jersey v. T.L.O., (1985) 469 U.S. 325

Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470

Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 257 (2001)

75 Ops.Cal.Atty.Gen. 155 (1992)

Management Resources:

NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999

WEB SITES

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

California Attorney General's Office: <http://caag.state.ca.us>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/lr/ss>

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

(3/00 3/01) 11/08

Policy **SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT**

First reading: March 21, 2012

Adopted;

King City, California

AR 5145.12 Students

Search And Seizure

Use of Metal Detectors

The Superintendent or designee shall ensure that the following safeguards are used when making metal detector scans:

1. Before walk-through, students shall be asked to empty their pockets **and belongings** of metallic objects.
2. If an initial metal detector activation occurs, students shall be asked to **remove other metallic objects that they may be wearing (e.g., belt and jewelry) and to walk through** a second time.
3. If a second activation occurs, a hand-held metal detector shall be used.
4. If the activation is not eliminated or explained, staff shall escort the student to a private area where an expanded search shall be conducted by a staff member of the same gender as the student in the presence of another district employee.
5. The search shall be limited to the detection of ~~weapons~~ **the cause of the activation.**

Use of Trained Contraband Detection Dogs

Contraband detection dogs shall not be used in classrooms or other district facilities when the rooms are occupied, except for demonstration purposes with the handler present. When used for demonstration purposes, the dog shall be separated from the audience students and not allowed to sniff any individual.

Prior to conducting an inspection, students shall be asked to leave the room that will be subject to the canine sniff. No student shall be forced to leave personal items behind for inspection, unless school officials have reasonable suspicion to search the item.

Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place, or responsibility for it, shall be called to witness the **search inspection**. If a dog alerts on a locked vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection.

(cf. 5131.6 - Alcohol and Other Drugs)

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

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD**

SUBJECT: Review of District Draft Vision and Mission Statement

MEETING: March 21, 2012

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The Board reviewed the District Vision and Mission Statement at the February 22, 2012 Board Study Session. As a result of the meeting, and additional recommendations, the attached statement is being proposed. The Board is asked to review and submit any additional changes to finalize the statements.

Recommendation:


The recommendation is to approve the new statements.

Fiscal Impact:

None.

Submitted By:

Approved:



John Bernard Ed.D.
State Administrator

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
VISION STATEMENT
DRAFT**

Our learning community is a progressive academic environment that is committed to life-long educational success, ~~in a progressive academic environment.~~

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
MISSION STATEMENT
DRAFT**

South Monterey County Joint Union High School District will inspire and empower ~~and inspire~~ all students with the knowledge and skills necessary to achieve their full potential to succeed as responsible and productive citizens.

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD**

SUBJECT: 2010-11 Annual Financial Audit

MEETING: March 21, 2012

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

All schools districts are audited at the end of each fiscal year. The enclosed audit copy is for the fiscal year ending June 30, 2011. There are many findings in this audit which will be shared with staff and resolutions determined over the coming months.

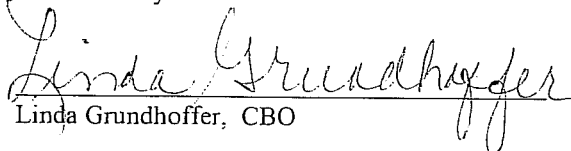
Recommendation:

Approve the 2010-11 financial audit.

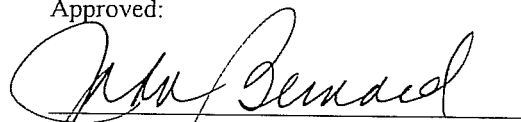
Fiscal Impact:

None

Submitted By:


Linda Grundhoffer, CBO

Approved:


John Bernard Ed.D.
State Administrator

**KING CITY JOINT UNION
HIGH SCHOOL DISTRICT**
Monterey County
King City, California

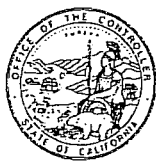
Audit Report

Year Ended June 30, 2011



JOHN CHIANG
California State Controller

February 2012



JOHN CHIANG
California State Controller

February 23, 2012

John C. Bernard, Ed.D.
State Administrator
King City Joint Union High School District
800 Broadway Street
King City, CA 93930

Dear Mr. Bernard:

The State Controller's Office has completed a financial and compliance audit of the King City Joint Union High School District for the year ended June 30, 2011.

The audit disclosed instances of noncompliance, including some that would affect the amount of average daily attendance funding the district received during the year. Pursuant to Education Code section 41344, you have 60 days from receipt of this letter to appeal any apportionment significant audit findings to the Education Audits Appeal Panel. The appeal should be submitted to the following address:

Education Audits Appeal Panel
c/o Department of Finance
770 L Street
Sacramento, California 95814

If you have any questions, please contact Casandra Moore-Hudnall, Chief, Financial Audits Bureau, at (916) 322-4846.

Sincerely,

Original signed by

JEFFREY V. BROWNFIELD, CPA
Chief, Division of Audits

JVB/sk:wm

cc: Linda Grundhoffer
Chief Business Official
King City Joint Union High School District
Nancy Kotowski
Superintendent of Schools
Monterey County Office of Education
Gavin Payne, Chief Deputy Superintendent
California Department of Education
Scott Hannan, Director
School Fiscal Services Division
California Department of Education
David Botelho, Chief
Office of State Audits and Evaluations
California Department of Finance
Senate Education Committee
Assembly Education Committee

Contents

	<u>Exhibit</u>	<u>Page</u>
FINANCIAL SECTION		
Independent Auditor's Report.....		2
Management Discussion and Analysis		4
Basic Financial Statements:		
Government-wide Financial Statements:		
Statement of Net Assets	1	11
Statement of Activities	2	12
Fund Financial Statements:		
Balance Sheet—Governmental Funds.....	3	13
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Assets	4	14
Statement of Revenues, Expenditures, and Changes in Fund Balances—Governmental Funds	5	15
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances—Governmental Funds to the Statement of Activities.....	6	16
Statement of Fund Net Assets—Fiduciary Funds	7	17
Notes to the Financial Statements.....		18
REQUIRED SUPPLEMENTARY INFORMATION SECTION		
Schedule of Revenues, Expenditures, and Changes in Fund Balance— Budget and Actual—General Fund		41
Schedule of Other Postemployment Benefits (OPEB) Funding Progress		42
Notes to the Required Supplementary Information		43
SUPPLEMENTARY INFORMATION SECTION		
Combining Statements—Non-major Funds:		
Combining Balance Sheet—Non-major Special Revenue Funds	A-1	45
Combining Statement of Revenues, Expenditures and Changes in Fund Balances—Non-major Special Revenue Funds.....	A-2	46
Combining Balance Sheet—Non-major Capital Projects Funds	B-1	47
Combining Statement of Revenues, Expenditures and Changes in Fund Balances—Non-major Capital Projects Funds	B-2	48

	<u>Exhibit</u>	<u>Page</u>
Organization.....		49
Schedule of Average Daily Attendance.....		50
Schedule of Instructional Time.....		51
Schedule of Financial Trends and Analysis.....		52
Schedule of Charter Schools.....		53
Schedule of Expenditures of Federal Awards.....		54
Notes to the Schedule of Expenditures of Federal Awards		55
Reconciliation of Annual Financial and Budget Report (SACS) with Audited Financial Statements.....		56
 OTHER INDEPENDENT AUDITOR'S REPORTS SECTION		
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>		58
Report on Compliance with Requirements that Could Have a Direct and Material Effect on Each Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133		61
Independent Auditor's Report on State Compliance		64
 FINDINGS AND RECOMMENDATIONS SECTION		
Schedule of Findings and Questioned Costs.....		67
Index to Findings and Recommendations.....		68
Findings and Recommendations		69
Schedule of Prior Audit Findings		125
Summary Schedule of Management Letter Findings.....		128

FINANCIAL SECTION



JOHN CHIANG
California State Controller

John C. Bernard, Ed.D.
State Administrator
King City Joint Union High School District
800 Broadway Street
King City, CA 93930

INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the King City Joint Union High School District, as of and for the year ended June 30, 2011, which collectively comprise the district's basic financial statements, as listed in the Table of Contents. These financial statements are the responsibility of the King City Joint Union High School District's management. Our responsibility is to express opinions on these financial statements based on our audit.

Except as discussed in the following paragraphs, we conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

District management has elected to report an unassigned fund balance of \$4,500,832 in the Special Reserve Other than Capital Outlay Projects Fund, which is a departure from accounting principles generally accepted in the United States of America. Accounting principles require positive unassigned amounts be reported only in the general fund. The Special Reserve for Other than Capital Outlay Projects Fund, which is authorized by statute, does not meet the generally accepted accounting principles definition of special revenue fund. For fiscal year 2010-11, the district used the Special Reserve for Other than Capital Outlay Projects Fund to primarily account for the proceeds of the state school fund lease revenue bonds. This presentation has no effect on the financial statements other than to present an unassigned fund balance in a fund other than the general fund.

Because the district's accounting records were inadequate and certain supporting documents were not available, we were unable to obtain sufficient appropriate audit evidence supporting the amounts at which student body funds, capital assets, and related accumulated depreciation as reported in the accompanying financial statements at \$221,086, \$23,850,353, and \$12,923,225, respectively, as of June 30, 2011.

In our opinion, except for the presentation of the unassigned fund balance in the Special Reserve for Other than Capital Projects Fund and the effects of any adjustments, if any, as might have been determined to be necessary had accounting records concerning student body funds, capital assets, and related accumulated depreciation been adequate, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the King City Joint Union High School District, as of June 30, 2011, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The accompanying financial statements have been prepared assuming that the King City Joint Union High School District will continue as a going concern. As discussed in Note 21 to the financial statements, the district is experiencing declining enrollment, did not meet its financial obligations for the year, and has numerous audit findings with related questioned costs that it may be required to repay. These conditions raise substantial doubt about the district's ability to continue as a going concern. Management's plans regarding those matters also are described in Note 21. The financial statements do not include any adjustments that might result from the outcome of this uncertainty.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 23, 2012, on our consideration of the King City Joint Union High School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The Management's Discussion and Analysis on pages 4 through 10 and budgetary comparison information on page 41 are not a required part of the basic financial statements, but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the King City Joint Union High School District's basic financial statements. The supplementary information listed in the table of contents, including the Schedule of Expenditures of Federal Awards which is required by U.S. Office of Management and Budget Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations, are presented for purposes of additional analysis and are not a required part of the audit of the basic financial statements. Such information has been subjected to the auditing procedures applied in the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Original signed by

JEFFREY V. BROWNFIELD, CPA
Chief, Division of Audits

February 23, 2012

MANAGEMENT DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2011



Serving:
Arroyo Seco, Biterwater-Tully, Bradley,
Fort Hunter-Liggett, Greenfield,
San Ardo, and San Lucas Communities

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

(formerly King City Joint Union High School District)

800 Broadway Street, King City, CA 93930 • 831-385-0606 • FAX 831-385-0695

This section of King City Joint Union High School District's (the District), known as South Monterey County Joint Union High School District as of July 1, 2011, annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year ended on June 30, 2011. Please read it in conjunction with the District's financial statements, which immediately follow this section.

Overview of the Financial Statements

The Financial Statements

The financial statements presented herein include all of the activities of the King City Joint Union High School District (the District) using the integrated approach as prescribed by GASB Statement Number 34.

The Government-wide Financial Statements present the financial picture of the District from the economic resources measurement focus using the accrual basis of accounting. These statements include all assets of the District (including capital assets) as well as all liabilities (including long-term obligations). Additionally, certain eliminations have occurred as prescribed by the statement in regards to inter-fund activity, payables, and receivables.

The Fund Financial Statements include statements for each of the two categories of activities: governmental and fiduciary, as applicable.

The Governmental Funds are prepared using the current financial resources measurement focus and modified accrual basis of accounting.

The Fiduciary Funds are trust and agency funds. Trust funds focus reporting on net assets and changes in net assets, and agency funds report only a balance sheet and do not have a measurement focus.

GREENFIELD High School
225 S. El Camino Real
Greenfield, CA 93927
831-674-2751

KING CITY High School
720 Broadway Street
King City, CA 93930
831-385-5461

**PORTOLA-BUTLER
Continuation High School**
760 Broadway Street
King City, CA 93930
831-385-4661

**SOUTH MONTEREY COUNTY
Charter Independent Study Program**
215 S. El Camino Real
Greenfield, CA 93927
831-674-3275

Reporting the District as a Whole

The Statement of Net Assets and the Statement of Activities

The Statement of Net Assets and The Statement of Activities report information about the District as a whole and about its activities. These statements include all assets and liabilities of the District using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the District's net assets and changes in them. Net assets are the difference between assets and liabilities, which is one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net assets are one indicator of whether its *financial health* is improving or deteriorating. Other factors to consider are changes in the District's property tax base and the condition of the District's facilities.

The relationship between revenues and expenses is the District's *operating results*. Since the governing board's responsibility is to provide services to our student and not to generate profit as commercial entities do, one must consider other factors when evaluating the overall health of the District. The quality of the education and the safety of our schools will likely be an important component in this evaluation.

In the *Statement of Net Assets* and the *Statement of Activities*, we present the District activities as follows:

Governmental Activities – The District's services are reported in this category. This includes the education of grade eight through twelve students and the on-going effort to improve and maintain buildings and sites. Property taxes, state income taxes, user fees, interest income, federal, state and local grants, finance these activities.

Reporting the District's Most Significant Funds

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds – not the District as a whole. Some funds are required to be established by State law and by bond covenants. However, management establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money that it receives from the U.S. Government.

GREENFIELD High School
225 S. El Camino Real
Greenfield, CA 93927
831-674-2751

KING CITY High School
720 Broadway Street
King City, CA 93930
831-385-5461

**PORTOLA-BUTLER
Continuation High School**
760 Broadway Street
King City, CA 93930
831-385-4661

**SOUTH MONTEREY COUNTY
Charter Independent Study Program**
215 S. El Camino Real
Greenfield, CA 93927
831-674-3275

Governmental Funds

The District's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. The differences of results in the governmental fund financial statements to those in the government-wide financial statements are explained in a reconciliation following each governmental fund financial statement.

The District As Trustee

Reporting the District's Fiduciary Responsibilities

The District is the trustee, or *fiduciary*, for funds held on behalf of others, like our funds for associated student body activities and scholarships. The District's fiduciary activities are reported in the *Statements of Fiduciary Net Assets* and the *Statement of Revenues, Expenses, and Changes in Fund Net Assets*. We exclude these activities from the District's other financial statements because the District cannot use these assets to finance its operations. The District is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

The District as a Whole

Net Assets

The District's net assets were \$9.2 million for the fiscal year ended June 30, 2011 and \$9.3 million for the fiscal year ended June 30, 2010; a decrease of \$100,000. Of this amount, a deficit \$9.7 was unrestricted. Restricted net assets are reported separately to show legal constraints from debt covenants and enabling legislation that limit the school Board's ability to use those net assets for day-to-day operations. Our analysis below focuses on the net assets (Table 1) and the change in net assets (Table 2) of the District's governmental activities for the past two fiscal years.

GREENFIELD High School
225 S. El Camino Real
Greenfield, CA 93927
831-674-2751

KING CITY High School
720 Broadway Street
King City, CA 93930
831-385-5461

**PORTOLA-BUTLER
Continuation High School**
760 Broadway Street
King City, CA 93930
831-385-4661

**SOUTH MONTEREY COUNTY
Charter Independent Study Program**
215 S. El Camino Real
Greenfield, CA 93927
831-674-3275

Table 1

(Amounts in millions)	Governmental Activities		Difference
	2011	2010	
Current and other assets	\$ 15.0	\$ 16.7	\$ (1.7)
Capital assets	23.9	23.6	.3
Total Assets	38.9	40.3	(1.4)
Current liabilities	1.3	1.7	(.4)
Long-term liabilities	28.4	29.3	(.9)
Total Liabilities	29.7	31.0	(1.3)
Net assets			
Invested in capital assets, Net of related debt	10.6	9.5	1.1
Restricted	8.3	7.4	.9
Unrestricted	(9.7)	(7.6)	(2.1)
Total Net Assets	9.2	9.3	(.1)

The deficit \$9.7 million in unrestricted net assets of governmental activities represents the accumulated results of all past years' operations.

Changes in Net Assets

The results of this year's operations for the District as a whole are reported in the *Statement of Activities*. Table 2 takes the information from the Statement, rounds off the numbers, and rearranges them slightly so you can see our total revenues for the past two years along with the variance between the two fiscal years.

Table 2

(Amounts in millions)	Governmental Activities		Difference
	2011	2010	
Revenues			
Charges for services	\$.1	\$.1	\$ -
Operating grants and contributions	3.7	3.0	.7
Capital grants and Contributions	-	-	-

GREENFIELD High School
225 S. El Camino Real
Greenfield, CA 93927
831-674-2751

KING CITY High School
720 Broadway Street
King City, CA 93930
831-385-5461

PORTOLA-BUTLER
Continuation High School
760 Broadway Street
King City, CA 93930
831-385-4661

SOUTH MONTEREY COUNTY
Charter Independent Study Program
215 S. El Camino Real
Greenfield, CA 93927
831-674-3275

General Revenues			
Federal and State aid	9.8	8.6	1.2
Property taxes	6.0	6.7	(.7)
Other general revenues	.1	.8	(.7)
Total Revenues	19.8	19.2	.6

Expenses

Instruction related	11.1	13.7	(2.6)
Student support services	2.2	1.9	.3
Administration	2.6	2.0	.6
Maintenance and Operations	2.2	1.9	.3
Other	1.9	2.1	(.2)
Total Expenses	20.0	21.6	(1.6)
Change to Net Assets	(.2)	(2.4)	2.2

Governmental Activities

As reported in the *Statement of Activities*, the cost of all of our governmental activities this year was \$20 million as compared to \$21.6 million in the prior year. However, the amount that our taxpayers ultimately financed for these activities through local taxes was only \$6.0 million because the cost was paid by other governments and organizations who subsidized certain programs with grants and contribution. We paid for the remaining "public benefit" portion of our governmental activities with \$9.8 million in Federal and State funds and \$.1 million with other revenues, like interest, general entitlements and charges for services.

The District's Funds

As the District completed this year, our governmental funds reported a combined fund balance of \$13.7 million while the prior year reported a balance of \$15.0 million, which is a decrease of \$1.3 million from last year.

The primary reasons for these increases/decreases are:

- Our General Fund is our principal operating fund. The fund balance in the General Fund increased \$200,000 to \$2.3 million. This increase is primarily due to \$4 million in State School Fund Apportionment Lease Revenue Bonds being issued by the State of California on the District's behalf for its emergency apportionment.
- Our special revenue funds decreased due to the \$3.5 million draw leaving a balance of \$5.8.

General Fund Budgetary Highlights

Over the course of the year, the District revises its budget as it attempts to deal with unexpected changes in revenues and expenditures. The final amendment to the budget was done on June 14, 2011 after the Third Interim report was reviewed by the State Administrator.

GREENFIELD High School
225 S. El Camino Real
Greenfield, CA 93927
831-674-2751

KING CITY High School
720 Broadway Street
King City, CA 93930
831-385-5461

**PORTOLA-BUTLER
Continuation High School**
760 Broadway Street
King City, CA 93930
831-385-4661

**SOUTH MONTEREY COUNTY
Charter Independent Study Program**
215 S. El Camino Real
Greenfield, CA 93927
831-674-3275

(A schedule showing the District's original and final budget amounts compared with amounts actually paid and received is provided in our annual report.)

Capital Asset and Debt Administration

Capital Assets

At June 30, 2010, the District had \$23.6 million in a broad range of capital assets, including land, buildings, and furniture and equipment. At June 30, 2011, net fixed assets totaled \$23.9. This amount represents a net increase of \$300,000.

Table 3

(Amounts in millions)	<u>Net Governmental Activities</u>		Difference
	2011	2010	
Land and improvements	\$ 2.3	\$ 2.3	\$ -
Construction in progress	1.0	1.0	-
Buildings and improvements	20.3	20.1	.2
Equipment	.3	.2	.1
Total	23.9	23.6	.3

Long-Term Obligations

At the end of this year, the District had \$28.3 million in long-term obligations outstanding versus \$29.3 million last year, a decrease of approximately \$1 million. These obligations consisted of:

Table 4

(Amounts in millions)	<u>Governmental Activities</u>		Difference
	2011	2010	
General obligations bonds	\$ 12.6	\$ 13.5	\$ (.9)
Lease-back agreement	14.4	14.4	-
Compensated absences	.2	.2	-
CalSTRS early retirement	.2	.4	(.2)
Capitalized lease obligations	.6	.7	(.1)
Other postemployment benefits	.3	.1	.2
Total	28.3	29.3	(1.0)

We present more detailed information in the Notes to Financial Statements.

GREENFIELD High School
225 S. El Camino Real
Greenfield, CA 93927
831-674-2751

KING CITY High School
720 Broadway Street
King City, CA 93930
831-385-5461

**PORTOLA-BUTLER
Continuation High School**
760 Broadway Street
King City, CA 93930
831-385-4661

**SOUTH MONTEREY COUNTY
Charter Independent Study Program**
215 S. El Camino Real
Greenfield, CA 93927
831-674-3275

Economic Factors and Next Year's Budgets and Rates

The fiscal condition and realities of the King City Joint Union High School District are expected to continue to deteriorate in the 2011-12 Fiscal Year due to the District's structural deficit, which is exacerbated by the State of California's fiscal difficulties and the overall poor world economy.

In considering the District's Revised Budget for the 2011-12 year, the State Administrator and management staff used the following key assumptions for revenues and expenditures:

Revenues

- The 2011-12 General Fund beginning balance (2010-11 General Fund ending balance) is \$2,275,325.
- Decline in ADA.
- The 2011-12 ADA is estimated at 1910.64
- The 2011-12 Revenue Limit is anticipated to be \$ 7,366.34 per ADA which is then reduced by a 17.963% deficit.
- There would be a draw of \$4,000,000 from the Special Apportionment.
- No Mandated Costs income is anticipated in the 2011-12 year.
- Interest rates at the County Treasury are estimated to remain in the 1-2% range.

Expenditures

- Step and column increases are estimated at .05% for both certificated and classified.
- Health benefits are budgeted at a maximum of \$10,819 per employee.
- Routine Repair and Maintenance is budgeted at approximately 1% of the total General Fund expenditures.
- Budgets for all other funds were prepared in accordance with guidance in the Governor's Revised budget.

Ending Balances, Reserves and Other

- Reserve levels must meet the Criteria and Standards requirement. The District will meet the minimum 3% reserve.

Contacting the District's Financial Management

This financial report is designed to provide our citizens, taxpayers, students, investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need any additional information, please contact the Business Services Office at the South Monterey County Joint Union High School District, 800 Broadway, King City, California 93930, (831)385-0606.

GREENFIELD High School
225 S. El Camino Real
Greenfield, CA 93927
831-674-2751

KING CITY High School
720 Broadway Street
King City, CA 93930
831-385-5461

**PORTOLA-BUTLER
Continuation High School**
760 Broadway Street
King City, CA 93930
831-385-4661

**SOUTH MONTEREY COUNTY
Charter Independent Study Program**
215 S. El Camino Real
Greenfield, CA 93927
831-674-3275

Exhibit 1

Statement of Net Assets

June 30, 2011

		Governmental Activities
Assets		
Cash in county treasury (Note 2)		\$ 6,582,112
Cash in bank (Note 2)		431
Cash in revolving fund (Note 2)		6,000
Cash with fiscal agent (Note 2)		5,899,925
Accounts receivable (Note 4)		2,521,657
Capital assets:		
Land (Note 6)	\$ 2,269,094	
Buildings (Note 6)	29,791,948	
Equipment (Note 6)	3,708,551	
Work in progress (Note 6)	1,003,985	
Less accumulated depreciation (Note 6)	<u>(12,923,225)</u>	
Total capital assets		<u>23,850,353</u>
Total assets		<u>\$ 38,860,478</u>
Liabilities		
Accounts payable (Note 1-1.2)		\$ 914,838
Deferred revenue (Note 1-1.5)		432,901
Long-term liabilities:		
Due within one year:		
General obligation bonds payable (Note 7)	\$ 920,000	
State school fund lease revenue bonds (Note 8)	270,000	
Capital lease obligations (Note 9)	81,570	
CalSTRS early retirement (Note 10)	<u>93,120</u>	
Total due within one year		1,364,690
Due after one year:		
General obligation bonds payable (Note 7)	\$ 11,700,000	
State school fund lease revenue bonds (Note 8)	14,125,000	
Compensated absences payable (Note 10)	219,259	
Capital lease obligations (Note 9)	555,487	
CalSTRS early retirement (Note 10)	133,454	
Other postemployment benefits obligations (Note 19)	<u>253,921</u>	
Total due after one year		<u>26,987,121</u>
Total liabilities		<u>29,699,550</u>
Net Assets		
Invested in capital assets, net of related debt		10,593,296
Restricted for:		
Capital projects		3,347,410
Debt service		3,938,942
Educational programs		788,821
Special revenue		242,085
Unrestricted		<u>(9,749,626)</u>
Total net assets		<u>9,160,928</u>
Total liabilities and net assets		<u>\$ 38,860,478</u>

The notes to the financial statements are an integral part of this statement.

Exhibit 2

Statement of Activities Year Ended June 30, 2011

	Expenses	Program Revenues		Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions		
Governmental activities:					
Instruction	\$ 10,486,698	\$ 46,468	\$ 2,158,720	\$ 7,652	\$ (8,273,858)
Instruction-related services:					
Supervision of instruction	465,030	1,243	122,577	—	(341,210)
Instructional library, media, and technology	129,419	—	(569)	—	(129,988)
School site administration	1,168,884	66	854	—	(1,167,964)
Pupil services:					
Home-to-school transportation	557,204	27	467,929	—	(89,248)
Food services	585,023	71,205	166,352	—	(347,466)
All other pupil services	1,066,597	3,371	119,729	—	(943,497)
General administration:					
Data processing	88,611	—	3,318	—	(85,293)
All other general administration	1,286,619	—	71,909	—	(1,214,710)
Plant services	1,597,490	244	3,155	—	(1,594,091)
Ancillary services	619,762	—	387,913	—	(231,849)
Community services	61,382	—	—	—	(61,382)
Debt service - interest	1,291,678	—	—	—	(1,291,678)
Other outgo	552,341	13,692	177,000	—	(361,649)
Total governmental activities	\$ 19,956,738	\$ 136,316	\$ 3,678,887	\$ 7,652	\$ (16,133,883)
General revenues:					
Taxes and subventions:					
Property taxes, levied for general purposes					\$ 4,352,220
Property taxes, levied for debt service					1,633,726
Taxes levied for other specific purposes					28,424
Federal and state aid not restricted to specific purposes					9,803,454
Interest and investment earnings					15,844
Interagency revenues					5,166
Miscellaneous					120,113
Total general revenues					\$ 15,958,947
Change in net assets					\$ (174,936)
Net assets—beginning					9,314,573
Adjustments/restatements (Note 12)					21,291
Net assets—ending					\$ 9,160,928

The notes to the financial statements are an integral part of this statement.

Exhibit 3

Balance Sheet Governmental Funds June 30, 2011

	General Fund	Special Reserve Fund for Other Than Capital Outlay Projects	County School Facilities Fund	Bond Interest and Redemption Fund	Other Governmental Funds	Total Governmental Funds
Assets						
Cash in county treasury (Note 2)	\$ 615,705	\$ 500,000	\$ 3,368,522	\$ 1,450,614	\$ 647,271	\$ 6,582,112
Cash in bank (Note 2)	—	—	—	—	431	431
Cash in revolving fund (Note 2)	6,000	—	—	—	—	6,000
Cash with fiscal agent (Note 2)	644,503	5,255,422	—	—	—	5,899,925
Accounts receivable (Note 4)	2,270,773	—	—	—	250,884	2,521,657
Due from other funds (Note 5)	24,036	—	—	—	384,047	408,083
Total assets	\$ 3,561,017	\$ 5,755,422	\$ 3,368,522	\$ 1,450,614	\$ 1,282,633	\$ 15,418,208
Liabilities and fund balances						
Liabilities:						
Accounts payable (Note 1-1.2)	\$ 468,744	\$ —	\$ —	\$ —	\$ 446,094	\$ 914,838
Due to other funds (Note 5)	384,048	—	—	—	24,036	408,084
Deferred revenue (Note 1-1.5)	432,901	—	—	—	—	432,901
Total liabilities	1,285,693	—	—	—	470,130	1,755,823
Fund balances:						
Nonspendable:						
Revolving cash account	6,000	—	—	—	—	6,000
Restricted for:						
Education programs	788,821	—	—	—	—	788,821
Debt service reserve	—	1,254,579	—	—	—	1,254,579
Debt service	644,503	—	—	1,450,614	—	2,095,117
Capital projects	—	—	3,368,522	—	570,420	3,938,942
Assigned to:						
Charter schools	—	—	—	—	234,989	234,989
Deferred maintenance	—	—	—	—	7,096	7,096
Unassigned:						
Unassigned/unappropriated	239,076	4,500,843	—	—	—	4,739,919
Reserved for economic uncertainties	596,924	—	—	—	—	596,924
Total fund balances	2,275,324	5,755,422	3,368,522	1,450,614	812,504	13,662,387
Total liabilities and fund balances	\$ 3,561,015	\$ 5,755,422	\$ 3,368,522	\$ 1,450,614	\$ 1,282,634	\$ 15,418,208

The notes to the financial statements are an integral part of this statement.

Exhibit 4

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Assets June 30, 2011

Total fund balances – governmental funds		\$ 13,662,387
Capital assets: In governmental funds, only current assets are reported. In the statement of net assets, all assets are reported, including capital assets of \$36,773,578 and accumulated depreciation of (\$12,923,225).		23,850,353
Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds. Long-term liabilities at year-end consist of:		
General obligation bonds payable	\$ 12,620,000	
State school fund lease revenue bonds	14,395,000	
Compensated absences payable	219,259	
Capital lease obligations	637,057	
CalSTRS early retirement	226,574	
Other postemployment benefits obligations	<u>253,921</u>	
Total long-term liabilities		<u>(28,351,811)</u>
Total net assets – governmental activities		<u>\$ 9,160,928</u>

The notes to the financial statements are an integral part of this statement.

Exhibit 5

**Statement of Revenues, Expenditures,
and Changes in Fund Balances
Governmental Funds
Year Ended June 30, 2011**

	General Fund	Special Reserve Fund for Other Than Capital Outlay Projects	County School Facilities Fund	Bond Interest and Redemption Fund	Other Governmental Funds	Total Governmental Funds
Revenues:						
Revenue limit sources	\$ 11,304,406	\$ —	\$ —	\$ —	\$ 568,851	\$ 11,873,257
Federal revenue	1,169,870	—	—	—	152,891	1,322,761
Other state revenue	3,126,201	—	—	8,955	49,753	3,184,909
Other local revenue	1,697,892	—	7,652	1,626,616	68,716	3,400,876
Total revenues	17,298,369	—	7,652	1,635,571	840,211	19,781,803
Expenditures:						
Instruction	10,263,609	—	—	—	252,711	10,516,320
Instruction-related services	1,663,171	—	—	—	100,162	1,763,333
Pupil services	1,772,452	—	—	—	585,023	2,357,475
General administration	1,375,230	—	—	—	—	1,375,230
Plant services	1,545,206	—	11,256	—	98,957	1,655,419
Ancillary services	625,391	—	—	—	—	625,391
Community services	61,382	—	—	—	—	61,382
Other outgoing	552,341	—	—	—	—	552,341
Debt service - principal	—	—	—	840,000	78,226	918,226
Debt service - interest	610,816	—	—	649,800	30,447	1,291,063
Total expenditures	18,469,598	—	11,256	1,489,800	1,145,526	21,116,180
Excess (deficiency) of revenues over (under) expenditures	(1,171,230)	—	(3,604)	145,771	(305,315)	(1,334,377)
Other financing sources (uses):						
Operating transfers in (Note 5)	4,090,290	500,000	—	—	346,431	4,936,721
Operating transfers out (Note 5)	(846,431)	(4,060,843)	—	—	(29,447)	(4,936,721)
Total other financing sources (uses)	3,243,859	(3,560,843)	—	—	316,984	—
Excess of revenues and other financing sources over (under) expenditures and other financing sources (uses)	2,072,630	(3,560,843)	(3,604)	145,771	11,669	(1,334,377)
Fund balances—beginning	202,695	9,316,265	3,352,736	1,303,373	800,404	14,975,473
Restatements (Note 12)	—	—	19,390	1,470	431	21,291
Fund balances restated—beginning	202,695	9,316,265	3,372,126	1,304,843	800,835	14,996,764
Fund balances—ending	\$ 2,275,325	\$ 5,755,422	\$ 3,368,522	\$ 1,450,614	\$ 812,504	\$ 13,662,387

The notes to the financial statements are an integral part of this statement.

Exhibit 6

**Reconciliation of the Statement of Revenues,
Expenditures, and Changes in
Fund Balances—Governmental Funds
to the Statement of Activities
Year Ended June 30, 2011**

Total net change in fund balances – governmental funds		\$ (1,334,377)
Capital outlay: In governmental funds, the costs of capital assets are reported as expenditures in the period when the assets are acquired. In the statement of activities, costs of capital assets are allocated over their estimated useful lives as depreciation expense. The difference between capital outlay expenditures and depreciation expense for the period is:		
Expenditures for capital outlay	\$ 296,013	
Depreciation expense	<u>(83,803)</u>	
Net capital outlay		212,210
Debt service: In governmental funds, repayments of long-term debt are reported as expenditures. In the government-wide statements, repayments of long-term debt are reported as reductions to liabilities. Expenditures for repayment of the principal portion of long-term debt were:		917,611
Compensated absences: In governmental funds, compensated absences are measured by the amounts paid during the period. In the statement of activities, compensated absences are measured by the amounts earned. The difference between compensated absences paid and compensated absences earned was:		20,814
Postemployment benefits other than pensions (OPEB): In governmental funds, OPEB costs are recognized when employer contributions are made. In the statement of activities, OPEB costs are recognized on the accrual basis. This year, the difference between OPEB costs and actual employer contributions was:		(125,566)
CalSTRS early retirement benefits: In the governmental funds, early retirement benefits are measured by the amounts paid during the period. In the statement of activities, early retirement benefits are measured by the amounts earned. This year, the CalSTRS early retirement benefits paid were:		<u>134,373</u>
Total change in net assets – governmental activities		\$ (174,935)

The notes to the financial statements are an integral part of this statement.

Exhibit 7

Statement of Fund Net Assets
Fiduciary Funds
June 30, 2011

	<u>Agency Fund</u> <u>Student Body</u>
Assets	
Cash in bank	\$ 221,086
Total assets	<u>\$ 221,086</u>
Liabilities	
Due to student groups	\$ 221,086
Total liabilities	<u>\$ 221,086</u>
Net Assets	
Unreserved	\$ —
Total net assets	<u>\$ —</u>

The notes to the financial statements are an integral part of this statement.

Notes to the Financial Statements

Year Ended June 30, 2011

NOTE 1— SIGNIFICANT ACCOUNTING POLICIES

A. Accounting Policies

The King City Joint Union High School District accounts for its financial transactions in accordance with the policies and procedures of the California Department of Education's California School Accounting Manual. The accounting policies of the district conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

B. Reporting Entity

The King City Joint Union High School District was organized under the laws of the State of California. The District operates under a locally-elected five-member advisory board and a State appointed administrator and provides educational services to grades 9-12 as mandated by the State and/or Federal agencies. The District operates two high schools, one continuation school, and an independent study charter school.

A reporting entity is comprised of the primary government and other organizations that are included to ensure the financial statements are not misleading. The primary government of the District consists of all funds, departments, boards, and agencies that are not legally separate from the District. For King City Joint Union High School District, this includes general operations and student related activities of the District.

C. Implementation of Accounting Pronouncements

In March 2009, the GASB issued GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. This Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The requirements of this Statement are effective for the financial statements for periods beginning after June 15, 2010. See Note 1.1.8 for disclosure on fund balance reporting.

D. Basis of Presentation

Government-Wide Financial Statements:

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the district and its component units. Internal service fund activity is eliminated to avoid doubling revenues and expenses.

The government-wide statements are prepared using the economic resources measurement focus. This is the same approach used in the preparation of the proprietary fund and fiduciary fund financial statements but differs from the manner in which governmental fund financial statements are prepared. Governmental fund financial statements, therefore, include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for the governmental funds.

The government-wide statement of activities presents a comparison between direct expenses and program revenues for each function or program of the district's governmental activities. The district reports all direct expenses by function in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function. Depreciation expense is specifically identified by function and is included in the direct expense of each function. Interest on general long-term liabilities is considered an indirect expense and is reported separately on the Statement of Activities. Indirect expenses for centralized services and administrative overhead are allocated among the programs, functions and segments using a full cost allocation approach and are presented separately to enhance comparability of direct expenses between governments that allocate direct expenses and those that do not.

Program revenues include charges paid by the recipients of the goods or services offered by the programs and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each governmental function is self financing or draws from the general revenues of the district.

Eliminations and Reclassifications:

In the process of aggregating data for the Statement of Net Assets and the Statement of Activities, some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities within the governmental activities column.

Fund Financial Statements:

Fund financial statements report detailed information about the District. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column. Fiduciary funds are reported by fund type.

The accounting and financial treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

Fiduciary funds are accounted for using the economic resources measurement focus and the accrual basis of accounting.

E. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the account and reported in the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Fiduciary funds use the accrual basis of accounting.

Revenues—Exchange and Non-Exchange Transactions:

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded under the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the district, "available" means collectible within the current period or within 60 days after year-end.

Non-exchange transactions, in which the district receives value without directly giving equal value in return, include property taxes, grants, and entitlements. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and entitlements is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are to be used or the fiscal year when use is first permitted; matching requirements, in which the district must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the district on a reimbursement basis. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Deferred Revenue:

Deferred revenue arises when assets are received before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are recorded as deferred revenue. On governmental fund financial statements, receivables associated with non-exchange transactions that will not be collected within the availability period have also been recorded as deferred revenue.

Expenses/Expenditures:

On the accrual basis of accounting, expenses are recognized at the time a liability is incurred. On the modified accrual basis of accounting, expenditures are generally recognized in the accounting period in which the related fund liability is incurred, as under the accrual basis of accounting. However, under the modified accrual basis of accounting, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds.

When both restricted and unrestricted resources are available for use, it is the district's policy to use restricted resources first, then unrestricted resources as they are needed.

F. Fund Accounting

The accounts of the district are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self balancing accounts that comprise its assets, liabilities, fund equity or retained earnings, revenues, and expenditures or expenses, as appropriate. District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The district's accounts are organized into major, nonmajor, and fiduciary funds.

Governmental Funds

Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following are the district's major and non-major governmental funds:

Major Governmental Funds:

The General Fund is the chief operating fund for all districts. It is used to account for the ordinary operations of a district. All transactions except those required or permitted by law to be in another fund are accounted for in this fund.

The Special Reserve Fund for Other than Capital Outlay Projects Fund is used primarily to provide for the accumulation of general fund monies for general operating purposes other than for capital outlay (Education Code section 42840). Amounts from this special revenue fund must first be transferred into the general fund or other appropriate fund before expenditures may be made (Education Code section 42842). For fiscal year 2010-11, the district used this fund to primarily account for proceeds from the state school fund lease revenue bonds.

The County School Facilities Fund is established pursuant to Education Code section 17070.43 to receive apportionments from the 1998 State School Facilities Fund (Proposition 1A), the 2002 State School Facilities Fund (Proposition 47), or 2004 State School Facilities Fund (Proposition 55) authorized by the State Allocation Board for new school facility construction, modernization projects, and facility hardship grants, as provided in the Leroy F. Greene School Facilities Act of 1998 (Education Code section 17070 et seq.).

The Bond Interest and Redemption Fund is used for the repayment of bonds issued for a district (Education Code section 15125-15262).

Non-major Governmental Funds:

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The district maintains four non-major special revenue funds.

- The Charter School Fund is used to account for the activities of operating the charter school for the district.

- The Adult Education Fund is used to account for resources committed to adult education programs maintained by the district.
- The Cafeteria Fund is used to account for revenues received and expenditures made to operate the district's food service program.
- The Deferred Maintenance Fund is used for the purpose of major repair or replacement of district property.

Capital Project Funds are used to account for the acquisition or construction of major capital facilities (other than those financed by proprietary funds). The district maintains one nonmajor capital projects fund.

- The Capital Facilities Fund is used to account for resources received from fees levied on developers or other agencies as a condition of approving a development (Education Code sections 17620-17626). Expenditures are restricted to the purposes specified in Government Code sections 65970-65981 or items specified in agreements with the developer (Government Code section 66006).

Fiduciary Funds:

Fiduciary Funds are used to account for assets held in a trustee or agent capacity for others that cannot be used to support the district's own programs.

Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Such funds have no equity accounts since all assets are due to individuals or entities at some future time. The district's agency fund accounts for student body activities.

G. Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. By state law, the district's governing board must adopt a final budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption.

These budgets are revised by the district's State Administrator during the year to give consideration to unanticipated income and expenditures. The original and final revised budgets are presented for the general fund in the financial statements.

H. Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated on June 30.

I. Assets, Liabilities and Equity

1. Deposits and investments

Cash balances held in banks and in revolving funds are insured to \$250,000 by the Federal Depository Insurance Corporation.

In accordance with Education Code section 41001, the district maintains substantially all of its cash in the Monterey County Treasury. The county pools these funds with those of other districts in the county and invests the cash. These pooled funds are carried at cost, which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

2. Receivables and Payables

Receivables and payables are reported in the fund financial statements and in the government-wide financial statements. Governmental fund payables and accrued liabilities, once incurred, are paid in a timely manner from current financial resources, and reported as obligations of those funds.

Transactions among funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as interfund receivables/payables or due from and due to other funds. Interfund transactions between governmental funds and business activities are eliminated in the government-wide statements. Amounts reported as receivable or payable to fiduciary funds are included in the Statement of Net Assets as receivable or payable to external parties.

3. Prepaid Expenditures

Prepaid expenditures (expenses) represent amounts paid in advance of receiving goods or services. The district has the option of reporting expenditure in governmental funds for prepaid items either when purchased or during the benefiting period. The district has chosen to report the expenditures during the period benefited.

4. Capital Assets¹

Capital assets are those purchased or acquired with a useful life of two or more years and are reported at historical cost equal to or greater than \$5,000. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets' lives are not capitalized, but are expensed as incurred. Items purchased with a value of less than \$5,000 but more than \$500 shall be inventoried but not capitalized.

5. Deferred Revenue

Deferred revenue arise when potential revenues are due to the district but do not meet the recognition criteria in the current period, or when resources are received by the district prior to the incurrence of a qualifying expenditure.

Cash received for federal and state special projects and programs is recognized as revenue to the extent that qualified expenditures have been incurred. Deferred revenue is recorded to the extent that cash received on specific projects and programs exceeds qualified expenditures.

¹ The district did not provide a depreciation schedule for the different categories of capital assets (see Finding 11-02—Capital assets not auditable).

6. Compensated Absences

Compensated absences are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the government-wide statement of the net assets as long-term obligations.

Sick leave is accumulated without limit for each employee at the rate of one day for each month worked. Leave with pay is provided when employees are absent for health reasons; however, the employees do not gain a vested right to accumulated sick leave. Employees are never paid for any sick leave balance at termination of employment or any other time. Therefore, the value of accumulated sick leave is not recognized as a liability in the District's financial statements. However, credit for unused sick leave is applicable to all classified school members who retire after January 1, 1999. At retirement, each member will receive .004 year of service credit for each day of unused sick leave. Credit for unused sick leave is applicable to all certificated employees and is determined by dividing the number of unused sick days by the number of base service days required to complete the last school year, if employed full-time.

7. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net assets. Bond premiums and discounts as well as issuance costs are deferred and amortized over the life of the bonds using straight-line method. Bonds payable are reported net of applicable bond premium or discount. Bond issuance costs are reported as prepaid expenditures and amortized over the term of the related debt.

In the fund financial statements, governmental funds recognize bond premiums and discounts as well as bond issuance costs, during the current period. The face amount of the debt issued, premiums, or discounts is reported as other financing sources/uses.

8. Fund Balances and Designations

Fund Balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the District is bound to honor constraints on the specific purpose for which amounts can be spent.

Nonspendable fund balance consists of funds that cannot be spent due to their form (e.g. inventories and prepaids) or fund that legally or contractually must be maintained intact.

Restricted fund balance consists of funds that are mandated for a specific purpose by external parties, constitutional provisions or enabling legislation.

Committed fund balance consists of funds that are set aside for specific purpose pursuant to constraints imposed by formal actions taken, such a majority vote or resolution by the Governing Board, the district's highest level of decision-making authority. Formal actions must be taken prior to the end of the year. The same formal action must be taken to remove or change the limitations placed on the funds.

Assigned fund balance consists of funds that are set aside with the intent to be used for a specific purpose by the Governing Board or official that has been given the authority to assign funds. The State Administrator has this authority. The State

Administrator also has the authority to remove or change the assignment of the funds. Assigned funds cannot cause a deficit in unassigned fund balance.

Unassigned fund balance consists of excess funds that have not been classified in the previous four categories. All funds in this category are considered spendable resources. This category also provides the resources necessary to meet unexpected expenditures and revenue shortfalls.

Fund Balance Policy

The district establishes the procedures for reporting unrestricted fund balance in the General Fund financial statements for the district's governmental funds. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the district against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures.

When expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the district considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the district considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the district's board or designee has provided otherwise in its commitments or assignment actions.

Minimum Fund Balance Policy

While GASB 54 does not require districts to establish a minimum fund balance policy or a stabilization arrangement, GASB 54 does require the disclosure of a minimum fund balance policy and stabilization arrangement, if they have been adopted by the Governing Board.

The district has adopted a policy which requires a Reserve for Economic Uncertainties consisting of unassigned amounts equal to no less than 3% of General Fund expenditures and other financing uses. The district has a balance Reserved for Economic Uncertainties of \$596,924 for fiscal year 2010-11.

Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

9. Restricted Net Assets

Restrictions of the ending net assets indicate the portions of net assets not appropriable for expenditure or amounts legally segregated for a specific future use. These amounts are not available for appropriation and expenditure at the balance sheet date. The restriction for unspent categorical program revenues represents the portion of net assets restricted to specific educational program expenditures. The restrictions for special revenues and capital projects represent the portion of net assets restricted for special purposes and capital outlay, respectively. The restriction for debt service represents the portion of net assets available for the retirement of long-term liabilities.

10. Revenue Limit/Property Taxes

The district’s revenue limit is received from a combination of local property taxes, state apportionments, and other local source.

Monterey County is responsible for assessing, collecting, and apportioning property taxes. Taxes are levied for each fiscal year on taxable real and personal property in the county. The levy is based on the assessed values as of the preceding March 1, which is also the lien date. Property taxes on the secured roll are due on November 1 and February 1, and taxes become delinquent on December 10 and April 10, respectively. Property taxes on the unsecured roll are due on the lien date (March 1), and become delinquent if unpaid by August 31.

Secured property taxes are recorded as revenue when received, in the fiscal year of the levy. The county apportions secured property tax revenue in accordance with the alternate method of distribution prescribed by Revenue and Taxation Code section 4705. This alternate method provides for crediting each applicable fund with its total secured taxes upon completion of the secured tax roll—approximately October 1 of each year.

The Monterey County Treasurer-Tax Collector reports the amount of the district’s allocated property tax revenue to the California Department of Education (CDE). Property taxes are recorded as local revenue limit sources by the district.

The CDE reduces the district’s entitlement by the district’s local property tax revenue. The balance is paid from the state general fund, and is known as the state apportionment.

The district’s base revenue limit is the amount of general purpose tax revenue, per average daily attendance (ADA), that the district is entitled to by law. This amount is multiplied by the second period ADA to derive the district’s total entitlement. In the case of a school district experiencing declining enrollment, the previous year’s ADA is used.

NOTE 2— CASH AND INVESTMENTS

Cash on Hand, in Banks, and in Revolving Fund

Cash at June 30, 2011 consisted of the following:

	<u>Governmental Activities</u>	<u>Fiduciary Activities</u>
Deposits:		
Cash in banks	\$ 431	\$ 221,086
Cash in revolving fund	6,000	—
Pooled funds:		
Cash in county treasury	6,537,237	—
Cash in county treasury (associated student body) ¹	44,875	—
Cash with fiscal agent	5,899,925	—

¹ See Finding 11-03—Associated student body funds not auditable.

Deposits

The Federal Depository Insurance Corporation (FDIC) insures cash balances held in banks and revolving funds, up to \$250,000. At June 30, 2011, the carrying account of the revolving fund was \$6,000. The California Government Code requires California financial institutions to secure the District's cash deposits by pledging securities as collateral. Funds held in excess of the amount insured by the FDIC were covered by collateral held in the pledging financial institution's trust departments in the financial institution's name.

Pooled Funds

In accordance with Education Code section 41001, the district maintains substantially all of its cash in the county treasury. The county pools these funds with those of school districts and other agencies in the county and invests the cash. The district's pooled funds of \$6,582,112 are carried at cost, which approximates fair value. Interest earned is deposited quarterly into participating funds, and any investment losses are proportionately shared by all funds in the pool.

The county is restricted by Government Code section 53635, pursuant to section 53601, to invest in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements.

Because the County Office's deposits are maintained in a recognized pooled investment fund under the care of a third party and the County Office's share of the pool does not consist of specific, identifiable investment securities owned by the County Office, no disclosure of the individual deposits and investments or related custodial credit risk classifications is required.

Monterey County issues a separate comprehensive annual financial report that includes a financial report and required supplemental information. Copies of the Monterey County financial report may be obtained from the Monterey County Treasurer-Tax Collector, 168 West Alisal Street, First Floor, Salinas, CA 93901.

Cash with Fiscal Agent

The amount of \$5,899,925 represents cash held by U.S. Bank as trustee for the repayment of State Fund Apportionment Lease Revenue Bonds. This amount is fully collateralized.

Agency Trust Fund

The amount of \$221,086 which is included in the cash in banks – fiduciary fund represents cash held for associated student body funds per Education Code section 41031 that benefit individuals, private organizations, or other governments and under which neither principal nor income may be used for purposes that support the LEA's own programs.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to change in market interest rates is. The district manages its exposure to interest rate risk by investing in the County Pool and having the Pool purchase a combination of shorter term and longer term investments and by timing cash flows from

maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The district's investment in the County Pool is not required to be rated, nor has it been rated as of June 30, 2011.

Custodial Credit Risk

This is the risk that in the event of a bank failure, the district's deposits may not be returned to it. The district does not have a policy for custodial credit risk for deposits. However, the California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law. The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agency. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105% of the secured deposits. As of June 30, 2011, none of the district's bank balance was exposed to custodial credit risk.

NOTE 3— EXCESS OF EXPENDITURES OVER APPROPRIATIONS

As of June 30, 2011, expenditures exceeded appropriations in individual funds as follows:

<u>Appropriations Category</u>	<u>Excess Expenditures</u>
Major Funds	
General Fund:	
Certificated salaries	\$ 130,459
Classified salaries	58,629
Employee benefits	61,532
Authorized interfund transfers	40,390
Operating transfers out	481,665

The explanations for excess expenditures are as follows:

- \$189,088 due to unexpected leave time for certificated and classified employees that required substitutes for replacements.
- \$61,532 partly due to the increases above and under budgeting CalSTRS for early retirees.
- \$40,390 due to the Monterey County Office of Education (MCOE) billback was more than expected.
- \$481,665 due to \$500,000 transfer to Special Reserve Fund for an overdraw on the loan.

NOTE 4— ACCOUNTS RECEIVABLE

Accounts receivable as of June 30, 2011, consists of the following:

Description	General Fund	Non-Major Governmental Funds	Total Governmental Funds
Federal government:			
Categorical aid program	\$ 139,502	\$ 32,925	\$ 172,427
State government:			
Categorical aid program	275,360	—	275,360
Lottery	146,355	—	146,355
Other State	1,496,074	—	1,496,074
Local sources	240,482	217,959	458,441
Total accounts receivable	<u>\$ 2,270,773</u>	<u>\$ 250,884</u>	<u>\$ 2,521,657</u>

NOTE 5— INTERFUND TRANSACTIONS

Interfund transactions are reported as either loans, services provided, reimbursements, or transfers. Temporary loans are reported as interfund receivables and payables, as appropriate, and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers among governmental or proprietary funds are netted as part of the reconciliation to the government-wide financial statements.

Pursuant to Education Code section 42603 interfund loans are expected to be repaid within the same fiscal year or in the following year if the transfer takes place within the final 120 days of a fiscal year.

Interfund Receivables/Payables (Due From/Due To)

As of June 30, 2011, interfund receivables and payables were as follows:

Fund	Due From	Due To
General Fund	\$ 24,036	\$ 384,048
Charter School Special Revenue Fund	37,668	24,036
Cafeteria Fund	346,380	—
Total	<u>\$ 408,084</u>	<u>\$ 408,084</u>

Interfund Transfers

Interfund transfers consist of operating transfers from funds receiving revenue to funds through which the resources are to be expended. Interfund transfers for fiscal year 2010-11 were as follows:

Fund	Transfers In	Transfers Out
General Fund	\$ 4,090,290	\$ 846,431
Charter School Special Revenue Fund	—	24,036
Adult Education Fund	51	5,411
Cafeteria Fund	346,380	—
Special Revenue for Other Than Capital Outlay Fund	500,000	4,060,843
Totals	<u>\$ 4,936,721</u>	<u>\$ 4,936,721</u>

Interfund transfers consisted of the following items:

- Transfer of \$51 from the General Fund to the Adult Education Fund to close the Adult Education Fund.
- Transfer of \$346,380 from the General Fund to the Cafeteria Fund to cover negative cash.
- Transfer of \$500,000 from the General Fund to the Special Revenue for Other Than Capital Outlay Fund due to overdrawn loan.
- Transfer of \$24,036 from the Charter School Special Revenue Fund to the General Fund to cover indirect costs.
- Transfer of \$5,411 from the Adult Education Fund to the General Fund to close the Adult Education Fund.
- Transfer of \$4,060,843 from the Special Revenue for Other Than Capital Outlay Fund to the General Fund to cover General Fund expenditures.

NOTE 6— CAPITAL ASSETS AND DEPRECIATION

Capital assets activity for the year ended June 30, 2011, is shown below:

	Balance July 1, 2010	Additions	Deductions	Balance June 30, 2011 ¹
Capital assets not being depreciated:				
Land	\$ 2,269,094	\$ —	\$ —	\$ 2,269,094
Work in progress	1,003,985	—	—	1,003,985
Total capital assets not being depreciated	<u>3,273,079</u>	<u>—</u>	<u>—</u>	<u>3,273,079</u>
Capital assets being depreciated:				
Building and improvements	29,650,216	141,732	—	29,791,948
Equipment	3,616,142	154,281	(61,872)	3,708,551
Total capital assets being depreciated	<u>33,266,358</u>	<u>296,013</u>	<u>(61,872)</u>	<u>33,500,499</u>
Less accumulated depreciation:				
Building and improvements	9,486,014	—	—	9,486,014
Equipment	3,415,280	83,803	(61,872)	3,437,211
Total accumulated depreciation	<u>12,901,294</u>	<u>83,803</u>	<u>(61,872)</u>	<u>12,923,225</u>
Total capital assets being depreciated, net	<u>20,365,064</u>	<u>212,210</u>	<u>—</u>	<u>20,577,274</u>
Governmental activities capital assets, net	<u>\$23,638,143</u>	<u>\$212,210</u>	<u>\$ —</u>	<u>\$ 23,850,353</u>

¹ See Finding 11-02—Capital assets not auditable.

NOTE 7— GENERAL OBLIGATION BONDS

On March 24, 1998, the 1998 General Obligation Bonds in the aggregate amount of \$19,160,000 were issued to defease the District's 1994 series A and B bonds. The refunding bonds mature through August 15, 2020, and have interest rates from 3.6% to 5%. Principal payments are due annually on August 1 and interest payments are due semi-annually on February 1 and August 1.

The outstanding general obligation bonded debt of the district as of June 30, 2011, is as follows:

General Obligation Bond	Interest Rate	Issue Date	Maturity Date	Amount of Original Issue	Outstanding July 1, 2010	Issued Current Year	Redeemed During Year	Bonds Outstanding June 30, 2011
Refunding 1998, Series A and B	3.6%-5.05%	1998	2020	\$19,160,000	\$ 13,460,000	\$ —	\$ 840,000	\$ 12,620,000
Totals				<u>\$19,160,000</u>	<u>\$ 13,460,000</u>	<u>\$ —</u>	<u>\$ 840,000</u>	<u>\$ 12,620,000</u>

The annual requirements to amortize the general obligation bonds are as follows:

Year Ended June 30	Refunding 1998		
	Principal	Interest	Totals
2012	\$ 920,000	\$ 607,425	\$ 1,527,425
2013	1,000,000	560,000	1,560,000
2014	1,085,000	507,875	1,592,875
2015	1,180,000	451,250	1,631,250
2016	1,280,000	210,875	1,490,875
2017-2020	7,155,000	1,248,875	8,403,875
Totals	<u>\$ 12,620,000</u>	<u>\$ 3,586,300</u>	<u>\$ 16,206,300</u>

NOTE 8— STATE SCHOOL FUND APPORTIONMENT LEASE REVENUE BONDS

On July 22, 2009, Senate Bill 130, Chapter 20, Statutes of 2009, was enacted. This legislation provided an emergency apportionment loan to the district of \$5 million. In addition the bill authorized the district to augment the emergency loan with an additional \$8 million of lease financing in order to increase the emergency loan to a total of \$13 million. This loan provides a floating line of credit. As of June 30, 2011, the district received \$4 million of the apportionment loan amount. The legislation requires the district to repay the loan, including interest calculated at a rate equal to the rate earned by the State's Pooled Money Investment account on the effective date of Senate Bill 130. The bill provides that the loan be repaid over a 20-year period.

On April 7, 2010, the California Infrastructure and Economic Development Bank (I-Bank) issued \$14,395,000 in lease revenue bonds bearing interest at 2.0% to 5.6% with maturities from August 15, 2011 through August 15, 2029. The bonds were issued to fund the emergency apportionment given to King City Joint Union High School District. The district entered into a lease-back agreement whereby the scheduled lease payments will provide the source for the required principal and interest payments on the bonds. The lease payments will be made by an intercept of apportionments due to the district by the State Controller's Office. The intercepts will be made July through October beginning July 2010 and held by the Trustee until the principal and interest bond payments are due as per the debt service schedule.

The outstanding Lease Revenue bonded debt of the district as of June 30, 2011 is as follows:

State School Fund Apportionment Lease Revenue Bonds	Interest Rate	Issue Date	Maturity Date	Amount of Original Issue	Outstanding July 1, 2010	Issued Current Year	Redeemed During Year	Bonds Outstanding June 30, 2011
I-Bank	2.0%-5.6%	2010	2029	\$ 14,395,000	\$ 14,395,000	\$ —	\$ —	\$ 14,395,000
Totals				<u>\$ 14,395,000</u>	<u>\$ 14,395,000</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 14,395,000</u>

The annual requirements to amortize the emergency apportionment lease revenue bonds are as follows:

Year Ended June 30	I-Bank		Totals
	Principal	Interest	
2012	\$ 270,000	\$ 722,844	\$ 997,844
2013	520,000	717,344	1,237,344
2014	535,000	698,843	1,233,843
2015	555,000	677,044	1,232,044
2016	580,000	654,344	1,234,344
2017-2021	3,325,000	2,820,306	6,145,306
2022-2026	4,265,000	1,843,859	6,108,859
2027-2029	4,345,000	517,356	4,862,356
Totals	<u>\$ 14,395,000</u>	<u>\$ 8,656,940</u>	<u>\$ 23,051,940</u>

NOTE 9— CAPITAL LEASE OBLIGATIONS

The district has entered into agreements to lease various facilities and equipment that provide for the title to pass upon expiration of the lease period.

The following is a summary of the capital lease obligations:

Year Ended June 30	Principal	Interest	Totals
2012	\$ 81,570	\$ 27,103	\$ 108,673
2013	84,979	23,694	108,673
2014	84,539	20,134	104,673
2015	88,256	16,417	104,673
2016	92,339	12,334	104,673
2017-2019	205,373	17,190	222,564
Totals	<u>\$ 637,057</u>	<u>\$ 116,872</u>	<u>\$ 753,929</u>

NOTE 10— LONG-TERM DEBT—SCHEDULE OF CHANGES

A schedule of changes in long-term debt for the year ended June 30, 2011, is shown below.

Governmental Activities	Balance, July 1, 2010	Adjustments	Additions	Deductions	Balance, June 30, 2011	Due Within One Year
Bonds and notes payable:						
General obligation bonds	\$ 13,460,000	\$ —	\$ —	\$ (840,000)	\$ 12,620,000	\$ 920,000
State school fund apportionment lease revenue bonds	14,395,000	—	—	—	14,395,000	270,000
Total bonds and notes payable	<u>27,855,000</u>	<u>—</u>	<u>—</u>	<u>(840,000)</u>	<u>27,015,000</u>	<u>1,190,000</u>
Other liabilities:						
Compensated absences	240,073	—	—	(20,814)	219,259	—
Capital lease obligations	714,668	615	—	(78,226)	637,057	81,570
CalSTRS early retirement	360,947	(40,041)	—	(94,332)	226,574	93,120
Other postemployment benefits	128,356	—	125,565	—	253,921	—
Total other liabilities	<u>1,444,044</u>	<u>(39,426)</u>	<u>125,565</u>	<u>(193,372)</u>	<u>1,336,811</u>	<u>174,690</u>
Governmental activities long-term liabilities	<u>\$ 29,299,044</u>	<u>\$ (39,426)</u>	<u>\$ 125,565</u>	<u>\$ (1,033,372)</u>	<u>\$ 28,351,811</u>	<u>\$ 1,364,690</u>

Payments on the General Obligation Bonds are made using local revenues and recorded in the Bond Interest and Redemption Fund. Payments on the State School Fund Apportionment Lease Revenue Bonds are made with the lease-back rental payments taken through the general fund intercept of principal apportionment funding due to the district from the State

of California. Payments on the capitalized lease obligations are made from various district funds. Payments on the compensated absences, CalSTRS early retirement, and other postemployment benefits obligation will be paid by the fund for which the employee worked.

Early Retirement

The district has obligations to CalSTRS totaling \$226,574 on behalf of employees. The certificated employees have retired under Golden Handshake agreements in prior years. The district has elected to pay the obligations over a period of years, with four years remaining.

<u>Year Ending June 30</u>	<u>Obligation</u>
2012	\$ 93,120
2013	93,120
2014	20,167
2015	20,167
Total	<u>\$ 226,574</u>

NOTE 11— GENERAL LONG-TERM DEBT – DEBT SERVICE REQUIREMENTS

The annual requirements to amortize the long-term debt are as follows:

<u>Year Ended June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
<u>General Obligation Bonds</u>			
2012	\$ 920,000	\$ 607,425	\$ 1,527,425
2013	1,000,000	560,000	1,560,000
2014	1,085,000	507,875	1,592,875
2015	1,180,000	451,250	1,631,250
2016	1,280,000	210,875	1,490,875
2017-2021	7,155,000	1,248,875	8,403,875
Totals	<u>\$ 12,620,000</u>	<u>\$ 3,586,300</u>	<u>\$ 16,206,300</u>
<u>State School Fund Apportionment</u>			
<u>Lease Revenue Bonds</u>			
2012	\$ 270,000	\$ 727,844	\$ 997,844
2013	520,000	717,344	1,237,344
2014	535,000	698,843	1,233,843
2015	555,000	677,044	1,232,044
2016	580,000	654,344	1,234,344
2017-2021	3,325,000	2,820,306	6,145,306
2022-2026	4,265,000	1,843,859	6,108,859
2027-2029	4,345,000	517,356	4,862,356
Totals	<u>\$ 14,395,000</u>	<u>\$ 8,656,940</u>	<u>\$ 23,051,940</u>
<u>Totals of General Long-Term Debt</u>			
2012	\$ 1,190,000	\$ 1,335,269	\$ 2,525,269
2013	1,520,000	1,277,344	2,797,344
2014	1,620,000	1,206,718	2,826,718
2015	1,735,000	1,128,294	2,863,294
2016	1,860,000	865,219	2,725,219
2017-2021	10,480,000	4,069,181	14,549,181
2022-2026	4,265,000	1,843,859	6,108,859
2027-2029	4,345,000	517,356	4,862,356
Totals	<u>\$ 27,015,000</u>	<u>\$ 12,243,240</u>	<u>\$ 39,258,240</u>

NOTE 12— RESTATEMENTS OF FUND BALANCE

	General Fund	Cafeteria Fund	County School Facilities Fund	Bond Interest and Redemption Fund	Total
Reconciliation of restatements:					
To adjust cash to bank statements	\$ —	\$ 431	\$ —	\$ —	\$ 431
To correct Fair Value Adjustment to Cash in County Treasury	—	—	19,390	—	19,390
To balance cash to County Treasury statement	—	—	—	1,470	1,470
Total restatements—governmental funds	<u>\$ —</u>	<u>\$ 431</u>	<u>\$ 19,390</u>	<u>\$ 1,470</u>	<u>\$ 21,291</u>

NOTE 13— PARTICIPATION IN PUBLIC ENTITY RISK POOLS

The district participates in three public risk pools for health, liability, and workers' compensation insurance. They are organized on a county basis, but not all risk pools in the County are members. The risk pools arrange for and provide the respective types of insurance. Each member Agency pays a premium commensurate with the level of coverage requested and experience modifier.

In the liability risk pool, each member is responsible for 30% of their claims up to a maximum of 30% or \$50,000. The other members share the other 70%. The risk pool through SELF and ReLieF pays any costs of claims over \$50,000. The member's share of claim costs is added to their premiums.

These entities have budgeting and financial reporting requirements independent of member units and their financial statements are not presented in these financial statements; however, fund transactions between the entities and the district are included in the statements. Audited financial statements are generally available from the respective entities.

The district has appointed one member and one alternate member to the governing board of each of the public entity risk pools noted below.

Employee Medical Benefits

The district has contracted with the Monterey County Schools' Insurance Group (MCSIG) to provide employee health benefits. MCSIG is a shared risk pool comprised of local education agencies in Monterey County. Rates are set through an annual calculation process. The district pays a monthly contribution, which is placed in a common fund from which claim payments are made for all participating Districts. Claims are paid for all participants regardless of claims flow. The Board of Directors has a right to return monies to a district subsequent to the settlement of all expenses and claims if a district withdraws from the pool.

During the year ended June 30, 2011, the district made payment of \$1,664,423 to MCSIG for employee health coverage.

Property and Liability

The district is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees and natural disasters. During fiscal year ending June 30, 2011, the district contracted with Monterey and San Benito Counties Liability/Property JPA for property and liability insurance coverage. Settled claims have not exceeded this commercial coverage in any of the past three years. There has not been a significant reduction in coverage from the prior year.

During the year ended June 30, 2011, the district made payment of \$138,732 to Monterey and San Benito Counties P/L JPA (MSBCLP) for property and liability insurance.

Workers' Compensation

For fiscal year ending June 30, 2011, the district participated in the Monterey County Schools' Workers' Compensation JPA (MCSWC), an insurance purchasing pool. The intent of MCSWC is to achieve the benefit of a reduced premium for the district by virtue of its grouping and representation with other participants in MCSWC. The workers' compensation experience of the participating districts is calculated as one experience and a common premium rate is applied to all districts in MCSWC. Each participant pays its workers' compensation premium based on its individual rate. A participant will then either receive money from or be required to contribute to the "equity-pooling fund." This "equity pooling" arrangement insures that each participant shares equally in the overall performance of MCSWC. Participation in MCSWC is limited to districts that can meet MCSWC selection criteria. The firm of Keenan and Associates provides administrative, cost control, and actuarial services to the insurance group.

During the year ended June 30, 2011, the district made payment of \$199,593 to MCSWC for workers' compensation insurance.

NOTE 14— RISK MANAGEMENT

Property and Liability

The district is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees and natural disasters. During fiscal year ended June 30, 2011, the district contracted with Monterey and San Benito Counties Liabilities/Property JPA for property and liability insurance coverage. Settled claims have not exceeded this commercial coverage in any of the past three years. There has not been a significant reduction in coverage from the prior year.

NOTE 15— JOINT POWERS AGREEMENT

The district participates in the Mission Trails Regional Occupational Program which is operated by a joint powers agency comprised of seven high school districts within Monterey County. Pursuant to the joint powers agreement, each member district provides occupational training classes and is required to maintain separate accounts to record related transactions. Average Daily Attendance, which is the basis for State apportionment, is reported to the State by the district educating the pupils.

Contract revenues are recognized in the general fund as reimbursement for providing instruction to classes in the name of Mission Trails Regional Occupational Program. Expenditures are recorded in the general fund by object category.

NOTE 16— CHARTER SCHOOLS

The district is the sponsor of one charter school, South Monterey County Independent Study Charter, which is a dependent charter. Pursuant to Education Code section 47605, the charter school is required to have an annual financial audit performed. The South Monterey County Independent Study Charter School is included in the district's financial statements.

NOTE 17— COMMITMENTS AND CONTINGENCIESGrants

The district received financial assistance from federal and state agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the general fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the district at June 30, 2011.

Litigation

The district is involved in certain matters of claims and litigation that have arisen in the normal course of business. In aggregate, based on the legal representation letter provided, the pending claims and litigation are not expected to have a material impact on the audited financial statements at June 30, 2011. There are several cases pending against the district in which an outcome cannot be projected at the current time.

NOTE 18— EMPLOYEE RETIREMENT SYSTEMS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Classified employees are members of the California Public Employees' Retirement System (CalPERS) and certificated employees are members of the California State Teachers' Retirement System (CalSTRS).

CalPERS

Plan Description:

The district contributes to the School Employer Pool under CalPERS, a cost-sharing, multiple-employer, public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and survivor benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the Public Employees' Retirement Law. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, Lincoln Plaza, 400 Q Street, Sacramento, CA 95811.

Funding Policy:

Active plan members are required to contribute 7% their salary, and the district is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required contribution rate for FY 2010-11 was 9.709% of covered payroll. The contribution requirements of the plan members are established by state statute. The district's contributions to CalPERS for the fiscal years ended June 30, 2011, 2010, and 2009, were \$250,062, \$370,504, and \$336,044, respectively, and equal 100% of the required contribution for those years.

CalSTRS

Plan Description:

The district contributes to CalSTRS, a cost-sharing, multiple-employer public employee retirement system defined benefit pension plan administered by CalSTRS. The plan provides retirement, disability, and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalSTRS annual financial report may be obtained from CalSTRS, 100 Waterfront Place, West Sacramento, CA 95605.

Funding Policy:

Active plan members are required to contribute 8% of their salary and the district is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalSTRS Teachers' Retirement Board. The required employer contribution rate for FY 2010-11 was 8.25% of annual payroll. The contribution requirements of the plan members are established by state statute. The district's contributions to CalSTRS for the fiscal years ended June 30, 2011, 2010, and 2009, were \$624,983, \$682,408, and \$749,223, respectively, and equal 100% of the required contributions for those years.

On Behalf Payments:

The district was the recipient of on-behalf payments made by the State of California to CalSTRS. These payments consisted of state general fund contributions to CalSTRS in the amount of approximately \$228,061 (2.541% of salaries subject to CalSTRS for fiscal year 2008-09).

Social Security

As established by Federal law, all public sector employees who are not members of their employer's existing retirement system (CalSTRS or CalPERS) must be covered by Social Security or an alternative plan. The district has elected to use Social Security. Contributions made by the district and an employee vest immediately. The district contributes 6.2% of an employee's gross earnings. An employee is required to contribute 6.2% of his or her gross earnings to Social Security.

NOTE 19— OTHER POST-EMPLOYMENT BENEFITSPlan Description

The Postemployment Benefit Plan (the "Plan") is a single-employer defined benefit health care plan administered by the district. The Plan provides medical and dental insurance benefits to eligible retirees and their spouses. Membership of the Plan consists of 10 retirees and beneficiaries currently receiving benefits and 113 active plan members.

Funding Policy

The contribution requirements of plan members and the district are established and may be amended by the district and the Teachers Association, the local California Service Employees Association (CSEA), and unrepresented groups. The required contribution is based on projected pay-as-you-go financing requirements. For fiscal year 2010-11, the district contributed \$201,107 to the Plan, all of which was used for current premiums (approximately 100% of total premiums).

Annual OPEB Cost and Net OPEB Obligation

The district's annual other postemployment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial accrued liabilities (UAAL) (or funding excess) over a period not to exceed thirty years. The following table shows the components of the district's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the district's net OPEB obligation to the Plan:

Annual required contribution	\$ 325,940
Interest on net OPEB obligation	6,418
Adjustment to annual required contribution	<u>(5,685)</u>
Annual OPEB cost (expense)	326,673
Contributions made	<u>(201,107)</u>
Increase to net OPEB obligation	125,565
Net OPEB obligation at July 1, 2010	<u>128,356</u>
Net OPEB obligation at June 30, 2011	<u>\$ 253,921</u>

The annual OPEB cost, the percentage of annual OPEB cost contributed to the Plan, and the net OPEB obligation for 2011 was as follows:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Expense</u>	<u>Percent of Annual OPEB Expense Contributed</u>	<u>Net OPEB Obligation</u>
June 30, 2010	\$ 322,713	60.22%	\$ 128,356
June 30, 2011	326,673	61.56%	253,921

Funded Status and Funding Progress

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, investment returns, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the Plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the October 1, 2009 actuarial valuation, the entry age normal method was used. The actuarial assumptions included a 5% investment rate of return (net of administrative expenses), based on the plan being funded in an irrevocable employee benefit trust invested in a combined equity and fixed income portfolio. Healthcare cost trend rates were 4%. The UAAL is being amortized at a level dollar method. The remaining amortization period at October 1, 2009, was 30 years.

NOTE 20— SUBSEQUENT EVENTS

On July 1, 2011, the district changed its name to South Monterey County Joint Union High School District.

NOTE 21— GOING CONCERN

During fiscal year 2009-10, SB 130 was passed which resulted in the district securing an emergency apportionment loan from the State for \$5 million with an option to augment the emergency loan with an additional \$8 million of lease financing in order to increase the total emergency loan to \$13 million. The district augmented the emergency loan in April 2010. The district is experiencing declining enrollment, and has state and federal findings identified in the current audit with questioned costs of \$1.3 million. The district also filed negative interim reports for the first and second quarters of the 2010-11 fiscal year, and the first quarter of 2011-12. A negative interim certification indicates that the district will not meet its financial obligations for the fiscal year, and therefore raises substantial doubt about the district's ability to continue as a going concern.

Management and the State Administrator are reducing staff in relation to the decline in student enrollment. A big decline between the 2009-10 and the 2010-11 school year was due to the opening of a new Charter School, which students who are no longer included in the comprehensive high school numbers, are still within the district's Charter. Also, the district has filed negative certifications with the state using projections based on worse case scenarios given the uncertainties of the state budget crisis. Any cost associated with state and federal findings will be built into the district's budget. The financial statements do not include any adjustments that might result from the outcome of a going concern.

**REQUIRED SUPPLEMENTARY INFORMATION
SECTION**

**Schedule of Revenues, Expenditures, and Changes
in Fund Balance—Budget and Actual
General Fund
Year Ended June 30, 2011**

	Original Budget	Final Budget	Actual	Variance
Revenues:				
Revenue limit sources	\$ 11,088,503	\$ 10,849,721	\$ 11,304,406	\$ 454,685
Federal	937,514	1,437,358	1,169,870	(267,488)
Other state	2,633,381	2,968,160	3,126,201	158,041
Other local	917,200	1,525,196	1,697,892	172,696
Total revenues	15,576,598	16,780,435	17,298,369	517,934
Expenditures:				
Certificated salaries	8,662,753	7,846,562	7,977,021	(130,459)
Classified salaries	2,593,644	2,551,993	2,610,622	(58,629)
Employee benefits	5,301,959	3,385,981	3,447,513	(61,532)
Books and supplies	480,208	1,195,856	871,596	324,260
Services and other operating expenditures	1,652,008	2,510,221	2,176,303	333,918
Capital outlay	—	223,387	223,386	1
Other outgo	537,098	511,951	552,341	(40,390)
Debt service – principal	270,000	271,000	—	271,000
Debt service – interest	976,088	982,088	610,816	371,272
Total expenditures	20,473,758	19,479,039	18,469,598	1,009,441
Excess (deficiency) of revenues over (under) expenditures	(4,897,160)	(2,698,604)	(1,171,230)	1,527,375
Other financing sources (uses):				
Operating transfers in (Note 5)	4,500,000	4,005,411	4,090,290	84,879
Contributions	—	(7,655)	—	7,655
Operating transfers out (Note 5)	—	(364,766)	(846,431)	(481,665)
All other financing sources	—	—	—	—
Total other financing sources (uses)	4,500,000	3,632,990	3,243,859	(389,131)
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing sources (uses)	(397,160)	934,386	2,072,630	1,138,244
Fund balances—beginning	(726,220)	202,695	202,695	—
Fund balances—ending	\$ (1,123,380)	\$ 1,137,081	\$ 2,275,325	\$ 1,138,244

The notes to the required supplementary information are an integral part of this statement.

Schedule of Other Postemployment Benefits (OPEB) Funding Progress Year Ended June 30, 2011

Fiscal Year Ended	Actuarial Valuation Date	[a]	[b]	Unfunded AAL (UAAL) (Col. [b] - [a])	Funded Ratio (Col. [a] ÷ [b])	[c]	UAAL as a Percentage of Covered Payroll (Col. ([b] - [a]) ÷ [c])
		Actuarial Value of Assets	Actuarial Accrued Liability (AAL)- Entry Age Normal			Covered Payroll	
06/30/2010	10/1/09	\$ —	\$ 2,700,265	\$ 2,700,265	0%	\$ 10,876,242	24.83%
06/30/2011	10/1/09	—	2,700,265	\$ 2,700,265	0%	10,265,527	26.30%

Notes to the Required Supplementary Information Year Ended June 30, 2011

NOTE 1— Budgetary Data—Refer to Note 1(G) in the Notes to the Basic Financial Statements.

NOTE 2— Excess of Expenditures Over Appropriations—Refer to Note 3 in the Notes to the Basic Financial Statements.

NOTE 3— Schedule of Other Postemployment Benefits—Refer to Note 19 in the Notes to the Basic Financial Statements.

SUPPLEMENTARY INFORMATION SECTION

Exhibit A-1

Combining Balance Sheet
Non-major Special Revenue Funds
June 30, 2011

	Charter School Fund	Adult Education Fund	Cafeteria Fund	Deferred Maintenance Fund	Totals
Assets					
Cash in county treasury	\$ 62,141	\$ —	\$ —	\$ 7,096	\$ 69,237
Cash in bank	—	—	431	—	431
Accounts receivable	200,593	—	50,291	—	250,884
Due from other funds	37,668	—	346,380	—	384,048
Total assets	\$ 300,402	\$ —	\$ 397,102	\$ 7,096	\$ 704,600
Liabilities and fund balances					
Liabilities:					
Accounts payable	\$ 41,378	\$ —	\$ 397,102	\$ —	\$ 438,480
Due to other funds	24,036	—	—	—	24,036
Deferred revenue	—	—	—	—	—
Total liabilities	65,414	—	397,102	—	462,516
Fund balances:					
Nonspendable	—	—	—	—	—
Restricted	—	—	—	—	—
Committed	—	—	—	—	—
Assigned	234,988	—	—	7,096	242,084
Unassigned	—	—	—	—	—
Total fund balances	234,988	—	—	7,096	242,084
Total liabilities and fund balances	\$ 300,402	\$ —	\$ 397,102	\$ 7,096	\$ 704,600

The notes to the financial statements are an integral part of this statement.

Exhibit A-2

**Combining Statement of Revenues, Expenditures,
and Changes in Fund Balances
Non-major Special Revenue Funds
Year Ended June 30, 2011**

	Charter School Fund	Adult Education Fund	Cafeteria Fund	Deferred Maintenance Fund	Totals
Revenues:					
Revenue limit sources	\$ 568,851	\$ —	\$ —	\$ —	\$ 568,851
Federal revenue	—	—	152,891	—	152,891
Other state revenue	36,086	—	13,667	—	49,753
Other local revenue	(75)	8,309	71,654	81	79,969
Total revenues	604,862	8,309	238,212	81	851,464
Expenditures:					
Instruction	245,520	7,191	—	—	252,711
Instruction-related services	100,162	—	—	—	100,162
Pupil services	—	—	585,023	—	585,023
General administration	—	—	—	—	—
Plant services	156	—	—	27,842	27,998
Ancillary services	—	—	—	—	—
Community services	—	—	—	—	—
Other outgoing	—	—	—	—	—
Debt service – principal	—	—	—	55,321	55,321
Debt service – interest	—	—	—	22,692	22,692
Total expenditures	345,838	7,191	585,023	105,855	1,043,907
Excess (deficiency) of revenues over (under) expenditures	259,024	1,118	(346,811)	(105,774)	(192,443)
Other financing sources (uses):					
Operating transfers in	—	51	346,380	—	346,431
Operating transfers out	(24,036)	(5,411)	—	—	(29,447)
Total other financing sources (uses)	(24,036)	(5,360)	346,380	—	316,984
Excess of revenues and other financing sources over (under) expenditures and other financing sources (uses)	234,988	(4,242)	(431)	(105,774)	124,541
Fund balances—beginning	—	4,242	—	112,870	117,112
Restatements (Note 12)	—	—	431	—	431
Fund balances restated—beginning	—	4,242	431	112,870	117,543
Fund balances—ending	\$ 234,988	\$ —	\$ —	\$ 7,096	\$ 242,084

The notes to the financial statements are an integral part of this statement.

Exhibit B-1

Combining Balance Sheet
Non-major Capital Project Funds
June 30, 2011

	<u>Capital Facilities Fund</u>
Assets	
Cash in county treasury	\$ 578,034
Cash in bank	—
Accounts receivable	—
Due from other funds	—
Total assets	<u>\$ 578,034</u>
Liabilities and fund balances	
Liabilities:	
Accounts payable and other current liabilities	\$ 7,614
Due to other funds	—
Deferred revenue	—
Total liabilities	<u>7,614</u>
Fund balances:	
Nonspendable	—
Restricted	570,420
Committed	—
Assigned	—
Unassigned	—
Total fund balances	<u>570,420</u>
Total liabilities and fund balances	<u>\$ 578,034</u>

The notes to the financial statements are an integral part of this statement.

Exhibit B-2

**Combining Statement of Revenues, Expenditures,
and Changes in Fund Balances
Non-major Capital Project Funds
Year Ended June 30, 2011**

	<u>Capital Facilities Fund</u>
Revenues:	
Revenue limit sources	\$ —
Federal revenue	—
Other state revenue	—
Other local revenue	—
	(11,253)
Total revenues	(11,253)
Expenditures:	
Instruction	—
Instruction-related services	—
Pupil services	—
General administration	—
Plant services	—
Ancillary services	70,959
Community services	—
Other outgoing	—
Debt service – principal	22,905
Debt service – interest	7,755
	101,619
Total expenditures	101,619
Excess (deficiency) of revenues over (under) expenditures	(112,872)
Other financing sources (uses)	
Operating transfers in	—
Operating transfers out	—
	—
Total other financing sources (uses)	—
Excess of revenues and other financing sources over (under) expenditures and other financing sources (uses)	(112,872)
Fund balances—beginning	683,292
Fund balances—ending	\$ 570,420

The notes to the financial statements are an integral part of this statement.

Organization June 30, 2011

The King City Joint Union High School District was established in 1911 and consists of an area comprising approximately 2,500 square miles. The District operates two high schools, one continuation high school, and an independent study charter. There were no boundary changes during the year.

Administration

John C. Bernard, Ed.D.
State Administrator
July 2009 to present

Linda Grundhoffer
Chief Business Officer
January 2011 to Present

Governing Board

Name	Title	Term Expires
Mike Foster	President	2011
Brent Green	Clerk	2011
Rita Tavernetti	Member	2013
Debra McAlahney-Dodson	Member	2013
Raul Rodriguez	Member	2013

Schedule of Average Daily Attendance Year Ended June 30, 2011

	Originally Reported Average Daily Attendance ¹		Audit Adjusted Average Daily Attendance ¹	
	Second Period Report	Annual Report	Second Period Report	Annual Report
Secondary:				
Regular Classes (Grades 9 through 12)	1,631.47	1,613.82	1,631.43	1,613.78
Continuation education	52.45	85.50	0.00	0.00
Home and hospital	3.40	4.05	3.30	4.05
Special education	64.52	62.99	64.52	62.99
Total secondary	<u>1,751.84</u>	<u>1,766.36</u>	<u>1,699.25</u>	<u>1,680.82</u>
Charter school ²	<u>87.55</u>	<u>89.02</u>	<u>87.03</u>	<u>88.50</u>
ADA totals	<u>1,839.39</u>	<u>1,855.38</u>	<u>1,786.28</u>	<u>1,769.32</u>

Average daily attendance is a measurement of the number of pupils attending classes of the district. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

¹ Average Daily Attendance is based on the Second Period Report for the period ended March 25, 2011, and the Annual Report for the period ended June 30, 2011, as reported by the district. Refer to Findings 11-20 to 11-23.

² Charter School ADA is non-classroom based.

Schedule of Instructional Time Year Ended June 30, 2011

Grade Level	1982-83 Actual Minutes Offered	Reduced 1982-83 Actual Minutes Offered	1986-87 Minutes Requirement	Reduced 1986-87 Minutes Requirement	2010-11 Actual Minutes Offered	Number of Days Traditional Calendar	Status
Grades 9 through 12	61,065	59,369	64,800	63,000	66,259	182	Complied

Districts must maintain their instructional minutes at either the 1986-87 requirement or the 1982-83 actual instructional minutes offered, whichever is greater, as required by Education Code section 46201.

The district has received incentive funding for increasing instructional time as provided by the incentives for longer instructional day program. This schedule presents information on the amount of instructional time offered by the district and whether the district complied with the provisions of Education Code sections 46201 through 46206.

Schedule of Financial Trends and Analysis¹ Year Ended June 30, 2011

General Fund	2012 (Budget)	For the Year Ended June 30,		
		2011	2010	2009
Revenues and other financing sources	\$ 17,652,184	\$ 21,388,659	\$ 31,514,442	\$ 18,572,032
Expenditures	17,649,726	18,469,598	20,633,080	19,747,307
Other uses and transfers out	116,719	846,431	9,316,265	59,322
Total outgo	17,766,445	19,316,029	29,949,345	19,806,629
Change in fund balance (deficit)	\$ (114,261)	\$ 2,072,630	\$ 1,565,097	\$ (1,234,597)
Ending fund balance	\$ 1,516,560	\$ 2,275,325	\$ 202,695	\$ (1,362,402)
Available reserves ²	\$ 1,516,560	\$ 5,336,843	\$ 7,504,213	\$ (1,613,208)
Reserved for economic uncertainties	\$ —	\$ 596,925	\$ —	\$ —
Unassigned fund balance	\$ 1,516,560	\$ 4,739,919	\$ 7,504,213	\$ (1,613,208)
Available reserves as a percentage of total outgo	8.5%	27.6%	25.1%	(8.1)%
Total long-term debt	\$ 30,462,162	\$ 28,347,852	\$ 29,299,044	\$ 16,129,817
Average daily attendance (ADA) at P-2 ³	1,720	1,752	1,902	1,963

The general fund balance has increased by \$3,637,727 over the past two years due primarily to emergency apportionments received from the State of California. The fiscal year 2011-12 budget projects a decrease in fund balance of \$114,261. For a district this size, the State recommends available reserves of at least 3% of total general fund expenditures, transfer out, and other uses (total outgo).

The District has incurred operating deficits in one of the past three years and anticipates incurring an operating deficit during the 2011-12 fiscal year. The district met the recommended available reserves for the 2010-11 fiscal year, however the surplus occurred via an emergency apportionment from the State of California in the amount of \$14,395,000. Please refer to the Notes to the Financial Statements and Financial Statement Findings for more information regarding the fiscal condition of the district. Total long-term obligations have increased by \$12,218,035 over the past two years, primarily due to the emergency apportionment previously discussed.

Average daily attendance decreased by 211 over the past two years, partly due to the opening of the South Monterey County Independent Study Charter. Additional decline of 32 ADA is anticipated during fiscal year 2011-12.

¹ Information for the Budget 2012 was obtained from the 2010-11 Unaudited Actuals (2011-12 Budget column). Budget 2012 is included for analytical purposes only and has not been subjected to audit and we express no opinion.

² Available reserves consist of all undesignated fund balances (net of restatements), other designations and all funds designated for economic uncertainties contained within the general fund, special reserve fund (other than capital outlay projects), or within any Article XIII-B trust funds.

³ Excludes charter school ADA.

Schedule of Charter Schools Year Ended June 30, 2011

Charter Schools Chartered by District

Included in District
Financial Statements,
or Separate Report

South Monterey County Independent Study Charter School

Included in district
financial statements

Schedule of Expenditures of Federal Awards Year Ended June 30, 2011

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass- Through Entity Identifying Number	Federal Expenditures
U.S. Department of Education:			
Passed through California Department of Education (CDE):			
Title I – Basic Grants Low Income and Neglected (Part A)	84.010	14329	\$ 411,117
Special Education – Local Assistance Entitlements (IDEA, Part B)	84.027	13379	356,176
Title I – Vocational and Technology (Carl Perkins Act, Part C)	84.048	13924	58,682
Title IV – Safe & Drug Free Schools and Communities	84.186	14347	6,609
Title II – Enhancing Education Through Technology Completeive (Part D)	84.318	14368	3,136
Title III – Limited English Proficiency (LEP) Student Program	84.365	10084	67,562
Title II – Improving Teacher Quality (Part A)	84.367	14341	12,981
Title II – Enhancing Education Through Technology (Part D) EETT (ARRA)	84.386	15019	6,704
Title I – Basic Grants Low Income and Neglected (Part A) (ARRA)	84.389	15005	74,585
Special Ed. – IDEA, Basic Local Assistant Entitlements (ARRA)	84.391	15003	62,260
State Fiscal Stabilization Fund (ARRA)	84.394	25008	219,849
Total U.S. Department of Education			<u>1,279,661</u>
U.S. Department of Agriculture			
Passed through CDE:			
National School Lunch Cluster (NSLP)	10.555	13755	152,891
Total U.S. Department of Agriculture			<u>152,891</u>
Total Expenditures of Federal Awards			<u>\$ 1,432,552</u>

The accompanying notes to the schedule of expenditures of federal awards are an integral part of this statement.

Notes to the Schedule of Expenditures of Federal Awards Year Ended June 30, 2011

NOTE 1— Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of King City Joint Union High School District and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

The following schedule provides reconciliation between revenues reported on the Statement of Revenues, Expenditures and Changes in Fund Balance and the related expenditures reported on the Schedule of Expenditures of Federal Awards. The reconciling amounts represent Federal funds that have been recorded as revenues that have not been expended by June 30, 2011. The unspent balances are reported as legally restricted ending balances within the General Fund.

	<u>CFDA Number</u>	<u>Amount</u>
Total federal revenues reported in the Statement of Revenues, Expenditures, and changes in fund balance		\$ 1,322,761
Title II - Part D, from prior year	84.318	3,136
ARRA: State Fiscal Stabilization Fund, from prior year	84.394	<u>106,655</u>
Total expenditures reported in the Schedule of Expenditures of Federal Awards		<u>\$ 1,432,552</u>

Reconciliation of Annual Financial and Budget Report (SACS) with Audited Financial Statements ¹ Year Ended June 30, 2011

	General Fund	Special Reserve Fund for Other Than Capital Outlay Projects
June 30, 2011, unaudited actual fund balance	\$ 1,630,821	\$ 6,397,639
To reverse the payment of debt service principal and interest not due until August 15, 2011 ²	642,272	—
To record the interest earned on cash with fiscal agent ²	2,232	—
To correct journal entries 110571 and 110734	—	3,418,626
To record cash with fiscal agent to the General Fund ²	—	(4,000,000)
To transfer cash with fiscal agent to the General Fund to record cost of issuance ²	—	(60,843)
June 30, 2011, financial statement fund balances	<u>\$ 2,275,325</u>	<u>\$ 5,755,422</u>

¹ This schedule provides the information necessary to reconcile the fund balances of all funds as reported on the SACS Report to the audited financial statements. Funds that required no adjustment were not presented.

² A FY 2010-11 adjusting journal entry has not been posted by the district. See Finding 11-07.

**OTHER INDEPENDENT AUDITOR'S REPORTS
SECTION**



JOHN CHIANG
California State Controller

John C. Bernard, Ed.D.
State Administrator
King City Joint Union High School District
800 Broadway Street
King City, CA 93930

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the King City Joint Union High School District as of and for the year ended June 30, 2011, which collectively comprise the district's basic financial statements, and have issued our report thereon dated February 23, 2012. Except as discussed in the following paragraphs, we conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

District management has elected to report an unassigned fund balance of \$4,500,832 in the Special Reserve Other than Capital Outlay Projects Fund, which is a departure from accounting principles generally accepted in the United States of America. Accounting principles require positive unassigned amounts be reported only in the general fund. The Special Reserve for Other than Capital Outlay Projects Fund, which is authorized by statute, does not meet the generally accepted accounting principles definition of special reserve fund. For fiscal year 2010-11, the district used the Special Reserve for Other than Capital Outlay Projects Fund to primarily account for the proceeds of the state school fund lease revenue bonds. This presentation has no effect on the financial statements other than to present an unassigned fund balance in a fund other than the general fund.

Because the district's accounting records were inadequate and certain supporting documents were not available, we were unable to obtain sufficient appropriate audit evidence supporting the amounts at which student body funds, capital assets, and related accumulated depreciation as reported in the accompanying financial statements at \$221,086, \$23,850,353, and \$12,923,225, respectively, as of June 30, 2011.

In our opinion, except for the presentation of the unassigned fund balance in the Special Reserve for Other than Capital Projects Fund and the effects of any adjustments, if any, as might have been determined to be necessary had accounting records concerning student body funds, capital assets, and related accumulated depreciation been adequate, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the King City Joint Union High School District, as of June 30, 2011, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The accompanying financial statements have been prepared assuming that the King City Joint Union High School District will continue as a going concern. As discussed in Note 21 to the financial statements, the district is experiencing declining enrollment, did not meet its financial obligations for the year, and has numerous audit findings with related questioned costs that it may be required to repay. These conditions raise substantial doubt about the district's ability to continue as a going concern. Management's plans regarding those matters also are described in Note 21. The financial statements do not include any adjustments that might result from the outcome of this uncertainty.

Internal Control Over Financial Reporting

Management of the King City Joint Union High School District is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the district's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the district's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the district's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses, and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is reasonable possibility that material misstatement of the district's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies in internal control over financial reporting described in the accompanying schedule of findings and questioned costs as items to be material weaknesses (see Findings 11-02 through 11-14).

A significant deficiency is a deficiency or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings and questioned costs to be significant deficiencies (see Findings 11-02 through 11-14).

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the King City Joint Union High School District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under Government Auditing Standards, and which are described in the accompanying schedule of findings and questioned costs as Findings 11-15 through 11-28.

The King City Joint Union High School District's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. We did not audit the district's responses and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of management, the State Administrator and Board of Trustees, others within the district, California State Senate and Assembly Education Committees, federal and state awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Original signed by

JEFFREY V. BROWNFIELD, CPA
Chief, Division of Audits

February 23, 2012



JOHN CHIANG
California State Controller

John C. Bernard, Ed.D.
State Administrator
King City Joint Union High School District
800 Broadway Street
King City, CA 93930

REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE
A DIRECT AND MATERIAL EFFECT ON EACH MAJOR PROGRAM AND ON
INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Independent Auditor's Report

Compliance

We have audited the King City Joint Union High School District's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the district's major federal programs for the year ended June 30, 2011. The district's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the district's management. Our responsibility is to express an opinion on the district's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the King City Joint Union High School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide legal determination of the district's compliance with those requirements.

As described in Findings 11-15 through 11-18 in the accompanying schedule of findings and questioned costs, the King City Joint Union High School District did not comply with requirements regarding Title II, Code of Federal Regulations, Part 225 (formerly OMB Circular A-87) and OMB Circular A-133 that are applicable to its National School Lunch Program, Title I-Basic Grant, Title I-American Recovery and Reinvestment Act (ARRA), and Title II-Enhancing Education Through Technology (ARRA). Compliance with such requirements is necessary, on our opinion, for the district to comply with the requirements applicable to those programs.

In our opinion, except for the noncompliance described in the preceding paragraph, the King City Joint Union High School District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2011. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs in Findings 11-15, 11-17, 11-18, and 11-19.

Internal Control Over Compliance

Management of the King City Joint Union High School District is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the district's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of the internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the King City Joint Union High School District's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items (see Findings 11-15 through 11-19) to be material weaknesses.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items (see Findings 11-15 through 11-19) to be significant deficiencies.

The King City Joint Union High School District's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. We did not audit the district's responses and, accordingly, we express no opinion on the responses.

This report is intended solely for the information and use of management, the State Administrator and Board of Trustees, others within the district, California State Senate and Assembly Education Committees, federal and state awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Original signed by

JEFFREY V. BROWNFIELD, CPA
Chief, Division of Audits

February 23, 2012



JOHN CHIANG
California State Controller

John C. Bernard, Ed.D.
State Administrator
King City Joint Union High School District
800 Broadway Street
King City, CA 93930

INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

We have audited the King City Joint Union High School District's compliance with the types of compliance requirements described in Standards and Procedures for Audits of California K-12 Local Education Agencies for fiscal year 2010-11, applicable to the district for the year ended June 30, 2011. Compliance with the requirements referred to above is the responsibility of the district's management. Our responsibility is to express an opinion on the district's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States; and Standards and Procedures for Audits of California K-12 Local Education Agencies, prescribed in the California Code of Regulations, Title 5, section 19810 and following. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a material effect on the programs listed below occurred. An audit includes examining, on a test basis, evidence about the district's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the district's compliance with those requirements.

We selected and tested transactions and records to determine the district's compliance with the laws and regulations applicable to the following:

<u>Description</u>	<u>Procedures in Audit Guide</u>	<u>Procedures Performed</u>
Attendance reporting	8	Yes
Kindergarten continuance	3	Not applicable
Independent study	23	Not applicable
Continuation education	10	Yes
Instructional time:		
School districts	6	Yes
County offices of education	3	Not applicable
Instructional materials general requirements	8	Yes
Ratios of administrative employees to teachers	1	Yes
Classroom teacher salaries	1	Yes

<u>Description</u>	<u>Procedures in Audit Guide</u>	<u>Procedures Performed</u>
Early retirement incentive	4	Not applicable
Gann limit calculation	1	Yes
School accountability report card	3	Yes
Public hearing requirement—receipt of funds	1	Yes
Class size reduction:		
General requirements	7	Not applicable
Option one	3	Not applicable
Option two	4	Not applicable
Districts with only one school serving K-3	4	Not applicable
After school education and safety program:		
General requirements	4	Not applicable
After school	4	Not applicable
Before school	5	Not applicable
Charter Schools:		
Contemporaneous records of attendance	1	Yes
Mode of instruction	1	Not applicable
Nonclassroom-based instruction/independent study	15	Yes
Determination of funding in nonclassroom-based instruction	3	Yes
Annual instructional minutes—classroom based	3	Not applicable

As described in Findings 11-20 through 11-28 in the accompanying schedule of findings and questioned costs, the King City Joint Union High School District did not comply with requirements regarding the California Education Code and California Code of Regulations that are applicable to Attendance Reporting, Continuation Education, Administrative Employees to Teachers Ratio, School Accountability Report Card, and Charter Schools. Compliance with such requirements is necessary, in our opinion, for the district to comply with the requirements applicable to that compliance requirement.

In our opinion, except for the noncompliance described in the preceding paragraph, the King City Joint Union High School District complied, in all material respects, with the compliance requirements referred to above the could have a direct and material effect on each of its state compliance requirements for the year ended June 30, 2011.

The King City Joint Union High School District's responses to the findings identified in our audit are included in the accompanying schedule of findings and questioned costs. We did not audit the district's responses and, accordingly, we express no opinion on the responses.

This report is intended solely for the information and use of management, the State Administrator and Board of Trustees, others within the district, California State Senate and Assembly Education Committees, and state awarding agencies, and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Original signed by

JEFFREY V. BROWNFIELD, CPA
Chief, Division of Audits

February 23, 2012

FINDINGS AND RECOMMENDATIONS SECTION

Schedule of Findings and Questioned Costs Year Ended June 30, 2011

SECTION I—SUMMARY OF AUDIT RESULTS

Financial Statements

Type of audit report issued:	Qualified
Internal control over financial reporting:	
Material weaknesses identified?	Yes
Significant deficiencies identified that are not considered to be material weaknesses?	Yes
Noncompliance material to financial statements noted?	Yes

Federal Awards

Internal control over major programs:	
Material weaknesses identified?	Yes
Significant deficiencies identified that are not considered to be material weaknesses?	Yes
Type of auditor's report issued on compliance for major programs:	Qualified
Any audit findings disclosed that are required to be reported in accordance with OMB Circular A-133, Section .510(a)?	Yes

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>	<u>Type of Opinion</u>
10.555	National School Lunch Program	Qualified
84.010	Title I – Basic Grant	Qualified
84.386	Title II – Enhancing Education Through Technology (ARRA)	Qualified
84.389	Title I – Basic Grant (ARRA)	Qualified
84.391	Special Education – IDEA (ARRA)	Qualified
84.394	State Fiscal Stabilization Fund (ARRA)	Unqualified

Dollar threshold used to distinguish between Type A and Type B programs:	\$300,000
Auditee qualified as low-risk auditee?	No

State Awards

Internal control over state programs:	
Material weaknesses identified?	Yes
Significant deficiencies identified that are not considered to be material weaknesses?	Yes
Type of auditor's report issued:	Qualified

Index to Findings and Recommendations Year Ended June 30, 2011

Finding Number	Description	Page Number
<u>SECTION II—FINANCIAL STATEMENT SECTION</u>		
11-01	Going concern issues	69
11-02	Capital assets not auditable	71
11-03	Associated student body fund (ASB) – not auditable	74
11-04	Associated student body fund (ASB) – cash disbursements deficiencies	77
11-05	Associated student body fund (ASB) – cash receipts deficiencies	81
11-06	Associated student body fund (ASB) – internal control deficiencies	83
11-07	Base rental payments not properly recorded	87
11-08	Cash reconciliations not performed	90
11-09	Revolving fund used as a clearing account	91
11-10	Revenue and cash receipts not adequately supported	92
11-11	Accounts receivable deficiencies	93
11-12	Deficiencies in payroll records	94
11-13	Expenditures not adequately supported	95
11-14	Lack of segregation of duties	96
<u>SECTION III—FEDERAL COMPLIANCE SECTION</u>		
11-15	Inadequate controls over salaries and wages—Time certifications not maintained	97
11-16	Title I—Compliance deficiencies	99
11-17	Inadequate controls over purchases	101
11-18	Inadequate controls over capital assets and equipment	103
11-19	Special education program (ARRA) – Individualized Education Program (IEP) record deficiencies	106
<u>SECTION IV—STATE COMPLIANCE SECTION</u>		
11-20	Attendance reporting deficiencies	108
11-21	Attendance reconciliation variances	109
11-22	Non-credentialed teacher at Greenfield High School	110
11-23	Continuation education reporting deficiencies	111
11-24	Instructional time miscalculations	113
11-25	Administrative employees to teachers ratio miscalculations	114
11-26	School accountability report card (SARC) deficiencies	119
11-27	Charter School—Independent study pupil-teacher ratio exceeded	121
11-28	Charter School—Independent study program deficiencies	123

Findings and Recommendations Year Ended June 30, 2011

The findings and recommendations in Sections II through IV represent conditions that the State Controller's Office (SCO) considers to be of particular importance. The findings are categorized according to the finding types delineated in the Education Code section 41020(n) and are coded according to the five-digit codes listed in the *Standards and Procedures for Audits of California K-12 Local Educational Agencies* (K-12 Audit Guide).

Five-Digit Code	AB 3627 Finding Types
10000	Attendance
20000	Inventory of equipment
30000	Internal control
40000	State compliance
50000	Federal compliance
60000	Miscellaneous
61000	Classroom teacher salaries
70000	Instructional materials
71000	Teacher misassignments
72000	School accountability report card

SECTION II—FINANCIAL STATEMENT FINDINGS

**FINDING 11-01—
Going concern issues
(30000) (60000)**

Based on a review of the district's current fiscal condition, we have concluded that substantial doubt exists as to the district's ability to continue as a going concern. Our conclusion is based on the conditions noted as follows:

- Continuing declining enrollment that reduces the district's revenues
- Negative certifications filed for all three interim periods during the 2010-11 fiscal year, and for the first interim period in 2011-12
- State budget cuts that impact the district's revenue
- Audit findings with significant related questioned costs

Statement of Auditing Standards (SAS) No. 59 (AU 341.01) defines going concern problems to include externally forced revisions of operations. Thus, a serious threat of state action, such as replacing the school board with an appointed trustee, could constitute substantial doubt about a school district's ability to continue as a going concern.

Indicators of going concern problems that are of particular significance for school districts as follows:

- Persistent declining enrollment
- Unwillingness of other governments to continue funding programs at existing levels

The district's inability to meet its financial obligations to employees and governmental agencies constitutes substantial doubt as to the district's ability to continue as a going concern as described in our independent auditor's report.

Recommendation

The district should continue to monitor its plans to address declining enrollment, comply with state and federal regulations to avoid questioned costs, and continue to work to meet its financial obligations.

District's Response

The district has made major changes in its spending since the State takeover in 2009-10. Unfortunately during that same time Legislature has been unwilling to adjust its budget to fully fund schools. Along with declining enrollment, the district's revenues have been declining. In 2008-09 the district had General Fund unrestricted revenues of \$13,534,366. In 2010-11 the General Fund unrestricted revenues were \$11,139,006 with a further decline anticipated in 2011-12. In the upcoming years the district realizes there will need to be more reductions and is working on a plan to accomplish this.

**FINDING 11-02—
Capital assets not
auditable
(30000) (60000)**

While reviewing the district's capital assets, we noted the following deficiencies:

The district did not:

- Track all expenditures of \$5,000 and greater in its capital assets listing.
- Add assets purchased during the year to its capital assets listing. For example, in March 2011, the district purchased a new bus for \$148,652, but failed to include the purchase on its capital asset listing.
- Verify that all assets listed on its capital asset listing had correct tag numbers. For example, 25 tag numbers were used twice, 2 tagged items were duplicated on the listing, 3 items with tag numbers were not located as shown on the listing, and 2 items shown on the listing had no tag numbers.
- Assign unique asset numbers to all items shown in its capital asset listing.
- Maintain a capital assets listing that includes items such as: land and land improvements; building and building improvements; and equipment replacements.
- Remove disposed/retired assets, or assets that were no longer in service, from its inventory listing. For example, Bus #6 was sold in March 2011, but was still on the asset listing as of June 30, 2011. Also, ten computers shown on the inventory listing were located in the surplus pile.
- Complete the Schedule of Capital Assets (Form Asset), for fiscal year 2010-11. The capital assets balances that were furnished by the district contained FY 2008-09 beginning balances, with no current year activity, and therefore the form does not reconcile to the unaudited actuals.
- Provide any source documents to support the basis for the beginning balances for capital assets.
- Distinguish non-depreciable items from depreciable items.

In addition, the district has a policy in place for recording the assets to be capitalized, but the policy does not include the useful life schedule to be applied in calculating capital asset depreciation.

GASB Statement No. 34, Paragraphs 18 and 19, states in part:

Capital assets should be reported at historical cost. The cost of a capital asset should include capitalized interest and ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include costs that are directly attributable to asset acquisition—such as freight and transportation charges, site preparation costs, and professional fees. . .

As used in this Statement, the term "capital assets" includes land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Education Code section 35168 states:

The governing board of each school district shall establish and maintain a historical inventory, or an audit trace inventory system, or any other inventory system authorized by the State Board of Education, which shall contain the description, name, identification numbers, and original cost of all items of equipment acquired by it whose current market value exceeds five hundred dollars (\$500) per item, the date of acquisition, the location of use, and the time and mode of disposal. A reasonable estimate of the original cost may be used if the actual original cost is unknown.

CSAM Procedure 430—Capital Assets states, in part:

The accounting system for capital assets should accomplish the following:

1. Conform to Education Code requirements for inventorying capital assets.
2. Enable the LEA to report capital assets and accumulated depreciation in conformity with generally accepted accounting principles.
3. Enable administrators to account for and control all assets under their care.
4. Assist the site administrator in planning and providing proper equipment for schools by furnishing such data as useful life, location, and condition.
5. Aid LEAs in determining insurable values and in securing insurance appraisals.
6. Aid LEAs in substantiating loss in the event of fire, theft, or other catastrophe.
7. Encourage employees and others to better discharge their responsibilities in the care and use of the LEA's equipment.

Governmental Accounting and Financial Reporting Standards, Section 1400.138, states:

Governments may use any established depreciation method. Depreciation may be based on the estimated useful life of a class of assets, a network of assets, a subsystem of a network, or individual assets. For estimated useful lives, governments can use (a) general guidelines obtained from professional or industry organizations, (b) information for comparable assets of other governments, or (c) internal information. In determining estimated useful life, a government also should consider an asset's present condition and how long it is expected to meet service goals.

Since the district did not maintain a complete record of capital assets, the district did not adequately safeguard its assets. In addition, the district did not comply with governmental accounting standards, Education Code and federal requirements. As a result, capital assets may be improperly valued, thereby causing the financial statements to inaccurately reflect the true value of the capital assets. Therefore, the auditor's opinion will be qualified because the SCO cannot determine whether capital assets and related accumulated depreciation are fairly stated.

Recommendation

The district should obtain a complete capital asset valuation that includes all land, buildings, vehicles, and equipment. The district should confirm that the valuation is complete, accurate, and approved by the State Administrator.

In addition, the district should establish written policies and implement procedures to ensure:

- Depreciation expense is calculated and reported in accordance with governmental accounting standards.
- A complete record of the district's capital assets is maintained with information that identifies asset number, asset description, acquisition date, original cost, funding source, location, serial number, time and mode of disposal, and, if applicable, sale proceeds.
- All capital assets are identified as property of the district and all tag identification numbers are tracked by the district. In addition, all capital assets purchased with federal funds should be identified and maintained in accordance with federal requirements.
- Capital assets are reviewed on a regular basis to determine whether assets are obsolete, in need of repair, still useful to the district, or should be disposed of (i.e., sold or retired).
- Any property that has been disposed of is removed from the accounting records, any proceeds are appropriately accounted for, and any sales proceeds due to a grantor agency are returned to the grantor agency, if applicable.

District's Response

The district hired a firm in the spring of 2010-11 to do an equipment inventory. This had not been done in many years. The 2010-11 inventory report became the baseline for the district and will be updated annually. Therefore, depreciation of and surplus of equipment can occur going forward. The district has set up procedures to ensure equipment purchased with Federal funds will be tagged appropriately.

**FINDING 11-03—
Associated student
body fund (ASB) – not
auditable
(30000) (60000)**

While reviewing the ASB cash balances and comparing the prior year fund balances, we noted the following deficiencies:

- ASB funds maintained for Greenfield High School are commingled in the cash in county treasury General Fund. As a result, the General Fund financial statements are overstated by ASB amounts as follows:
 - Cash in county treasury – \$44,875
 - Accounts receivable – \$223,097
 - Local revenues – \$607,162
 - Expenditures – \$347,414
- King City High School had four additional ASB bank accounts, totaling \$221,086, that were not disclosed to the auditors.
- A variance of \$10,000 was noted between the district's financial records and the bank statements. Per the district records, there should be an additional \$10,000 CD account.
- The district did not maintain all of the bank statements or reconcile the ASB accounts for the King City High School. It was not until auditors requested the missing bank statements that the district contacted the bank and obtained them.
- There was a \$700 charge against the King City High School's ASB account that was not known or authorized by the district. The charge was reflected in the bank statement only.
- Scholarship funds were combined with other ASB funds for both King City High and Greenfield High schools. The district was unable to support the balances shown in the district's financial records with donor letters or other documents used to establish the total scholarship balance.

Due to the uncertainty of the ASB cash balances and the other ASB deficiencies noted in Findings 11-04 through 11-06, the auditor's opinion will be qualified because the SCO cannot determine whether ASB funds are fairly stated.

The Fiscal Crisis and Management Assistance Team (FCMAT) – Associated Student Body Accounting Manual and Desk Reference 2009, provides guidance as follows:

Chapter 5, page 33— Establishing the Bank Account:

At a minimum, ASB organizations will need a checking account at a local bank for each school site. In middle, junior high and high schools, as well as community colleges, a savings account or money market fund may also be established because of the large amounts of money raised. Education code sections 48933 (K-12) and 76063 (community college) provide guidance concerning where the ASB organization may legally deposit funds.

Chapter 5, page 33—Good Business Practices for Bank Account Management:

Because the ASB organization is opening the bank and savings accounts using the district's federal employer identification number, district guidelines must be followed. At a minimum, the district's business office should be notified when any bank accounts need to be opened or closed. Most local educational agencies (LEAs) have a specific procedure to be followed when opening bank accounts; in many cases, only the district's business office is able to open bank accounts. Those responsible for ASB operations need to be familiar with their district's policy. At a minimum, the district's business office should maintain a list of all of the district's bank accounts, including ASB accounts.

The bank accounts should be held in the name of the ASB organization and not in the name of any individual. These bank accounts are for the exclusive use of the ASB organization, and the site administrator should establish procedures to ensure that only ASB funds are deposited into these accounts. There must be at least two signatories on each account, and these signatories should not include students. Most districts will have at least one back-up signature, often someone in the district office, because school sites usually close during summer and holidays.

Chapter 12, page 120—Donations of Scholarships to the ASB Organization:

If they are large enough, donations intended as scholarships may require a separate bank account to simplify the tracking of interest earned by the principal amount. In these cases the school site will need to work with the district's business office to open a separate bank account for that purpose.

Whenever possible, student organizations should attempt to persuade potential scholarship donors to give without special award criteria or restrictions. This will allow the student organization to include the donation in its existing general scholarship fund without a separate bank account or selection and award process. The Memorial/Scholarship Donations form at the end of this chapter can help ensure that the donor's intentions are clear.

Chapter 13, page 135—Clearing Account:

ASB accounts are not clearing accounts, and the ASB bank account should not be used for any transactions other than ASB transactions. Clearing accounts are established to set certain financial transactions apart from regular accounts so that different types of transactions are not commingled. They are temporary holding accounts, so a balance will not exist at the end of any fiscal year because all cash will have been transferred to the appropriate account. These transfers should be made monthly.

The district uses the FCMAT Guidelines as its policy for operating the ASB program.

GAAP requires that financial statements be complete and accurate. Good internal controls require that ASB assets are safeguarded, financial information is accurate, and that bank reconciliations be performed in a timely manner. In addition, prudent business practices require management to review the financial records to ensure that account balances are accurate and all necessary transactions have been posted.

Recommendation

The district should:

- Implement policies and procedures for the overall management of ASB funds.
- Establish separate bank accounts for all ASB activities for King City High School and Greenfield High School.
- Ensure that all bank accounts are disclosed to auditors.
- Maintain all bank statements for each ASB account.
- Perform bank reconciliations on a monthly basis.
- Prepare student body financial statements at the school site level and overall for the district, and ensure that they are complete and accurate.
- Account for all liquidated CDs and missing funds.
- Ensure that all bank account activity for ASB funds is properly authorized by the district, and that there are no unauthorized withdrawals.
- Establish written policies and procedures specific to scholarship donations and awards.

District's Response

The district will be opening new bank accounts for each ASB and current balances in the General Fund will be moved to those accounts. The address on the bank statements will be that of the district office so that statements are not held by sites or thrown away. The new accounts will then be reconciled on a monthly basis and statements sent to the sites. The new accounts will require the signature of at least one district office administrator as well as that of someone from the site.

**FINDING 11-04—
Associated student
body fund (ASB) –
cash disbursements
deficiencies
(30000) (60000)**

While reviewing expenditures for the district’s ASB fund, we noted 33 out of 33 transactions had deficiencies in regard to supporting documentation as follows:

	King City High	Greenfield High	Total Dollar Amount
Purchase requisitions or other request forms not provided	8	7	\$ 32,400
Purchase orders not provided	8	8	43,221
Receiving documents not provided	6	7	8,358
Invoices not provided	3	3	19,325
Items purchased were delivered to a home address or non-district facility. The expenditures were for items such as trophies and fundraising (mugs, bracelets, candles, etc.)	5	2	2,549
Items purchased were recorded to incorrect account	1	2	3,534
Purchases were not properly authorized by a board designated official (i.e., principal), a certificated advisor, or a student representative	18	11	52,501

The Fiscal Crisis Management and Assistance Team (FCMAT) – Associated Student Body Accounting Manual and Desk Reference 2009, provides guidance as follows:

Chapter 18, page 171—Internal Controls for Organized ASBs:

The operations of the ASBs at secondary schools and community colleges are usually more complex and therefore require more elaborate internal controls. At high schools and community colleges, the ASB bookkeeper will be responsible for keeping records for several different clubs. For instance, the ASB bookkeeper at a large high school could maintain the records for more than 50 clubs, writing checks for each club and ensuring that the amount is recorded as a deduction from the appropriate club account. It is important to remember that the ASB is not obligated to pay for an expenditure ordered by a teacher, other staff member, student or other person who has not received approval using a purchase order prior to purchase.

The following are good internal controls for schools with organized ASBs:

1. The site administrator needs to ensure that all club members, teachers and advisors understand that they cannot obligate ASB funds until a purchase order is prepared and approved by the student club representative, advisor and site administrator or other board designee. For example, if a teacher places an order for materials without a purchase order that has the appropriate signatures, the teacher is responsible for paying for the goods.
2. Each school should have a purchase order form for ordering goods for the various clubs. The purchase order form demonstrates that the proposed purchase has been approved by all of the appropriate staff members and students. A sample purchase order form is provided at the end of this chapter.

3. When the purchase orders are printed, they should be numbered or assigned a sequential number that is recorded in a purchase order log to track each document and transaction. Multiple copies of each purchase order should be printed and distributed as follows:
 - i. The first copy is retained by the club requesting the goods.
 - ii. The second copy is for the club or advisor to acknowledge the receipt of the goods. Whoever will physically receive the goods should keep this copy and upon receipt confirm its accuracy, annotate the date/time the goods were received, sign the copy and forward it to the ASB bookkeeper
 - iii. The third copy is sent to the vendor.
 - iv. The fourth copy is retained by the ASB bookkeeper and attached to the receiving report when the ordered items are received.
4. At a minimum, the purchase order should include the following:
 - i. The name of the student club or organization that is requesting the materials. This is the group that the ASB bookkeeper will charge for the goods.
 - ii. The name and address of the vendor, if known.
 - iii. The quantity of goods, including a description and the cost. The requestor should also estimate the sales tax and shipping charges.
 - iv. Three required signatures. These three signatures meet the requirements for approval in Education Code section 48933(b) for K-12 and section 76063 for community colleges. These signatures must include a student representative, a board designee (site administrator) and a certificated advisor. Because the purchase order has the three required approvals, the check only needs to have two signatures.
5. Before any club makes a commitment to purchase goods, it must prepare a purchase order and obtain all of the required approvals. This is the proof that appropriate prior approval was obtained.
6. If the vendor will not take a purchase order but requires payment by check, the purchase order form should be used to request a check and to obtain and document prior approval. The ASB bookkeeper could maintain a pending purchases file as a reminder to obtain an original receipt after payment is made.
7. The students submit the completed purchase order to the ASB bookkeeper after all of the approvals are obtained.
8. The students record the issuance and approval of the purchase order in the club's minutes.
9. The students retain two copies of the purchase order. One copy is saved as a permanent record of the order and the other copy is used as a receiving copy.
10. The ASB bookkeeper verifies that the club has sufficient funds to pay for the goods before the order is sent to the vendor. If the club does not have sufficient funds, the bookkeeper should return the purchase order to the club with a request for a budget revision or a plan for how the item will be paid for.

11. Depending on the policy at the school site, the ASB bookkeeper or the club advisor may open and formally receive the goods.
12. The designated receiver (this could be either the ASB bookkeeper or the club advisor) will open the shipment and compare the shipped items to the packing slip.
13. After all of the items have been compared to the packing slip, the receiver will sign the receiving copy of the purchase order.
14. If the advisor is receiving the goods, the advisor should provide the signed receiving report (copy of the purchase order) and the packing slip to the ASB bookkeeper.
15. When the ASB bookkeeper is ready to pay bills, usually once a week, the bookkeeper matches the original purchase order to the invoice and the receiving copy of the purchase order. When all three documents are matched, the ASB bookkeeper will prepare a check to pay the invoice.
16. Two signatures are required on all checks written from ASB funds. One signature is usually the site administrator or designee and the other is a staff member from the school (e.g., the student council advisor) or from the district office. Students should never sign checks.
17. When the checks are presented for signatures, the ASB bookkeeper should also provide all of the documents for review. This allows the signers to review the invoices and purchase orders before signing the check.
18. After the check has both signatures, the ASB bookkeeper mails the check.
19. The check is then recorded in the accounting records for the club.
20. The invoice is marked paid and the check number is written on the invoice.
21. The ASB bookkeeper stores the paid invoices with the receiving report.
22. The invoice may be slightly higher or lower than the original purchase order. The district should have a policy regarding the amount by which a purchase order may be exceeded and still be paid without further approval. For example, if the invoice exceeds the original purchase order by more than 10%, the ASB bookkeeper should obtain approval from the club advisor who approved the original purchase order.
23. The ASB bookkeeper should maintain a list or log of all purchase orders issued and the dates when the goods or services were received and the invoices were paid. This allows the bookkeeper to determine easily at any time whether there are goods that have been ordered and not received, or goods that have been delivered but not processed for payment. Some financial information systems create such a log automatically.

The district uses the FCMAT Guidelines as its policy for operating the ASB program.

Good internal controls and prudent business practices require that expenditures be reviewed, authorized and supported by appropriate documentation.

Recommendation

The district should:

- Implement controls to ensure all purchases are properly reviewed and approved.
- Maintain adequate supporting documentation for all purchases.
- Ensure all student body fund expenditures follow the district's cash disbursements policies and the FCMAT Associated Student Body Accounting Manual and Desk Reference.

District's Response

ASB purchases are to follow the same procedures as any other district purchases. The Business Office checks for the appropriate minutes and signatures for purchases.

**FINDING 11-05—
Associated student body
fund (ASB) – cash
receipts deficiencies
(30000) (60000)**

While reviewing cash receipts for the district's Associated Student Body Fund, we noted that the district did not adhere to internal control procedures in handling cash receipts for 5 of 6 transactions reviewed as follows:

- Five transactions did not have support to show tally sheets were used to reconcile cash received for five different fundraising activities.
- Four transactions did not have support to show that cash was counted by two individuals prior to submitting to the district office.
- Three cash collections were not deposited at least weekly.
- One transaction did not have support to show cash was counted by the ASB bookkeeper.

The Fiscal Crisis and Management Assistance Team (FCMAT) – Associated Student Body Accounting Manual and Desk Reference 2009, provides guidance as follows:

Chapter 13, page 131—Tally Sheets, provides guidance on handling cash receipts:

1. When tally sheets are used as the cash receipt control procedure, two people should be involved: one person makes a mark on the tally sheet when an item is sold and issues the goods; the other person takes the cash.
2. The students may use a tally sheet to mark the number of items sold.
3. At the end of the event, the number of items sold is multiplied by the item's price.
4. At the end of the event, at least two people should independently count the cash and checks collected. The students should use the ASB Cash Count Form to facilitate the counting of the cash.
5. The amount computed on the tally sheet is compared to the amount of the cash reported on the ASB Cash Count Form. If the amount on the tally sheet does not agree with the amount of cash collected, the ASB advisor and the students should determine the reason for the difference immediately after the fund-raising event.
6. At the end of the day, the advisor should ensure that the cash, the ASB Cash Count Form and the tally sheet are stored in a safe place in accordance with site after-hours cash procedures.
7. The ASB advisor turns the cash collected, the tally sheet, and the ASB Cash Count Form in to the ASB bookkeeper the next school day. The bookkeeper should issue a receipt for the cash and checks after the two individuals have counted the dollar amount together and recorded that amount on the receipt.

Chapter 13, page 132—Internal Controls for Cash after Receipt:

8. Deposits should be made to the ASB bank account at least weekly, though within two to three school days is preferable. Money should never be left at a school over the weekend or holidays because many thefts occur during those times.

The district uses the FCMAT Guidelines as its policy for operating the ASB program.

Good internal controls and prudent business practices require the district to retain adequate documentation to support cash receipts were properly collected, counted, recorded, and deposited within a timely manner.

Recommendation

The district should:

- Implement controls to ensure all receipts are properly counted and reconciled.
- Ensure that all cash collections are deposited at the bank at least weekly.
- Ensure that all student body fund collections follow the district's cash receipts procedures and/or the FCMAT Associated Student Body Accounting Manual and Desk Reference.

District's Response

Site staff will be trained on proper accounting of monies received from fundraising and other ASB events. Deposits of monies turned into the Business Office are made on a weekly basis.

**FINDING 11-06—
Associated student body
fund (ASB) – internal
control deficiencies
(30000) (60000)**

While reviewing the district's ASB fund, we noted the following internal control deficiencies:

- The ASB cash account is shared with other funds and used as a clearing account (see findings 11-03).
- ASB fundraisers are not approved in advance by the State Administrator or the governing board.
- No one at the district office had signature rights on the ASB accounts at Wells Fargo Bank as of June 30, 2011.
- Journal entries prepared by the district office for the ASB Fund did not have the prior written approval of an ASB advisor, site administrator, and/or were not documented within the club minutes.
- The verbiage on the form for donors who contribute scholarship money to the ASB Fund indicates that the donors also choose the specific students to receive the scholarships.

The Fiscal Crisis and Management Assistance Team (FCMAT) – Associated Student Body Accounting Manual and Desk Reference 2009, provides guidance as follows:

Chapter 5, page 33—Establishing the Bank Account:

At a minimum, ASB organizations will need a checking account at a local bank for each school site. In middle, junior high and high schools, as well as community colleges, a savings account or money market fund may also be established because of the large amounts of money raised. Education code sections 48933 (K-12) and 76063 (community college) provide guidance concerning where the ASB organization may legally deposit funds.

Chapter 5, page 33—Good Business Practices for Bank Account Management:

Because the ASB organization is opening the bank and savings accounts using the district's federal employer identification number, district guidelines must be followed. At a minimum, the district's business office should be notified when any bank accounts need to be opened or closed. Most local educational agencies (LEAs) have a specific procedure to be followed when opening bank accounts; in many cases, only the district's business office is able to open bank accounts. Those responsible for ASB operations need to be familiar with their district's policy. At a minimum, the district's business office should maintain a list of all of the district's bank accounts, including ASB accounts.

The bank accounts should be held in the name of the ASB organization and not in the name of any individual. These bank accounts are for the exclusive use of the ASB organization, and the site administrator should establish procedures to ensure that only ASB funds are deposited into these accounts. There must be at least two signatories on each account, and these signatories should not include students. Most districts will have at least one back-up signature, often someone in the district office, because school sites usually close during summer and holidays.

Chapter 7, page 58—Journal Entries:

Because so many ASBs use electronic accounting systems, greater control of journal entries is required. Journal entries should be prepared only with prior written approval from the ASB advisor, site administrator and/or within the club's minutes.

Because journal entries are not a common occurrence, great care should be taken to properly document their purpose. In accordance with standard accounting practices for all journal entries, the detailed reason for the entry and supporting documentation should accompany the transaction and be retained. This is true whether a journal entry is used to transfer resources between clubs, correct an error, or document an extraordinary event such as a theft loss.

Chapter 8, page 75—Approval of Fund-raisers:

California Education Code sections 48932 (K-12) and 76062 (community colleges) allow the governing board to authorize student body organizations to conduct fund-raising activities. These sections of the law make it clear that the governing board is responsible for approving fund-raising events. Before approving any events, the board must consider many issues such as student safety, whether the insurance company is comfortable with the event and whether the event is appropriate for the educational experience of the students. Board members may also have concerns about the number and type of fund-raising events and whether these events interfere with the normal conduct of the schools. For example, it would not make sense for all of the high schools to hold entertainment such as a school play or spaghetti feed on the same Friday night in September because participation would not be as high. For these reasons and as a good practice, the governing board should review and approve the ASB fund-raising events at the beginning of each school year or designate another administrator to do so. Another method is for the board to approve policies and administrative regulations that delineate allowable and prohibited fund-raising events.

Chapter 12, page 120—Donations of Scholarships to the ASB Organization:

If they are large enough, donations intended as scholarships may require a separate bank account to simplify the tracking of interest earned by the principal amount. In these cases the school site will need to work with the district's business office to open a separate bank account for that purpose.

Whenever possible, student organizations should attempt to persuade potential scholarship donors to give without special award criteria or restrictions. This will allow the student organization to include the donation in its existing general scholarship fund without a separate bank account or selection and award process. The Memorial/Scholarship Donations form at the end of this chapter can help ensure that the donor's intentions are clear.

Chapter 13, page 135—Clearing Account:

ASB accounts are not clearing accounts, and the ASB bank account should not be used for any transactions other than ASB transactions. Clearing accounts are established to set certain financial transactions apart from regular accounts so that different types of transactions are not commingled. They are temporary holding accounts, so a balance will not exist at the end of any fiscal year because all cash will have been transferred to the appropriate account. These transfers should be made monthly.

Chapter 14, page 153—Scholarships:

Scholarships from student body funds normally are not allowable because they do not benefit a group of students, but can be accepted if the school entity's governing board approves an expenditure in this category. If scholarships are to be allowed, the district should set guidelines regarding how many will be allowed annually. A good rule to follow is that no more than a total of \$1,000 should be awarded each year in high school, with no more than \$250 awarded to any individual student. There should be established selection criteria for all scholarships. Cash awards are not allowed; rather, scholarship checks should be made payable to an institution of higher learning or a college bookstore, to be used toward tuition or books and supplies.

There are two exceptions to this limitation:

1. The scholarship funds are donated from an outside individual or organization. These funds should be accounted for separately and used specifically for scholarships. If the donor does not set criteria for the award for the scholarship, the site administrator should work with an appropriate committee, including at least one student representative, to determine the criteria for the scholarship. A donor may not donate toward a specific student's scholarship. If a donor would like to fund a specific student's higher education, the donor should transact directly with the student, and such donations are not considered tax-deductible.
2. A student group works with a national nonprofit organization whose express purpose is offering scholarships and other incentives that encourage students to participate in higher education. In these limited cases, the nonprofit status of the organization expressly allows participating students groups to raise money toward scholarships, and is allowable.

The normal rules regarding prior approval apply to scholarship disbursements; the approval should be documented on the expenditure approval form by the signatures of the student representative, advisor and site administrator.

The district uses the FCMAT Guidelines as its policy for operating the ASB program.

Recommendation

The district should:

- Establish separate bank accounts for King City High School and Greenfield High School ASB funds.
- Create and adhere to policies and procedures for its scholarship activities.
- Ensure that journal entries to ASB accounts have prior written approval from the ASB advisor, site administrator, and/or within the club's minutes.
- Ensure that the State Administrator or governing board reviews and approves the ASB fundraising events at the beginning of each school year or designate another employee to do so.

District's Response

Sub accounts within the new ASB accounts will be set up for scholarships at each site. Procedures and forms are being revised in 2011-12. Sites will be asked to prepare a list of fund raising events for board approval in the first month of each school year.

**FINDING 11-07—
Base rental payments
not properly recorded
(30000) (60000)**

While reviewing the district’s general ledger, we noted that the district incorrectly recorded base rental payments (intercept payments) for July, August, September, and October, by reducing long-term debt instead of recording the payments as rental expenditures. The debt service payments are not due until February and August, and therefore require separate entries. As a result, the debt service and cash with fiscal agent accounts in Fund 17–Special Reserve for Other than Capital Outlay were overstated, and cash with fiscal agent in Fund 01–General Fund was understated at year end.

The official bond statement for the Lease Revenue Bonds states the following:

The Trustee (U.S. Bank National Association) receives the base rental payments which are intercepted from the district apportionment payments and deposited into the revenue bond account at US Bank for the requirement of the Trustee to make the principal and interest payments when they come due based on the debt service schedule for the Lease Revenue Bonds in the months of February and August.

We also noted that the district did not reconcile cash with fiscal agent to the general ledger on a regular basis (i.e. monthly), in order to ensure that all intercept activity was properly recorded. (See Finding 11-08)

Generally accepted accounting principles require financial statements to accurately reflect all transactions.

Recommendation

The district should record the following entries to properly recognize the base rental payment outstanding at June 30, 2011:

1. To reverse the payment of debt service principal and interest not due until August 15, 2011.

Cash with fiscal agent	01-0000-0-0000-0000-9135	\$ 642,271.88	
Debt service interest	01-0000-0-0000-9100-7438		\$ 371,271.88
Other debt service payment	01-0000-0-0000-9100-7439		\$ 271,000.00

2. To reclass the transfer-in from Fund 17.

Emergency apportionment	01-0000-0-0000-0000-8931	\$ 4,000,000.00	
Between general fund and special reserve fund	01-0000-0-0000-9300-8912		\$ 4,000,000.00

3. To record the interest earned on cash with fiscal agent.

Cash with fiscal agent	01-0000-0-0000-0000-9135	\$ 2,231.51	
Interest	01-0000-0-0000-0000-8660		\$ 2,231.51

4. To transfer-in cost of issuance from Fund 17.

Cash with fiscal agent	01-0000-0-0000-0000-9135	\$ 60,843.00	
Between general fund and special reserve fund	01-0000-0-0000-9300-8912		\$ 60,843.00

5. To record the cost of issuance expense.

Professional/consulting services and operating expenses	01-0000-0-0000-9100-5800	\$ 60,843.00	
Cash with fiscal agent	01-0000-0-0000-0000-9135		\$ 60,843.00

6. To record cash with fiscal agent to general fund.

Between General Fund and Special Reserve Fund	17-0000-0-0000-9300-7612	\$4,000,000.00	
Cash with fiscal agent	17-0000-0-0000-0000-9135		\$4,000,000.00

7. To correct other restatements journal entries 110571 and 110734.

Cash with fiscal agent	17-0000-0-0000-0000-9135	\$ 3,418,625.59	
Other restatements	17-0000-0-0000-0000-9795		\$ 3,418,625.59

8. To transfer cash with fiscal agent to the general fund to record cost of issuance.

Between General Fund and Special Reserve Fund	17-0000-0-0000-9300-7612	\$ 60,843.00	
Cash with fiscal agent	17-0000-0-0000-0000-9135		\$ 60,843.00

In addition, the district should:

- Reconcile the cash with fiscal agent to the general ledger on a monthly basis and record all intercept payment activity in the general ledger.
- Use the following entries for the General Fund 01, to record the principal and interest payments for the Lease Revenue Bond payments in the future (For July, August, September, and October of each fiscal year):

1. To record the receipt of the (month) principal apportionment which has been reduced by the loan intercept payment.

Cash in County Treasury	9110	\$	XXX,XXX	
Revenue Limit State Aid- Current Year	8011			\$ XXX,XXX
Cash with fiscal agent	9135	\$	XXX,XXX	
Cash in County Treasury	9110			\$ XXX,XXX

- Record all future lease revenue bond debt service entries according to the debt schedule when due (i.e. February and August).

District's Response

The district has worked with the County Office of Education to ensure proper coding of the intercept payments going forward. The district will make adjusting entries throughout the year based on statements from the fiscal agent, US Bank.

**FINDING 11-08—
Cash reconciliations not
performed
(30000)**

Our review of the district's cash accounts disclosed that the district did not reconcile its Cash in County Treasury accounts because these reconciliations are performed by the county office of education. District staff indicated that the county office of education reconciles the Cash in County Treasury; however, the county office of education does not provide the reconciliations to the district. Therefore, the district does not review and verify the reconciliations for accuracy.

We also noted that the district did not reconcile cash with fiscal agent to the general ledger on a regular basis (i.e. monthly).

Good internal controls and prudent business practices require that cash reconciliations be reviewed by the district to ensure that they fully understand and agree with the reconciling items and adjustments.

Recommendation

The district should obtain, review and maintain the reconciliations performed by the County Office of Education to ensure that transactions recorded by the County Office of Education on behalf of the district are correct. The district should also ensure that cash with fiscal agent is reconciled on a regular basis.

District's Response

The district will work with the County Office of Education to obtain cash reconciliations on a monthly basis.

**FINDING 11-09—
Revolving fund used
as a clearing account
(30000)**

While reviewing the district's Revolving Fund, we noted that the district uses the Revolving Fund as a clearing account. The district deposits revenue collections, such as associated student body cash, into the Revolving Fund and then writes a check to the county treasury to transfer the funds out of the Revolving Fund. Even though the district established a maximum limit of \$6,000 for the Revolving Fund, at times the bank statements showed an ending account balance in excess of the \$6,000 limit. For example, the ending balance was \$116,865 at May 31, 2011 and \$41,300 at March 31, 2011.

We also noted that the district does not have policies and procedures in place to address the authorized uses and restrictions of the revolving fund.

Education Code section 42800 (a), states in part:

The governing board of any school district may, with the consent of the county superintendent of schools, establish a revolving cash fund for the use of the chief accounting officer of the district, by adopting a resolution setting forth the necessity for the revolving cash fund, the officer for whom and the purposes for which the revolving cash fund shall be available, and the amount of the fund.

Recommendation

The district should establish a separate bank account to be used as a clearing account and adopt a formal policy that limits the district's allowable deposits, and addresses specific uses and restrictions of the Revolving Fund.

District's Response

The district had separate bank accounts in 2009-10 for revolving cash and clearing. However, staff was unable to properly control the movement of funds between the two. In 2010-11 the district closed its accounts at Wells Fargo and opened a new one at Robo Bank. Due to the lack of staff now, it is more efficient and effective to maintain just one account. When the district is able to staff at an appropriate level in the Business Office another account can be opened.

**FINDING 11-10—
Revenue and cash
receipts not
adequately supported
(30000) (60000)**

While reviewing the district's cash receipts, we noted the following deficiencies:

- The district did not provide adequate documentation to support revenue receipts, for 2 of 52 transaction items reviewed.
- The district did not provide journal entries or journal transaction forms, which include information such as purpose, description, and signature of person authorizing, preparing, and posting the transaction, for 8 of 52 journal entries reviewed.

Good internal controls and prudent business practices require that journal entries be supported by documentation showing the purpose, amount and approval of the journal entry.

Recommendation

The district should implement procedures to ensure that appropriate supporting documentation is maintained to support revenue and cash receipt transactions.

District's Response

The district has changed its procedures regarding journal entries. The CBO signs all JE's and therefore ensures there is appropriate backup attached. As of February, 2012 cash receipts are recorded daily on a spreadsheet and copies of checks made to attach to the log.

**FINDING 11-11—
Accounts receivable
deficiencies
(30000)**

While reviewing the district's accounts receivable, we noted that the district did not maintain journal entry forms, which include information such as purpose, description, and signature of person authorizing, preparing, and posting the transaction, for 16 of 40 transactions reviewed.

Good internal controls and prudent business practices require that the district maintain adequate documentation to support its accounts receivable balances and be able to identify possible uncollectible receivables in order to take appropriate action.

Recommendation

The district should maintain adequate documentation to support its accounts receivable balances and identify uncollectible receivables.

District's Response

In January, 2011 a change of procedures in the Business Office required back up for all journal entries. At the end of the 2011-12 year a separate file will be kept of accounts receivable entries to back up the total amount accrued.

**FINDING 11-12—
Deficiencies in payroll
records
(30000) (60000)**

While reviewing the district's payroll records, we noted the following deficiencies:

- Salary placement forms were not signed for 13 of 46 employees tested.
- The district did not provide supporting documentation for a monthly car allowance payment of \$100 for 1 of 46 employees tested.
- The district did not provide W-4 forms for 6 of 46 employees tested.
- The district did not provide individual deduction forms for 44 of 46 employees tested.
- The number of allowances on W-4 and/or State Employee's Withholding Allowance Certificate forms did not agree with the number of allowances reported on the Payroll Prelists reviewed for 9 of 46 employees tested.

Good internal controls and prudent business practices require the district to maintain complete and organized personnel files. Proper maintenance of these files would allow the district to ensure that employees are paid in accordance with the district salary schedules, withholdings, and authorized deductions established for each employee.

Recommendation

The district should review all of its personnel files to ensure that the files are current and complete.

District's Response

The district has inadequate staff to maintain a set of personnel files in both Human Resources and Payroll. All transaction records regarding Payroll are kept in the file of the payroll affected.

**FINDING 11-13—
Expenditures not
adequately supported
(30000) (60000)**

While reviewing the district's expenditure transactions, we noted that 33 of 67 transactions reviewed had deficiencies related to supporting documentation as follows:

- Purchase requisitions or other request forms were not provided for ten expenditures, totaling \$94,521.
- Purchase orders were not provided for five expenditures, totaling \$45,153.
- Receiving documents were not provided for thirteen expenditures, totaling \$312,104.
- An invoice was not provided for an expenditure totaling \$3,100.
- An invoice did not agree with the purchase order for one expenditure totaling \$3,690.
- Items were purchased and delivered to a home address or non-district facility for four expenditures totaling \$13,049. The expenditures were for items such as flowers, books, football equipment, and food items.
- Items purchased were recorded to the wrong account for one expenditure totaling \$4,437.
- Purchases were not properly authorized by the chief business official or accounting staff for 22 expenditures totaling \$184,124.

Good internal controls and prudent business practices require that expenditures be reviewed, authorized, and supported by appropriate documentation.

Recommendation

The district should implement internal controls to ensure that expenditures are reviewed and properly authorized. In addition, the district should maintain adequate documentation to support all expenditures.

District's Response

The district has provided staff training, re-written procedures, and sent multiple letters to vendors regarding district procedures and appropriate documentation needed to pay the districts liabilities. However, there continues to be resistance by district personnel and some vendors to follow the correct procedures. The Fiscal Services Manager spends an inordinate amount of time following up on all of the transactions that are done incorrectly.

**FINDING 11-14—
Lack of segregation of
duties
(30000)**

While reviewing the internal control system for the district, we noted that many key functions at the district office are performed by one person, the district's chief business official, as follows:

- Prepares deposit slips and deposits cash receipts.
- Writes and disburse checks, and posts transactions to the general ledger.
- Collects accounts receivable by opening mail and makes copies of checks.
- Reconciles the bank account and investigates discrepancies related to cash.

We also noted that the district has no back-up plan for employees who perform critical functions in case they are out of the office for an extended period of time.

Good internal controls and prudent business practices require the district to have adequate segregation of duties and a back-up plan to ensure work will continue if an employee is out for an extended period of time.

Recommendation

The district should:

- Separate key business functions so that a single employee is not responsible for multiple functions that require checks and balances.
- Develop and implement a back-up plan for employees who perform critical duties at the district to ensure that the work will continue if the employee is out for an extended period of time.

District's Response

Cross training is something that does occur. However, with the shortage of staff many duties which normally would be segregated are performed by the same person. The CBO will work on a process to separate as many functions as possible to ensure better internal controls.

SECTION III—FEDERAL COMPLIANCE**FINDING 11-15—
Inadequate controls
over salaries and
wages—time
certifications not
maintained****CFDA #10.555, #84.010—
National School Lunch
Program, Title I
Program, U.S.
Department of
Agriculture, California
Department of Education
(30000) (50000)**

Our review of employee salary expenditures disclosed inadequate controls over employee time certifications for the National School Lunch Program (NSLP) and the Title I Program, as follows:

- The district did not provided any time certification forms for any of the NSLP employees selected for testing. District personnel indicated they were not aware that time certification forms were supposed to be maintained for NSLP employees. As a result, all NSLP federal expenditures, totaling \$152,891, are in question.
- The district did not provided time certification forms for 4 employees paid with Title I federal funds. As a result, the salaries paid to the employees without time certification forms, totaling \$264,031, are in question.

Appendix B of Title 2 CFR Part 225 (OMB Circular A-87), section 8(h), states:

Support of salaries and wages—These standards regarding time distribution are in addition to the standards for payroll documentation.

- (1) Charges to Federal awards for salaries and wages, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with generally accepted practice of the governmental unit and approved by a responsible official(s) of the governmental unit.
- (2) No further documentation is required for salaries and wages of employees who work in a single indirect cost activity.
- (3) Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employee worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi annually and will be signed by the employee or supervisory official having first-hand knowledge of the work performed by the employee.
- (4) Where employees work on multiple activities or cost objectives, a distribution of their salaries and wages will be supported by personnel activity reports or equivalent documentation which meets the standards in subsection (5) unless a statistical sampling system (see subsection (6)) or other substitute system has been approved by the cognizant Federal agency. Such documentary support will be required where employees work on:
 - (a) More than one Federal award,
 - (b) A Federal award and a non-Federal award,
 - (c) An indirect cost activity and a direct cost activity,
 - (d) Two or more indirect activities which are allocated using different allocations bases, or
 - (e) An allowable activity and a direct or indirect cost activity.

- (5) Personnel activity reports or equivalent documentation must meet the following standards:
 - (a) They must reflect an after-the-fact distribution of the actual activity of each employee.
 - (b) They must account for the total activity for which each employee is compensated,
 - (c) They must be prepared at least monthly and must coincide with one or more pay periods,
 - (d) They must be signed by the employee.

CSAM Procedure 905 states, in part:

If an employee is funded solely (100%) from a single federal categorical program or cost objective or from a single nonfederal categorical program, used in meeting cost sharing or matching requirements of federal awards, the minimum requirement for documenting salary or wages is a semiannual certification by the employee that he or she worked solely on that federal categorical or cost objective during the period covered by the certification. The certification must be signed by the employee or the supervisor having firsthand knowledge of the work performed. . . .

Whenever an employee works in more than one categorical program or cost objective and at least one of the sources is federal, the employee's entire salary must be supported by a PAR or equivalent documentation. . . .

Whenever federal funding is used to fund an employee's salary (unless the employee is 100 percent funded from only one federal source or in SWP (School Wide Program) or covered under a Substitute System as noted previously), the time spent by employees on federal projects must be documented with a PAR or an equivalent document. . . .

. . . The level of detail can generally be determined by the diversity and variation of the employees work activities. . . .

Good internal controls require that adequate records be maintained.

As a result of the deficiencies noted, \$416,922 in funding is in question.

Recommendation

The district should comply with Title 2, *Code of Federal Regulations*, Part 225 (formerly OMB Circular A-87) and CSAM Procedure 905, which require that employee time certification forms be maintained for employees who charge time to a federal program.

District's Response

The district had a turnover of personnel responsible for this area at the end of 2010-11. New procedures have been established and time certifications are being done appropriately and in a timely manner.

**FINDING 11-16—
Title I—compliance
deficiencies**

**CFDA #84.010—
Title I Program, U.S.
Department of
Education, California
Department of Education
(30000) (50000)**

Our review of the district’s Title I program disclosed the following deficiencies:

- The district did not maintain adequate source documents from the County Office of Education to support journal entries posted to the district’s general ledger. The district was asked to provide supporting documents for receipt of Title I funds shown in the general ledger, but according to the district, no source documents were maintained because the entries were posted by the County Office of Education.
- The district was unable to provide supporting documents to show that the comparability requirements for Title I were met. We were unable to determine whether the district complied with section N of OMB Circular A-133 because it did not provide the records to support the comparability requirements were met.

OMB Circular A-133, Subpart C, section 300, states, in part:

The auditee shall:

- (b) Maintain internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs.

OMB Circular A-133, Part 4, section N—Special Tests and Provisions, states, in part:

An LEA may receive funds under Title I, Part A and the MEP (Title I, Part C) only if State and local funds will be used in participating schools to provide services that, taken as a whole, are at least comparable to services that the LEA is providing in schools not receiving Title I, Part A or MEP funds.

Good internal controls and prudent business practices require that the district maintain adequate documentation to support all revenues received, and obtain supporting documentation for transactions that are posted by the county office of education.

Recommendation

The district should:

- Request and maintain documentation from the county office of education to support transactions posted and/or journal entries made by the county office of education on behalf of the district.
- Complete the comparability form for 2010-11 to show that the comparability requirements were met for the Title I program.
- Prepare and maintain documentation each year to support that the comparability requirements were met for the Title I program.

District's Response

After a change of personnel and new procedures being developed the district keeps copies of all transfer journals entered by the County Office of Education. The district also entered the 2010-11 comparability information into the CDE website and will do this annually going forward.

**FINDING 11-17—
Inadequate controls
over purchases**

CFDA #10.555, #84.010,
#84.386, #84.389—
National School Lunch
Program, Title I Program,
Title I (ARRA) Program,
Title II (ARRA) Program,
U.S. Department of
Agriculture, U.S.
Department of Education,
California Department of
Education
(30000) (50000)

Our review of allowable costs disclosed the following exceptions for the National School Lunch Program, Title I Program, Title I (ARRA) Program, and Title II (ARRA) Program.

For 30 of 82 expenditures selected for testing:

- Source documents were not provided for 6 of 30 transactions.
- Adequate source documents were not maintained for 21 of 30 transactions. Example of items not maintained were purchase orders, invoices, payment approvals, and purchase requisitions.
- Purchase orders were dated after the invoice date for 2 of 30 transactions.

As a result of the deficiencies noted, questioned costs for each program are as follows:

Program	Context/Expenditures Tested	Questioned Costs
National School Lunch Program	11 of 26	\$ 16,427
Title I	11 of 22	154,818
Title I (ARRA)	6 of 6	50,008
Title II (ARRA)	2 of 3	1,454
Total		<u>\$ 222,707</u>

We also noted that the district has no written policies and procedures for the fiscal management of its federal programs.

OMB Circular A-133, Subpart C, section 300 states, in part:

The auditee shall:

- (b) Maintain internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs.

Title 2 CFR Part 225 (OMB Circular A-87), Appendix A, section C, states:

1. Factors affecting allowability of costs. To be allowable under Federal awards, costs must meet the following criteria:
 - a. Be necessary and reasonable for proper and efficient performance and administration of Federal awards.
 - b. Be allocable to Federal awards under the provisions of 2 CFR Part 225.
 - c. Be authorized or not prohibited under state or local laws or regulations.
 - d. Conform to any limitations or exclusions set forth in these principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items.

- e. Be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the governmental unit.
- f. Be accorded consistent treatment. A cost may not be assigned to a Federal awards as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal awards as an indirect cost.
- g. Be determined in accordance with generally accepted accounting principles except as otherwise provided for in 2 CFR part 225.
- h. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period, except as specifically provided by Federal law or regulation.
- i. Be the net of applicable credits.
- j. Be adequately documented

Good internal controls require that purchases be supported by adequate documentation and that purchase orders be prepared prior to the purchase of goods or services.

As a result of the deficiencies noted for expenditures, \$222,707 of federal funding is in question.

Recommendation

The district should ensure that:

- Internal controls over federal programs are established and implemented so that all federal compliance requirements are met.
- Written policies and procedures for fiscal management over federal programs are developed and implemented.
- Adequate documentation is maintained to support all purchases of goods and services.
- Purchase orders are prepared prior to the purchase of goods or services.

District's Response

The district will set up procedures that will cover the requirements for control of federal program management.

**FINDING 11-18—
Inadequate controls
over capital assets and
equipment**

**CFDA #10.555, #84.010—
National School Lunch
Program, Title I Program,
U.S. Department of
Agriculture, U.S.
Department of Education,
California Department of
Education
(20000) (30000) (50000)**

While reviewing the district's process for managing and disposing of capital assets in accordance with federal and state requirements, we noted that the district does not track the resource for equipment items purchased with federal funds, which is necessary for management and disposal recordkeeping, nor does the district properly distinguish its capital assets from non-capital assets. See Finding 11-02—capital assets not auditable, for additional details.

OMB Circular A-133, Part 3, section F—Equipment and Real Property Management, states in part:

Title to equipment acquired by a non-Federal entity with Federal awards vests with the non-Federal entity. Equipment means tangible nonexpendable property, including exempt property, charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with a non-Federal entity's policy, lower limits may be established. A State shall use, manage, and dispose of equipment acquired under a Federal grant in accordance with State laws and procedures.

California Education Code section 35168 states:

The governing board of each school district, shall establish and maintain a historical inventory, or an audit trace inventory system, or any other inventory system authorized by the State Board of Education, which shall contain the description, name, identification numbers, and original cost of all items of equipment acquired by it whose current market value exceeds five hundred dollars (\$500) per item, the date of acquisition, the location of use, and the time and mode of disposal. A reasonable estimate of the original cost may be used if the actual original cost is unknown.

California School Administrative Manual (CSAM) procedure 430—Capital Assets, states in part:

Since capital assets represent one of the largest investments of an LEA, control and accountability are of significant concern. Generally accepted accounting principles regarding internal controls, Education Code Section 35168, and federal funding agencies require LEAs to maintain records that properly account for capital assets. Capital asset records serve as a management tool and have an important bearing on management decisions, such as long-range acquisition and abandonment projections. The need for data on capital assets is important regardless of the size of the LEA.

The accounting system for capital assets should accomplish the following:

- Conform to Education Code requirements for inventorying capital assets.
- Enable the LEA to report capital assets and accumulated depreciation in conformity with generally accepted accounting principles.
- Enable administrators to account for and control all assets under their care.

- Assist the site administrator in planning and providing proper equipment for schools by furnishing such data as useful life, location, and condition.
- Aid LEAs in determining insurable values and in securing insurance appraisals.
- Aid LEAs in substantiating loss in the event of fire, theft, or other catastrophe.
- Encourage employees and others to better discharge their responsibilities in the care and use of the LEA's equipment.

CSAM Procedure 770—Distinguishing Between Supplies and Equipment, states, in part:

It is easy to reconcile additions to the property inventory with accounting records. First, assets that are capitalized are always also inventoried. Acquisitions of capitalized assets are usually recorded in Objects 6000, Capital Assets, or occasionally in other objects in combination with Function 8500, Facilities Acquisition and Construction. Expenditures in these accounts should always reconcile to the additions of capital assets to the property inventory.

Second, acquisitions of assets that will not be capitalized but that will be inventoried are recorded in Object 4400, Noncapitalized Equipment. For example, assume that an LEA maintains an inventory of items of property costing more than \$500 and that the LEA has a capitalization threshold of \$5,000. The LEA would charge expenditures for items of property costing more than \$500, but less than \$5,000, to Object 4400. Noncapitalized Equipment Expenditures in this account should reconcile to the additions of noncapitalized assets to the property inventory.

This LEA would charge items of property costing less than \$500, such as adding machines and staplers, to Object 4300, Materials and Supplies. These items would be neither capitalized nor inventoried.

EDGAR Subpart 80 Subpart C, Section 80.20(b)(3), states, in part:

Internal control: Effective control and accountability must be maintained for all grant and subgrant cash, real and personal property, and other assets. Grantees and subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes.

Recommendation

The district should ensure that internal controls over equipment and real property are sufficient to provide reasonable assurance that the district manages and disposes of equipment and real property in accordance with federal and state requirements. In addition, the district should implement procedures to ensure that it effectively manages and accounts for its capital assets and equipment.

District's Response

The district is working with its Property and Liability Insurance carrier to get current values of its real properties so that proper records can be kept in the future.

**FINDING 11-19—
Special education
program (ARRA) –
Individualized
Education Program
(IEP) record deficiencies**

Our review of the district’s special education program disclosed that 2 out of 2 special education student files reviewed did not contain supporting records to indicate the students’ parents/guardians were notified two weeks prior to an IEP team meeting to give them an opportunity to attend the meeting.

California Education Code section 56341.5 states:

**CFDA #84.391—
Special Education
Program (ARRA), U.S.
Department of Education,
California Department of
Education
(30000) (50000)**

- (a) Each local educational agency convening a meeting of the individualized education program team shall take steps to ensure that no less than one of the parents or guardians of the individual with exceptional needs are present at each individualized education program meeting or are afforded the opportunity to participate.
- (b) Parents or guardians shall be notified of the individualized education program meeting early enough to ensure an opportunity to attend.
- (c) The individualized education program meeting shall be scheduled at a mutually agreed-upon time and place. The notice of the meeting under subdivision (b) shall indicate the purpose, time, and location of the meeting and who shall be in attendance. Parents or guardians also shall be informed in the notice of the right, pursuant to Section 300.322(b) (1) (ii) of Title 34 of the Code of Federal Regulations, to bring other people to the meeting who have knowledge or special expertise regarding the individual with exceptional needs...

California Education Code section 56321(c) states:

The local educational agency proposing to conduct an initial assessment to determine if the child qualifies as an individual with exceptional needs shall obtain informed consent from the parent of the child before conducting the assessment, in accordance with subparagraph (D) of paragraph (1) of subsection (a) of Section 1414 of Title 20 of the United States code. If the parent of the child does not provide consent for an initial assessment, or the parent fails to respond to a request to provide consent, the local educational agency may pursue the initial assessment utilizing the procedures described in Section 1415 of Title 20 of the United States Code and in accordance with paragraph (3) of subdivision (a) of Section 56501 and subdivision (e) of Section 56506. The parent or guardian shall have at least 15 days from the receipts of the proposed assessment plan to arrive at a decision. The assessment may begin immediately upon receipt of the consent.

Per Federal Grant Award Letter:

The grant shall be administered in accordance with the provisions of the Individuals with Disabilities Education Act (IDEA) and Education Department General Administrative Regulations (EDGAR). Furthermore, expenditures shall comply with all applicable provisions of federal, state and local rules, regulations, and policies related to the administration of, use of, and accounting for public school funds including, but not limited to, the Education Code of the State of California.

Pursuant to the Policies and Procedures of King City Joint Union High School District:

Parents shall receive notice of the IEP meeting early enough to ensure an opportunity to attend. It is recommended that the written notice be sent approximately two weeks prior to the meeting date.

Good internal controls require that adequate records be maintained to document that appropriate policies and procedures were followed.

Recommendation

The district should comply with Education Code requirements, federal grant requirements, and its own written procedures for the special education program. In addition, the district should send out notices of meetings at least two weeks in advance of the proposed team meeting, and should ensure that IEP forms are maintained and provided to the auditor upon request.

District's Response

The district hired a part time Director of Special Education in the 2011-12 year to implement proper procedures and ensure legal compliance for IEP's.

SECTION IV—STATE COMPLIANCE**FINDING 11-20—
Attendance reporting
deficiencies
(10000) (30000) (40000)**

While verifying attendance reported for Greenfield High School, we noted that the district overclaimed attendance for 1 out of 12 students selected for review. Apportionment days claimed for one student did not agree to the attendance days shown on the teacher's weekly register. The teacher marked the student with 'U' (unexcused absences) for five days, and the Monthly Attendance Report showed the student present on the same five days. Total attendance was overstated by 5 days, or .04 ADA at P-2 or \$294 in state funding.

California Education Code section 46010 states:

The total days of attendance of a pupil upon the schools and classes maintained by a school district, or schools or classes maintained by the county superintendent of schools during the fiscal year shall be the number of days school was actually taught for not less than the minimum schooldays during the fiscal year less the sum of his or her absences.

California Education Code section 46010.3 states, in part:

... for purposes of calculating days of attendance in order to compute any apportionment of state funding under this code, a pupil enrolled in a regular day class, including opportunity classes and classes conducted in county community schools, for the minimum day that is applicable to that pupil is deemed to be present for the entire school day, unless he or she is absent for the entire school day.

Good internal controls require school sites to properly record attendance and maintain attendance records to accurately reflect student attendance claimed by the district.

Recommendation

The district should:

- Strengthen controls at the school sites to assure teachers and attendance staff properly record attendance.
- Comply with Education Code sections 46010 and 46010.3, and not report attendance days for students who were absent.

District's Response

The district's Student Information Manager will be making quarterly visits to all sites to ensure they are complying with attendance accounting procedures and that documentation is appropriate and signed by district employees. Also, site staff members have been sent to training on the Aeries system and will also be sent to a CASBO Attendance Accounting Workshop.

**FINDING 11-21—
Attendance
reconciliation variance
(10000) (30000) (40000)**

While reviewing the attendance summaries, we noted a variance between the district's attendance summary by teacher for the Home and Hospital program and the P2 attendance report the district filed with CDE. The district subsequently revised the attendance summary to support the P2 report of attendance but did not provide the teacher summary report to support the revision. As a result, the district over-claimed .10 ADA, which equates to \$736 in state funding.

California Education Code section 46000 states:

Attendance in all schools and classes shall be recorded and kept according to regulations prescribed by the State Board of Education, subject to provisions of this chapter.

Recommendation

The district should ensure that any revision to attendance reported to CDE is adequately supported and the detail to support the revision is provided to the auditor upon request.

District's Response

The district does ensure that any revisions to its P-2 and annual attendance reports are substantiated with proper documentation. It appears that there was a breakdown in communication as to what was requested from the district for audit purposes.

**FINDING 11-22—
Non-credentialed
teacher at Greenfield
High School
(10000)**

Our review of teacher credentials for Greenfield High School disclosed that one teacher did not possess a valid teaching credential for the entire 2010-11 school year. Instead, the teacher had a provisional intern certificate on file. As a result, a penalty has been calculated in accordance with California Education Code section 45037, as follows:

Total Days Services Rendered	Total Days Services Rendered Without Credential	Ratio of Uncredentialed Days	Base Revenue Limit	Penalty
16,926	182	0.0108	\$ 11,227,301	\$ 121,255

California Education Code section 45037(a) states, in part:

... Except as provided in section 45036, for the fiscal year 2001-02 and for any fiscal year thereafter in which a person renders service as a teacher in kindergarten or any of grades 1 to 12, inclusive, who does not have a valid certification document, the school district or county office of education in which the person is employed shall be assessed a penalty that shall be in lieu of any loss of funding that would otherwise result under Chapter 6.10 (commencing with Section 52120) of Part 28. The penalty shall be calculated as provided in subdivision (b) and withheld from state funding otherwise due to the district or county office of education.

California Education Code section 44857 states, in part:

Each person employed by the governing board of a school district for a position requiring certification qualifications shall, not later than 60 days after the date fixed by the governing board of the district for the commencement of the person's service, register, in the manner prescribed by Section 44330, a valid certification document issued on or before that date, authorizing the person to serve in the position for which he or she was employed. ...

Recommendation

The district should:

- Pay the State the penalty amount of \$121,255 for the non-credentialed teacher.
- Ensure that all teachers hold valid teaching credentials prior to providing instruction to students.

District's Response

According to the CTC this teacher holds a valid Provisional Internship Permit which allows them to teach the classes to which they were assigned under Ed Code 44253.3. Although this person is not considered highly qualified under Federal guidelines, they are properly credentialed to teacher per the State of California.

SCO's Comment

Based on additional information that was provided after the final report was issued, we have resolved this finding and determined there is no fiscal penalty.

**FINDING 11-23—
Continuation education
reporting deficiencies
(10000) (30000) (40000)**

Our review of attendance for the Continuation Education program disclosed the following:

- The district did not maintain accurate attendance records to verify that the total ADA reported to CDE was correct. The district provided multiple versions of the Hourly Attendance Reports, and no single set of numbers could be relied upon because the attendance hours reported was different with each report. For example, attendance totals shown for Month 1 had four different totals with each report as follows:

Report Date	Total Hours
April 19, 2011	1,449
May 5, 2011	1,458
October 10, 2011	1,490
October 20, 2011	2,885

- The district filed several revised attendance reports with CDE. However, it did not provide the site-level records to support the revised changes.
- A comparison of the attendance totals between the Hourly Attendance Reports and the Hourly Attendance Summaries showed variances for all months during the P-2 reporting period. For example, there were variances between the Hourly Attendance Report and the Hourly Attendance Summary for month 5, with total hours of 4,665 and 2,160, respectively.
- The school site provided attendance registers for a teacher using fictitious names such as: Elmer Fudd, Fred Flintstone, Burt Reynolds, and Bill Gates. As a result, the teacher registers could not be relied upon for verifying the monthly attendance totals.

California Code of Regulations, Title 5, Chapter 16, Article 2—Period of Retention states, in part:

Section 16025, Class 3 - Disposable Records

All records not classified as Class 1 - Permanent or Class 2 - Optional shall be classified as Class 3 - Disposable, including but not limited to detail records relating to:

- (a) Records Basic to Audit, including those relating to attendance, average daily attendance...

Section 16026 Retention Period

A Class 3 - Disposable record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by Education Code 41020 or of any other legally required audit...

California Education Code section 35250 states, in part:

The governing board of every school district shall:

- (d) Make or maintain such other records or reports as are required by law.

California Education Code section 46000 states, in part:

Attendance in all schools and classes shall be recorded and kept according to regulations prescribed by the State Board of Education, subject to the provisions of this chapter.

Good internal controls require that teachers sign and date attendance registers within a specified time frame, depending on the type of attendance accounting system used. As an eye-witness to a pupil's presence or absence, a teacher's dated signature provides a valid, contemporaneous record of attendance, ensuring a pupil's compliance with compulsory attendance laws.

Good internal controls require that attendance reports are complete and accurate.

Due to the deficiencies noted, we could not verify the attendance reported for the continuation education program. As a result, all ADA for continuation education is disallowed, which equates to 54.43 ADA reported at P-2 and 84.50 ADA reported at annual, which totals \$400,559 and \$629,207, respectively.

The district provided additional documents on January 3, 2012, which has been reviewed, and we determined it was not sufficient to support any changes to this finding.

Recommendation

The district should:

- Submit a revised P-2 and Annual report of attendance to the state that reflect adjustments for all unsupported ADA.
- Implement procedures to ensure that:
 - Continuation education attendance staff and teachers properly record hourly attendance.
 - Teachers use their actual legal name when signing attendance registers.
 - Ensure that the school site maintains signed and dated records supporting all continuation education attendance reported.

District's Response

The district has new personnel at the Continuation School. In the transition the district discovered that prior employees had not recorded student attendance correctly in the Aeries system. The Student Information Manager has re-entered the correct attendance for the 2010-11 year into Aeries and the district is now prepared to submit revised P-2 and Annual attendance reports to CDE for 2010-11.

**FINDING 11-24—
Instructional time
miscalculations
(30000) (40000)**

The district office and school sites miscalculated the instructional minutes for both King City High and Greenfield High due to shortened days for school rallies that were not factored into the calculation. However, both sites still met the required number of instructional minutes.

Good internal controls require the district to ensure that instructional time calculations incorporate all schedules, including testing and rally days.

Recommendation

The district should ensure that instructional time calculations are correct.

District's Response

The district will ensure that the instructional minute calculation is reviewed by more than one person in future years.

**FINDING 11-25—
Administrative
employees to teachers
ratio miscalculations
(30000) (40000)**

The Standards and Procedures for Audits of California K-12 Local Education Agencies (section 19829(a)), require that the auditor verify that the school district is in compliance with the administrator-to-teacher ratio requirement for the year audited, by determining that the employees were properly classified and that the ratio was calculated consistent with the provisions of Education Code section 41403. When the number of administrators per one hundred teachers exceeds the allowable ratio set forth in Education Code section 41402, the number of excess administrators and the associated penalty is to be reported as set forth in Education Code section 41404.

We recalculated the district's ratio of administrative employees to teachers and verified that the district exceeded the maximum number of allowable administrative employees by 3 Full-Time Equivalents (FTEs). We observed the following variances from the FTE amounts for teachers and administrative employees that the district used in completing the Employee Ratio Worksheet for FY 2010-11:

Part I Number of Certificated Employees (Full-time equivalents (FTE), calculated to two decimal places, to include full-time, part-time, and prorated positions)

	<u>District</u>	<u>Audited</u>	<u>Variance</u>
A) Administrative	9.75	8.75	1.00
B) Exempt Administrative	1.15	0.15	1.00
C) Net Administrative (Line A minus Line B above)	8.60	8.60	0.00
D) Teachers	78.00	78.50	(0.50)
E) Pupil Services	2.00	3.00	(1.00)

Part II Maximum Number of Administrative Employees (Calculate to two decimals)

	<u>District</u>	<u>Audited</u>	<u>Variance</u>
A) Allowed Ratio ¹ (Enter .08 for unified, .07 for high school, or .09 for elementary school districts)	0.07	0.07	0.00
B) Maximum Administrators (Ratio from Part II, Line A x Teacher FTE from Part I, Line D)	5.46	5.49	(0.03)

Part III Excess Administrator FTE (Calculate to two decimals)

	<u>District</u>	<u>Audited</u>	<u>Variance</u>
A) Actual Excess (Part I, Line C minus Part II, Line B. If zero or negative, enter -0-)	3.14	3.11	0.03
B) Rounded Excess (Round any FTE reported on part III, Line A to the nearest whole number (e.g., 0.49 or less rounds to 0.00, 0.50 or above rounds to 1.00, 1.49 rounds to 1.00, and 1.50 to 2.00, etc.))	3.00	3.00	0.00

We calculated the penalty for the 3 excess administrators using CDE's worksheet provided at its website [<http://www.cde.ca.gov/fg/aa/ca/atr.asp>]; the penalty equates to \$153,411 as follows:

A) District's Total State Revenue	\$ 8,836,034 ²
B) District's Total Revenue and Other Financing Sources	21,799,116 ³
C) Portion of State Revenue in Total Revenue	41%
D) Total Annual Salaries of Administrative FTE reported on Part I, Line A	1,103,995 ⁴
E) Average Administrator Salary	126,171 ⁵
F) State Funded Share of Administrator Salary	<u>51,137</u>
G) Penalty	<u>\$ 153,411 ⁶</u>

¹ Maximum ratio of administrative employees to each 100 teachers per California Education Code section 41402.

² Source: 2009-10 Unaudited Actuals, Form 01, pages 1 – 3.

³ Source: Unaudited Actuals, Form 01, page 1.

⁴ Per district's Position Control Information for FY 2010-11.

⁵ [$\$1,103,995 / 8.75$ (Total Administrative FTE) = $\$126,171$].

⁶ [$\$51,137 \times 3$ (Rounded Excess Administrative FTE) = $\$153,411$].

California Education Code section 41400 states:

Legislative Intent: It is the intent and purpose of the Legislature to improve public education in California by maximizing the allocation of existing resources, to discourage the growth of bureaucracy in the public schools, and to emphasize the importance and significance of the classroom teacher.

California Education Code section 41401 states:

For the purpose of this article:

- (a) "Administrative employee" means an employee of a school district, employed in a position requiring certification qualifications, who does not come within the definition set forth in subdivision (c) or (d).
- (b) "Classified employee" means an employee of a school district, employed in a position not requiring certification qualifications.
- (c) "Pupil services employee" means an employee of a school district, employed in a position requiring a standard designated services credential, who performs direct services to pupils. "Pupil service employee" includes, but is not limited to, in-school librarians, school nurses, assistant in-school librarians, audiovisual personnel, counselors, psychologists, psychometrists, guidance and welfare personnel, attendance personnel, school social workers, and all other certificated personnel performing pupil-personnel, health, or librarian services.
- (d) "Teacher" means an employee of a school district, employed in a position requiring certification qualifications, whose duties require him or her to provide direct instruction to pupils in the schools of that district for the full time for which he or she is employed. "Teacher" includes, but is not limited to, teachers of special

classes, teachers of exceptional children, teachers of pupils with physical disabilities, teachers of mentally retarded minors, substitute teachers, instructional television teachers, specialist mathematics teachers, specialist reading teachers, home and hospital teachers, and learning disability group teachers. Instructional preparation time shall be counted as part of the teacher full-time equivalent, but not limited to, mentor teacher or department chairperson time.

California Education Code section 41402 states:

The maximum ratios of administrative employees to each 100 teachers in the various types of school districts shall be as follows:

- (a) In elementary school districts – 9.
- (b) In unified school districts – 8.
- (c) In high school districts – 7.

This section shall not apply to a school district that has one or fewer administrators.

California Education Code section 41403 states, in part:

The Superintendent of Public Instruction shall determine, for each current fiscal year, for each school district in the state, to two decimal points, the following:

- (a) The total number of administrative employees, except those serving in positions that are supported by categorical grants from any source and are in programs that require specific teacher/administrator ratios, or that are supported by federal funds. As to those serving in positions that are not supported completely by these categorical grants from any source or completely by federal funds, the number of employees reported shall include the full-time equivalent of all fractional time attributable to that time not supported by categorical grants or federal funds.
- (b) The total number of teachers except those serving in positions that are supported by federal funds or by categorical grants from any source and are in programs that require specific teacher/administrator ratios. As to those serving in positions that are not supported completely by these categorical grants from any source or completely by federal funds, the number of employees reported shall include the full-time equivalent of all fractional time attributable to that time not supported by categorical grants or federal funds. Substitute teachers may be counted as teachers only if the employee for whom they are substituting is not counted. In no event shall the number of full-time equivalent teachers reported be greater than the number of full-time equivalent teaching positions in the district.
- (c) The total maximum number of administrative employees that should be employed by the district based upon the application of the appropriate ratio prescribed by Section 41402 to the number of teachers determined pursuant to subdivision (b).
- (d) The number of administrative employees in excess of the number allowable without penalty as determined by subtracting the number determined pursuant to subdivision (c) from the number determined pursuant to subdivision (a).

The number of employees reported pursuant to subdivision (a), (b), (c), and (d) shall include the full-time equivalent of all fractional time of those employees. . . .

No individual may be counted as more than one full-time equivalent unless the individual is employed on a part-time basis in adult education, driver education, or vocational education, or any part-time or additional teaching assignment, in addition to his or her regular full-time assignment.

Education Code section 41404 states:

The Superintendent of Public Instruction shall determine the reduction in state support resulting from excess administrative employees identified in subdivision (d) of Section 41403 as follows:

- (a) Compute the ratio which total state support to the district general fund bears to the total general fund income of the district.
- (b) Multiply the ratio determined pursuant to subdivision (a) by the average salary of administrative employees.
- (c) Multiply the product of subdivision (b) by the number of administrative employees converted to the nearest whole number in excess of the maximum number specified in Section 41402.

The amount of the second principal apportionment made to the district for the current fiscal year pursuant to Section 41335 shall be reduce by the product so produced. However, no reduction shall reduce the final apportionment below the amount specified in Section 6 of Article IX of the California Constitution.

California Education Code Section 41010 states, in part:

The accounting system used to record the financial affairs of any school district shall be in accordance with the definitions, instructions, and procedures published in the California School Accounting Manual as approved by the State Board of Education and furnished by the Superintendent of Public Instruction.

Guidelines for Assessing the Ratio of Administrative Employees to Teachers – Specific Instructions for the Worksheet, states, in part:

Part I.

- A. Administrative – Enter the FTE of a district employee for the amount of time the employee is in a position requiring certification but is not required to provide direct instruction to pupils or direct services to pupils.
- B. Exempt Administrative – Report that portion of an administrative FTE which is funded from federal sources, e.g., Title I of the Elementary Secondary Education Act as amended by the No Child Left Behind Act of 2001.
- C. Net Administrative – Enter the difference derived from subtracting line B from line A.
- D. Teachers – Enter the FTE of an employee of the district for the amount of time the employee hold a position requiring certification and performs duties requiring direct instruction of pupils in the school(s) of the district.

- E. Pupil Services – Enter the FTE of a district employee for the amount of time the employee is in a position requiring a standard services credential, health and development credential, or a librarian credential and provides direct services to pupils (e.g. counselors, welfare personnel, librarians, psychologists, nurses, etc.).

Good internal controls and best business practices require that management monitor its staffing to ensure compliance with Education Code requirements.

The district should:

- Pay the State the penalty amount of \$153,411.
- Establish internal controls to monitor the number of administrative employees employed by the district to ensure that the ratio of administrative employees does not exceed the maximum number allowed.
- Ensure that accurate FTE totals are used for the administrative employees to teachers ratio calculation.
- Adhere to California Education Code and instructions prescribed by CDE in preparing the ratio calculation.

District's Response

The district is working toward the appropriate number of administrators.

**FINDING 11-26—
School accountability
report card (SARC)
deficiencies
(40000) (72000)**

While reviewing the district’s SARC reports, we noted discrepancies between the information contained in the SARC and the information contained in the Facility Inspection Tool (FIT) reports. A summary of the discrepancies are as follows:

King City High School:

- The SARC reported Electrical as “Good,” when the FIT reported Electrical as “Fair.”
- The SARC reported Restrooms/Fountains as “Fair,” when the FIT reported Restrooms/Fountains as “Poor.”
- The SARC reported Structural Damage as “Poor,” when the FIT reported Structural Damage as “Good.”
- The SARC reported External and Overall Rating as “Fair,” when the FIT reported External and Overall Rating as “Good.”

Greenfield High School:

- The SARC reported Restrooms/Fountains as “Fair”, when the FIT reported Restrooms/Fountains as “Poor”.

California Education Code section 17002 (d) (1) states, in part:

... In order to provide that school facilities are reviewed to be clean, safe, and functional, the school facility inspection and evaluation instrument and local evaluation instruments shall include at least the following criteria:

- (O) Roofs, gutter, roof drains, and downspouts appear to be functioning properly and are free of visible damage and evidence of disrepair. . . .
- (S) Overall cleanliness of the school grounds, buildings, common areas, and individual rooms demonstrates that all areas appear to have been cleaned regularly, and are free of accumulated refuse and unabated graffiti. . . .

California Education Code section 33126 states, in part:

- (a) The school accountability report shall provide data by which a parent can make meaningful comparisons between public schools that will enable him or her to make informed decisions on the school in which to enroll his or her children.
- (b) The school accountability report card shall include, but is not limited to, assessment of the following school conditions:
 - (8) Safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repairs specified in Section 17014, Section 17032.5, subdivision (a) of Section 17070.75, and subdivision (b) of Section 17089.

Good internal controls require that reports be accurate and adequately supported.

Recommendation

The district should implement a review process to ensure that the information reported in the SARCs is complete, accurate and consistent with the Facility Inspection Tool.

District's Response

The Assistant Superintendent now has oversight of the SARC reports and will ensure information is accurate and consistency with other reports.

**FINDING 11-27—
Charter School—
Independent study
pupil-teacher ratio
exceeded
(10000) (30000) (40000)**

The Standards and Procedures for Audits of California K-12 Local Education Agencies (section 19852 (b)), require that the auditor verify the charter school’s pupil-teacher ratio calculation, made pursuant to Title 5, California Code of Regulations, section 11704, for ineligible Average Daily Attendance (ADA), if any, generated through full-time independent study.

Our review of the South Monterey County Charter School’s pupil-teacher ratio calculation disclosed that the charter’s ratio of independent study pupils to teachers was 29 to 1; whereas, the maximum ratio of pupils to teachers is 25 to 1. Therefore, the charter school exceeded the equivalent ratio of pupils to teachers by 4 units of ADA, resulting in a penalty of \$73,776.

The independent study pupil-teacher ratio calculation summary is as follows:

<u>ADA-to-Teacher Ratio Calculations for Independent Study</u>	<u>Audited Calculation</u>
I/S ADA-to-Teacher Ratio (ADA/FTE):	
A. ADA for full-time I/S	87.55
B. Full-Time Equivalent (FTE) in direct instruction	<u>3.00</u>
C. ADA per FTE for non-I/S (A ÷ B)	<u>29.18</u>
Ratio Number (C rounded down)	<u>29.00</u>
D. Maximum Ratio (Per CCR Title 5, section 11704)	<u>25.00</u>
Calculation of Funding Owed:	
E. Excess students in I/S (C rounded down – D)	4.00
FTE in direct instruction of I/S ADA (B)	<u>3.00</u>
F. Total Excess I/S ADA (E × B)	12.00
G. Base Revenue Limit	<u>6,148.00</u>
H. Total owed to the State (F × G)	<u>73,776.00</u>

Title 5, CCR section 11704 states:

In a charter school, for the purposes of Education Code section 51745.6, the ratio of average daily attendance for independent study pupils to full-time equivalent (FTE) certificated employees responsible for independent study shall not exceed a pupil-teacher ratio of 25:1 or the ratio of pupils to full-time equivalent certificated employees for all other educational programs operated by the largest unified school district, as measured by average daily attendance, as reported at the second principal apportionment in the prior year, in the county or counties in which the charter school operates. Units of average daily attendance for independent study that are ineligible for apportionment as provided in subdivision (b) of Education Code section 51745.6 shall also be ineligible for funding pursuant to Chapter 6 (commencing with section 47630) of Part 26.8 of the Education Code. For purposes of this section, a “full-time certificated employee” means an employee who is required to work a minimum six-hour day and 175 days per fiscal year. Part-time positions shall generate a partial FTE on a proportional basis.

Education Code 51745.6 states, in part:

- (a) The ratio of average daily attendance for independent study pupils 18 years of age or less to school district full-time equivalent certificated employees responsible for independent study, calculated as specified by the State Department of Education, shall not exceed the equivalent ratio of pupils to full-time certificated employees for all other educational programs operated by the school district. The ratio of average daily attendance for independent study pupils 18 years of age or less to county office of education full-time equivalent certificated employees responsible for independent study, to be calculated in a manner prescribed by the State Department of Education, shall not exceed the equivalent ratio of pupils to full-time certificated employees for all other educational programs operated by the high school or unified school district with the largest average daily attendance of pupils in that county. The computation of those ratios shall be performed annually by the reporting agency at the time of, and in connection with, the second principal apportionment report to the Superintendent of Public Instruction.
- (b) Only those units of average daily attendance for independent study that reflect a pupil-teacher ratio that does not exceed the ratio described in subdivision (a) shall be eligible for apportionment pursuant to Section 42238.5, for school districts, and Section 2558, for county offices of education. Nothing in this section shall prevent a school district or county office of education from serving additional units of average daily attendance greater than the ratio described in subdivision (a), except that those additional units shall not be funded pursuant to Section 42238.5 or Section 2558.

Recommendation

The district should:

- Repay the State \$73,776 for exceeding the allowable pupil-teacher ratio for independent study students.
- Ensure that independent study pupil-teacher ratio is calculated in accordance with the Education Code and California Department of Education requirements.

District's Response

The district will monitor the pupil-teacher ratio at the Charter several times during the year to ensure it does not exceed Education Code requirements.

**FINDING 11-28—
Charter School—
independent study
program deficiencies
(10000) (30000) (40000)**

Our review of the district’s charter school independent study program disclosed the following deficiencies:

- The district claimed attendance prior to obtaining the appropriate signatures on student contracts for 5 out of 15 independent study agreements reviewed. As a result, the district overclaimed attendance by 16 days or .12 ADA.
- The district did not maintain any work samples for 2 out of 15 independent study students selected for testing. As a result, the district overclaimed attendance by 52 days or .40 ADA.

The fiscal impact for the deficiencies noted is approximately \$3,012 in State funding.

Education Code section 51747(c)(8) states:

Each written agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil’s parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. For purposes of this paragraph “caregiver” means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code.

Title 5, California Code of Regulations, section 11703 (a), states, in part:

- (a) Maintaining records to meet audit requirements is the responsibility of the local district or county superintendent's office. These records may be on site(s).
- (b) Records shall include but not limited to . . .
 - (3) A file of all agreements, including representative samples of each pupil’s or adult education student’s work products bearing signed or initialed and dated notations by the supervising teacher indicating that he or she has personally evaluated the work, or that he or she has personally reviewed the evaluations made by another certificated teacher.

Education Code section 51747.5(b) states:

School districts and county offices of education may claim apportionment credit for independent study only to the extent of the time value of pupil or student work products, as personally judged in each instance by a certificated teacher.

Education Code section 35254 states, in part:

The governing board of any school district may make photographic, microfilm, or electronic copies of any records of the district. The original of any records of which a photographic, microfilm, or electronic copy has been made may be destroyed. . . except that no original record that is basic to any required audit shall be destroyed prior to the second July 1st succeeding the completion of the audit.

Good internal controls require that the district maintain complete records to support attendance days claimed by the district.

Recommendation

The district should implement procedures to ensure that attendance is properly recorded for all independent study students, and representative samples of each student's work products are retained as required by State regulations.

District's Response

Procedures have been set up to assure that independent study contracts are written before work is performed, that appropriate work is gathered and retained and that the appropriate attendance is given for the work. The district will be sending staff to training on this issue.

Schedule of Prior Audit Findings Year Ended June 30, 2011

Prior Year's Findings/Recommendations	Current Status	If Not Implemented ¹
<u>Going Concern</u>		
<p>Finding 10-01—District has implemented a timeline and process for developing a fiscal recovery plan, has formed a Budget Committee, and the County Office of Education has assigned several Fiscal Advisors/Experts to assist the District. Despite this action by the District, there remains substantial doubt about the District's ability to continue as a going concern. Recommendation: The district's fiscal personnel should continue to implement the provisions of the fiscal recovery plan under direction of the State administrator in an effort to re-establish the district's fiscal solvency. Substantial budget reductions are required mainly in the area of salaries and benefits which is, by far, the largest cost of the district.</p> <p>Findings 09-01—Going Concern</p>	<p>Not implemented; See Finding 11-01</p>	<p>District did not provide response</p>
<u>Inventory of Equipment/Capital Assets</u>		
<p>Finding 10-02—The District did not have in place a method of tracking expenditures of \$5,000 or more that would qualify as additions to the capital assets inventory listing. No updates were performed on the AssetMax inventory system. There was no inventory listing of equipment items of \$500 or more. Recommendation: The district should track all expenditures of \$5,000 or greater that qualify for inclusion in the capital assets listing. The capitalized projects and/or equipment purchases should be input into the AssetMax system periodically during the fiscal year to simplify year end conversion entry preparation/reconciliation. In addition, maintaining updated system listing will assist in creating a year-end capital asset listing and depreciation reports. The district should also maintain a separate inventory listing of equipment items of \$500 to \$4,999 in accordance with Education Code section 35168.</p> <p>Finding 09-02—Inventory of Equipment/Capital Assets</p>	<p>Partially implemented; See Finding 11-02</p>	<p>The district did hire a firm to conduct inventory in the spring of 2011. They will return each year to do an update.</p>
<u>Purchasing</u>		
<p>Finding 10-03—General purchasing controls for ensuring the most economical options are followed for purchases are not being performed. District is not ensuring that operating leases are properly processed by the vendors to waive property taxes. County-wide accounting system weakness permits a duplicate invoice to be paid without a system notification that a payment has been applied. Recommendation: Permanent written procedures and controls should continue to be developed to ensure that the conditions do not repeat themselves in the District's future.</p> <p>Finding 09-03—Purchasing</p>	<p>Not implemented; See Finding 11-13</p>	<p>There were no duplicate payments in 2010-11. Also, all vendors received a 3rd written notice regarding our purchasing procedures. Site staff have been made aware of those procedures also.</p>

¹ The district's explanation may not necessarily agree or correspond to the current status as determined by the audit results.

Prior Year's Findings/Recommendations	Current Status	If Not Implemented
<u>Vacation/Comp Hours Carryover</u>		
Finding 10-04—Current CSEA contract outlines restrictions on allowable carryover of vacation and comp hours from one year to the next. Several instances were noted where the hours are being carried over in excess of these limits. The District is, however, following their guidelines regarding payment of past years' hours at the rate in which they were earned. Recommendation: Permanent written procedures and controls should continue to be developed to ensure that the carryover hours are brought back into compliance with CSEA contract policy.	Implemented	
Finding 09-04—Vacation/Comp Hours Carryover		
<u>Cash Receipts</u>		
Finding 10-05—The Revolving account is not balanced back to the imprest amount, and no procedures are in place to review the bank reconciliations. Recommendation: The district should implement internal control procedures that require the Revolving account to be reconciled back to the imprest amount on the monthly basis or at least quarterly. Also, bank reconciliations should be reviewed by the administrator in charge of the business office every month.	Not implemented; See Finding 11-10	The revolving cash account is now balanced monthly to bank statements and to the \$6,000 value. Once enough staff is in place, the final review of the reconciliations will be done by the Chief Business Official.
Finding 09-05—Cash Receipts		
GREENFIELD HIGH SCHOOL – ASSOCIATED STUDENT BODY		
<u>Bank Reconciliations</u>		
Finding 10-06—Reconciliations prepared by the ASB Bookkeeper did not include the bank statement balance, indicating that the account is not being reconciled back to the bank statement. Recommendation: The cash accounts and balances of the student body accounts should be totaled and compared to the reconciled cash amount to ensure that the two amounts are equal.	Not implemented, See Finding 11-08	In March 2011, principals were trained on ASB. On 9/14/11 all advisors and the student body presidents were given the same training. The district will be purchasing a new ASB software in 11/12.
Finding 09-07—Bank Reconciliations		
<u>Stale-Dated Checks</u>		
Finding 10-07— When reviewing the site's current outstanding check list, the auditor noted numerous stale-dated checks which have been outstanding for more than six months. Recommendation: All outstanding checks which have not cleared the accounts within six months should be investigated. If the site cannot determine why outstanding checks have not been cashed, then they should be voided and credited back into the student body accounts and taken off the subsequent bank reconciliations.	Implemented	
Finding 09-09—Stale-Dated Checks		

Prior Year's Findings/Recommendations	Current Status	If Not Implemented
<u>Account Reconciliation</u>		
<p>Finding 10-08—When auditing the June 30, 2009 general ledger balance/reconciliations, the ASB Bookkeeper was unable to provide the subsequent month's ledger/reconciliation documenting that the July 1, 2009 balance agreed to June 30, 2009 year-end balance. Recommendation: Monthly reconciliations should be reviewed to ensure that balances are properly carried forward from month to month and ensure that the reconciliations were prepared correctly.</p>	<p>Not implemented; See Finding 11-03</p>	<p>New procedures and processes are being instituted in the 2010-11 year. All ASB accounts will be reconciled monthly and these totals reconciled to cash in the bank.</p>
<p>Finding 09-10—Account Reconciliation</p>		

Summary Schedule of Management Letter Findings Year Ended June 30, 2011

<u>Finding Identified in Management Letter/Recommendation</u>	<u>Current Status</u>	<u>If Not Implemented</u>
<u>Cash Disbursements</u>		
Finding M-01—Staff not obtaining pre-approval for expenditures. State Administrator and/or CBO does not consistently sign off on purchases. County accounting system permits duplicate payment of invoices and does not alert employee when a duplicate payment is being processed. Recommendation: The district should continue to develop permanent written procedures and controls to ensure the conditions do not repeat.	Not implemented; See Finding 11-13	
<u>Revolving Cash and Bank Clearing Accounts</u>		
Finding M-02—District Revolving Basic Business checking account, and Revolving Business Market Rate account are being used as a revolving and clearing account. Accounts are not being reconciled on a monthly basis, and are not being reconciled to the Imprest Balance. Recommendation: The district should perform monthly reconciliations of all bank accounts. The district should also prepare an imprest balance account reconciliation.	Not implemented; See Finding 11-09	
<u>GREENFIELD HIGH ASB FINDINGS</u>		
<u>Cash Receipts</u>		
Finding M-03—Teacher/Advisor not turning in Cash Receipts or Cash Receipts Log with the deposits to the ASB bookkeeper. Recommendation: All money received should have a receipt and be logged. All documentation should be included with deposit to ASB bookkeeper.	Not implemented; See Finding 11-05	
Finding M-04—ASB bookkeepers receipts for deposits tested did not agree to the actual deposit posted to the ASB bank account. Recommendation: Sub-receipts and ASB bookkeeper receipts should be totaled to ensure complete documentation for each deposit to the ASB bookkeeper and to the bank.	Implemented	
Finding M-05—ASB bookkeeper held money for up to 39 days before making bank deposit. Recommendation: District should make weekly deposits of ASB funds to the ASB bank account. District should also implement procedure in which money is not left at sites or at the District Office.	Not implemented; See Finding 11-05	
Finding M-06—ASB bank reconciliations are not performed properly. Recommendation: Matter should be reviewed, and appropriate adjustments made to bring the two approaches of bank reconciliation into balance with each other.	Not implemented; See Finding 11-03	
Finding M-07—ASB bank reconciliations are not reviewed by an independent party. Recommendation: District should implement the procedure that all ASB bank account reconciliations be reviewed by an independent party.	Not implemented; See Finding 11-03	

<u>Finding Identified in Management Letter/Recommendation</u>	<u>Current Status</u>	<u>If Not Implemented</u>
<u>Cash Disbursements</u>		
Finding M-08—Disbursements tested did not have invoices or receipts to support the amount of money approved by the ASB and that it was spent on the item intended. Recommendation: District should implement and enforce a policy or procedure that no ASB funds will be disbursed without appropriate and required documentation.	Not implemented; See Finding 11-04	
<u>Inventory and Sales to Inventory Reconciliation</u>		
Finding M-09—For clothing sales through ASB and related clubs, there was no sales-to-inventory reconciliation performed. Recommendation: District should enforce its policy requiring inventory of items purchased for sale be performed, at a minimum, quarterly.	N/A – District no longer sale clothes through ASB	
<u>ASB Financial Statements</u>		
Finding M-10—ASB beginning balance in the financial records for the current year under audit did not match the prior year's ending balance. Further, several other months within the current year also had different beginning balances than prior month ending balances. Recommendation: District should research and resolve the issues in order to ensure the integrity of ASB financial statements.	Not implemented; See Finding 11-03	

**State Controller's Office
Division of Audits
Post Office Box 942850
Sacramento, CA 94250-5874**

<http://www.sco.ca.gov>

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD**

SUBJECT: Board Policies – Second Reading

MEETING: March 21, 2012

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
- Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Crisis Long-Term Solution
- Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

These 8 policies were reviewed at the February 8, 2012 board meeting as a first reading.

Recommendation:

The recommendation is to approve the policies.

Fiscal Impact:

None.

Submitted By:

Approved:



John Bernard Ed.D.
State Administrator

BP 2110 Administration

Superintendent Responsibilities And Duties

The Governing Board desires to establish a productive working relationship with the Superintendent and to ensure that the work of the Superintendent is focused on student learning and achievement and the attainment of the district's vision and goals. The Board also desires to provide a fair basis for holding the Superintendent accountable. The responsibilities of the Superintendent are detailed in law, in the Superintendent's contract, and throughout Board policies and administrative regulations.

(cf. 0000 - Vision)
(cf. 2000 - Concepts and Roles)
(cf. 2111 - Superintendent Governance Standards)
(cf. 2121 - Superintendent's Contract)

The Board shall clarify expectations and goals for the Superintendent at the beginning of every evaluation year.

(cf. 2140 - Evaluation of the Superintendent)

As the chief executive officer of the district, the Superintendent shall implement all Board decisions and manage the instructional and noninstructional operations of the schools. The Superintendent also serves as a member of the district's governance team and has responsibilities to support Board operations and decision making.

(cf. 2210 - Administrative Discretion Regarding Board Policy)
(cf. 9000 - Role of the Board)
(cf. 9122 - Secretary)

The Superintendent may delegate any of his/her responsibilities and duties to other district staff, but he/she remains accountable to the Board for all areas of operation under the Superintendent's authority.

(cf. 4301 - Administrative Staff Organization)

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents

17605 Delegation of authority to purchase supplies, equipment and services

35020-35046 Powers and duties of superintendent

48900 Authority of superintendent to recommend suspension or expulsion

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance

Superintendent Governance Standards, 2001

WEB SITES

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

American Association of School Administrators: <http://www.aasa.org>

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

(10/94 7/01) 7/05

BP 4112.41, 4212.41, 4312.41 Personnel

Employee Drug Testing

The Governing Board maintains a drug- and alcohol-free workplace. In accordance with law, all employees shall render service without using, possessing, being impaired by, or being under the influence of alcohol or drugs.

(cf. 0450 - Comprehensive Safety Plan)

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

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

(cf. 5131.61 - Drug Testing)

Pre-Employment Drug/Alcohol Testing for Safety-Sensitive Positions

Because students and staff have the right to a safe and secure campus where they are free from physical and psychological harm, the Board authorizes the testing of prospective employees in safety-sensitive positions for drug and alcohol use. The following positions are safety-sensitive and are subject to the district's program:

Positions with Safety-Sensitive Duties:

- a. Bus Driver
- b. Custodial Technician
- c. Head Custodian
- d. Grounds Worker
- e. Maintenance Worker
- f. Mechanic/School Bus Driver

Once a conditional offer of employment has been made, prospective employees in these identified positions shall undergo a pre-employment drug and alcohol screening for any substance which could impair their ability to safely and effectively perform their job functions. This screening shall be part of the employee's pre-employment physical examination.

Final selection of a job applicant for a position shall not be made until the applicant has successfully completed the screening.

All testing and medical examinations shall be conducted in accordance with state and federal law, Board policy, and administrative regulation.

(cf. 4112. /4212.4/4312.4 - Health Examinations)

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

Legal Reference:

EDUCATION CODE

- 44011 Controlled substance offense
- 44455 Conviction for controlled substance offenses as grounds for revocation of credential
- 44836 Employment of certificated persons convicted of controlled substance offenses
- 44940 Compulsory leave of absence for certificated persons
- 44940.5 Procedures when employees are placed on compulsory leave of absence
- 45123 Employment after conviction for controlled substance offense
- 45304 Compulsory leave of absence for classified persons
- 44839 Medical certificate; periodic medical examination
- 45122 Physical examinations

GOVERNMENT CODE

- 8350-8357 Drug-free workplace
 - 12940 Unlawful employment practices
- CODE OF REGULATIONS, TITLE 5
- 5504 Medical certification procedures
- CALIFORNIA CONSTITUTION
- Article 1, Section 28(c) Right to Safe Schools
- UNITED STATES CODE, TITLE 20
- 7101-7184 Safe and Drug-Free Schools and Communities Act
- UNITED STATES CODE, TITLE 41
- 701-707 Drug-Free Workplace Act

COURT DECISIONS

- Lanier v. City of Woodburn, (2008, 9th Circuit) 518 F.3d 1147
- Knox County Education Association v. Knox County Board of Education, (1998, 6th Circuit) 158 F.3d 361
- Loder v. City of Glendale, (1997) 14 Cal. 4th 846
- Vernonia School District 47J v. Acton, (1995) 115 S.Ct. 2386
- International Brotherhood of Teamsters v. Department of Transportation, (1991) 932 F.2d 1292
- Skinner v. Railway Labor Executives' Assn, (1989) 489 U.S. 602
- National Treasury Employees Union v. Von Raab, (1989) 489 U.S. 456

Policy **SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT**

Adopted: March 21, 2012

King City, California

AR 4112.41
4212.41
4312.41

AR 4112.41, 4212.41, 4312.41 Personnel

Employee Drug Testing

Pre-Employment Drug/Alcohol Screening for Safety-Sensitive Positions

Applicants shall sign a form consenting to the drug and alcohol testing. The consent form shall authorize release of the test results to the district. To ensure an individual's privacy, the district shall not use test results for any purpose other than those stated in Board policy and administrative regulation, shall maintain the confidentiality of screening records, and shall not disclose such records unless the applicant consents or the Superintendent or designee is presented with a court order requiring the disclosure.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 4112.4/4212.4/4312.4 - Health Examinations)

All initial screening tests shall be conducted at the district's expense. If an applicant's initial test is positive, a second test, at the district's expense, shall be administered as soon as possible to confirm the results. Upon obtaining a second positive result, the applicant may seek an independent drug and alcohol screening from a recognized medical laboratory at his/her own expense. Any applicant who fails to provide the district with a negative drug and alcohol screening report within five working days of a confirmed positive result shall be determined to have failed the screening and shall not be employed.

Failure to submit to the process or to complete the process shall preclude the applicant from being hired into the position. Disqualified applicants shall not be prohibited from applying for another job within the district.

(10/93 6/97) 7/08

Regulation **SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT**

Adopted: March 21, 2012

King City, California

AR 4127, 4227, 4327 Personnel

Temporary Athletic Team Coaches

Qualifications

The Superintendent or designee shall establish minimum qualification criteria for temporary athletic team coaches. These criteria shall include, but not necessarily be limited to, competencies in the following areas: (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by one or more of the following:
 - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
 - b. A valid sports injury certificate or first aid card, and a valid CPR card
 - c. A valid Emergency Medical Technician (EMT) I or II card
 - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
 - e. Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning
2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:
 - a. Completion of a college course in coaching theory and techniques
 - b. Completion of inservice programs arranged by a school district or county office of education
 - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
 - d. Prior coaching in community youth athletic programs in the sport being coached
 - e. Prior participation in organized competitive athletics at high school level or above in the sport being coached

3. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, regulations of the California Interscholastic Federation (CIF)
4. Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation, as evidenced by one or more of the following:
 - a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
 - b. Completion of a seminar or workshop on human growth and development of youth
 - c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Governing Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594)

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

(cf. 1240 - Volunteer Assistance)

Additional Qualifications of Noncertificated Personnel and Volunteers

In addition to the qualifications listed above, any noncertificated person employed as a temporary athletic team coach shall: (5 CCR 5592)

1. Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district

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

2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

Any noncertificated employee or volunteer assigned as a temporary athletic team coach to supervise, direct, or coach an interscholastic athletic team shall obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing or a criminal background check in accordance with Board policy. (Education Code 49024)

(cf. 1240 - Volunteer Assistance)

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

(cf. 4212.5 - Criminal Record Check)

Noncertificated coaches shall have no authority to give grades to students (5 CCR 5991)

High School Coaching Education Program

Each high school athletic team coach or volunteer coach shall complete, at his/her expense, a coaching education program that meets the standards developed by the CIF. A high school coach who has completed the education program in another California school district shall be deemed to have met the requirement for this district. (Education Code 49032)

An individual who has not completed the education program may be assigned as a coach for no longer than one season of interscholastic competition. (Education Code 49032)

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall: (5 CCR 5596)

1. Show respect for players, officials, and other coaches
2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players

BP 5121 Students

GRADES/EVALUATION OF STUDENT ACHIEVEMENT

The Governing Board believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

The Superintendent or designee shall establish a uniform grading system based on standards that apply to all students in that course and grade level. Principals and teachers shall ensure that student grades conform to this system. Teachers shall inform students and parents/guardians how student achievement will be evaluated in the classroom.

(cf. 5124 - Communication with Parents/Guardians)
(cf. 6011 - Academic Standards)

A teacher shall base a student's grades on impartial, consistent and methodical observation of the quality of the student's work and his/her mastery of course content and district standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests, and portfolios.

(cf. 6162.5 - Student Assessment)

The teacher of each course shall determine the student's grade at the end of each grading period. The grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, or administrative regulation. On rare occasions a grade change may occur when it is determined that there has been clerical or mechanical mistakes, fraud, bad faith (e.g. non-compliance with policy or administrative regulation), or incompetency. (Education Code 49066)

(cf. 5125.3 - Challenging Student Records)

After a grade is assigned by the teacher, the results of a student's performance on certain tests and/or examinations, including but not limited to Advanced Placement (AP), California High School Exit Examination (CAHSEE), and Content Standards Tests (CST), shall not determine or change a student's grade.

When reporting student performance to parents/guardians, teachers may add narrative descriptions, observational notes, and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

A report card for a student with a disability may contain information about his/her disability, including whether that student received special education or related services, provided that the report card informs parents/guardians about their child's progress or level of achievement in specific classes, course content, or curriculum. However, transcripts that may be used to inform postsecondary institutions or prospective employers of the student's academic achievements shall not contain information disclosing the student's disability.

(cf. 5125 - Student Records)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

Effect of Absences on Grades

Students are to be in school each day, unless they are absent with an excused absence.

If a student misses class without an excuse and does not subsequently turn in homework, take a test, or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance, based on the value of the missed assignment.

(cf. 6154 - Homework/Makeup Work)

The Board believes that 5 unexcused absences per grading period constitute excessive unexcused absences. Students with excessive unexcused absences may receive a failing grade and not receive credit for the class(es).

(cf. 5113 - Absences and Excuses)

Grade Point Average

The Superintendent or designee shall determine the methodology to be used in calculating students' grade point averages (GPA), including the courses to be included within the GPA and whether extra grade weighting shall be applied to Advanced Placement, honors, and/or concurrent postsecondary courses.

(cf. 6141.5 - Advanced Placement)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6172.1 - Concurrent Enrollment in College Classes)

Legal Reference:

EDUCATION CODE

41505-41508 Pupil Retention Block Grant

48070 Promotion and retention

48205 Excused absences

48800-48802 Enrollment of gifted students in community college

48904-48904.3 Withholding grades, diplomas, or transcripts

49066 Grades; finalization; physical education class

49067 Mandated regulations regarding student's achievement

49069.5 Students in foster care, grades and credits
51242 Exemption from physical education based on participation in interscholastic athletics
52244 Advanced Placement Program: pilot grant program, examination fees
76000-76002 Enrollment in community college
CODE OF REGULATIONS, TITLE 5
10060 Criteria for reporting physical education achievement, high schools
30008 Definition of high school grade point average for student aid eligibility
UNITED STATES CODE, TITLE 20
1232g Family Education Rights and Privacy Act (FERPA)
6101-6251 School-to-Work Opportunities Act of 1994
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy Act
COURT DECISIONS
Owasso Independent School District v. Falvo, (2002) 534 U.S. 426
Las Virgenes Educators Association v. Las Virgenes Unified School District, (2001) 86 Cal.App.4th 1
Swany v. San Ramon Valley Unified School District, (1989) 720 F.Supp. 764
Johnson v. Santa Monica-Malibu Unified School District Board of Education, (1986) 179 Cal.App.3d 593

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Aiming High: High Schools for the 21st Century, 2002
Taking Center Stage: A Commitment to Standards-Based Education for California's Middle Grades Students, 2001
Elementary Makes the Grade!, 2000
Fiscal Management Advisory, 11-01
U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS
CORRESPONDENCE
Report Cards and Transcripts for Students with Disabilities, October 17, 2008
WEB SITES
California Department of Education: <http://www.cde.ca.gov>
California Student Aid Commission: <http://www.csac.ca.gov>
U.S. Department of Education, Office for Civil Rights:
<http://www.ed.gov/about/offices/list/ocr>
(3/02 11/03) 7/09

AR 5121 Students

GRADES/EVALUATION OF STUDENT ACHIEVEMENT

Written report cards displaying students' grades in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance.

(cf. 6020 - Parent Involvement)

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

(cf. 5123 - Promotion/Acceleration/Retention)

For each student in grades 9-12, the Superintendent or designee shall maintain a transcript recording the courses taken, the term that each course was taken, credits earned, final grades, and date of graduation.

(cf. 5125 - Student Records)

(cf. 6146.1 - High School Graduation Requirements)

Grades for Achievement

Grades for achievement shall be reported for each grading period as follows:

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(0-59%)	Little or No Achievement	0 grade points
I		Incomplete	0 grade points

An Incomplete shall be given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F.

Because of the more rigorous nature of Advanced Placement, honors, and concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows:

A	(90-100%)	Outstanding Achievement	5.0 grade points
B	(80-89%)	Above Average Achievement	4.0 grade points
C	(70-79%)	Average Achievement	3.0 grade points

(cf. 6141.5 - Advanced Placement)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6172.1 - Concurrent Enrollment in College Classes)

At no time shall extra grade weighting be provided as a result of a student's performance on certain tests and/or examinations; including, but not limited to: Advanced Placement (AP), California High School Exit Examination (CAHSEE), and Content Standards Tests (CST).

Grades for Physical Education

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

(cf. 6142.7 - Physical Education)

If a student is excused from a physical education class due to medical (and/or religious) reasons, an alternative means for acquiring the required P.E. credit shall be provided. Medical excuses shall be provided by a licensed physician.

Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests. (5 CCR 10060)

High school students may use interscholastic athletic participation to fulfill physical education requirements, as authorized by Education Code 51242; and may be graded on this participation provided that a district-employee, credentialed to teach physical education, supervises this participation and assigns the grade. A district physical education committee will determine the methods of determining the amount of supervised interscholastic athletic participation needed for a grade to be assigned.

(cf. 6145.2 - Athletic Competition)

Grades for College Courses

When the district has approved a student to receive district credit for coursework completed at a community college or four-year college, he/she shall receive the same letter grade as is granted by the college.

Grades for Citizenship, Study Skills, and Effort

Grades for citizenship, study skills, and effort shall be reported as follows:

O	Outstanding
S	Satisfactory
N	Needs Improvement

Pass/Fail Grading

The Superintendent or designee may identify courses or programs for which students may, with parent/guardian permission, elect to earn a Pass or Fail grade instead of a A-F letter grade.

Students who receive a Pass grade shall acquire the appropriate semester units of credit for the course. The grade shall not be counted in determining class rank, honors list, or membership in

the California Scholarship Federation. Students who receive a Fail grade shall not receive credit for taking the course.

Repeating Classes

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course.

The highest grade received shall be used in determining the student's overall grade point average (GPA).

Withdrawal from Classes

A student who drops a course during the first six weeks of the grading period may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the grading period shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

Effect of Absences on Grades

Teachers who withhold class credit because of excessive unexcused absences shall so inform students and parents/guardians at the beginning of the school year or semester. Each time an unexcused absence occurs the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences. When a student has 4 unexcused absences a phone call and/or meeting will be arranged with the parent.

(cf. 5113 - Absences and Excuses)

The student and parent/guardian shall have a reasonable opportunity to explain the absences.
(Education Code 49067)

If a student receives a failing grade because of excessive unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences.
(Education Code 49067)

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date the student left school
2. A verified court appearance or related court-ordered activity

(cf. 6173.1 - Education for Foster Youth)

Grade Point Average

The Superintendent or designee shall calculate each student's GPA using the grade points assigned to each letter grade in accordance with the scale described in the section "Grades for Achievement" above. The grade points for all applicable coursework shall be totaled and divided by the number of courses completed.

(cf. 5126 - Awards for Achievement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

When plus and minus designations are added to letter grades, they shall not be considered in determining GPA. Plus designations are limited to B+, C+, D+, and minus designations are limited to A-, B-, C-, D-.

(7/02 11/03) 7/09

BP 5127 Students

Graduation Ceremonies And Activities

High school graduation ceremonies shall be held to recognize those students who have earned a diploma by successfully completing the required course of study, satisfying district standards, and passing any required assessments. The Governing Board believes that these students deserve the privilege of a public celebration that recognizes the significance of their achievement and encourages them to continue the pursuit of learning throughout their lives.

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

At the discretion of the Superintendent or designee, a student who will complete graduation requirements during the summer may participate in graduation exercises without receiving his/her diploma. When the requirements have been satisfied, a diploma shall be sent to the student.

High school students who have passed the California High School Proficiency Examination or the General Educational Development Test must also meet district graduation requirements in order to participate in graduation ceremonies.

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Invocations, prayers, or benedictions shall not be included in graduation ceremonies. The school or district shall not sponsor other ceremonies or programs for graduates that include prayer.

(cf. 1330 - Use of School Facilities)

(cf. 5145.2 - Freedom of Speech/Expression)

Honors and Awards

To honor superior academic achievement, graduation ceremonies shall include recognition of valedictorian(s) and salutatorian(s). Valedictorian(s) and salutatorian(s) shall be selected based on established criteria and procedures that use multiple measures of academic performance.

(cf. 5121 - Grades/Evaluation of Student Achievement)

The Superintendent or designee shall identify other school-sponsored awards which may be given during graduation exercises. A separate awards program may be held to recognize graduating students receiving other school and nonschool awards.

(cf. 5126 - Awards for Achievement)

Conduct at Graduation Ceremonies

Any student participating in a graduation ceremony shall comply with district policies and regulations pertaining to student conduct.

(cf. 5131 - Conduct)

The Superintendent or designee may require graduating students to wear ceremonial attire, such as cap and gown, at the ceremony.

However, any graduating student who has completed basic training and is an active member of any branch of the United States Armed Forces may, at his/her option, wear his/her military dress uniform at the ceremony. (Education Code 35183.3)

Disciplinary Considerations

In order to encourage high standards of student conduct and behavior, the principal may deny a student the privilege of participating in graduation ceremonies and/or activities in accordance with school rules. Prior to denial of the privilege, the student, and where practicable his/her parent/guardian, shall be made aware of the grounds for such denial and shall be given an opportunity to respond. If a privilege is to be denied, the student and parent/guardian shall receive written notice of the denied privilege and the means whereby he/she may appeal the decision.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5144 - Discipline)

(cf. 6161.2 - Damaged or Lost Instructional Materials)

Legal Reference:

EDUCATION CODE

35183.3 Graduation ceremonies; military dress uniforms

38119 Lease of personal property; caps and gowns

48904 Liability of parent or guardian; withholding of grades, diplomas, transcripts

51225.5 Honorary diplomas; foreign exchange students

51410-51412 Diplomas

COURT DECISIONS

Cole v. Oroville Union High School District, (2000, 9th Cir.) 228 F.3d 1092

Santa Fe Independent School District v. Doe, (2000) 530 U.S. 290

Lee v. Weisman, (1992) 505 U.S. 577

Sands v. Morongo Unified School District, (1991) 53 Cal. 3d 863

Lemon v. Kurtzman, (1971) 403 U.S. 602

Management Resources:

WEB SITES

California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs/>
(6/96 7/01) 3/10

BP 5141.5 Students

Bullying Prevention

The South Monterey County Joint Union High School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The South Monterey County Joint Union High School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The South Monterey County Joint Union High School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff members are expected to immediately intervene when they see a bullying incident. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while they are traveling to and from school or a school-sponsored activity off-site, during the lunch period whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the South Monterey County Joint Union High School District will provide staff development training in prevention of bullying and cultivate acceptance and understanding in all students and staff to develop each school's ability to maintain a safe and healthy learning environment.

Teachers should discuss this policy with students in ways appropriate to their ages and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while he or she is on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to, the following actions and consequences:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to an adult, or principal, or designee.

- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student believes that the investigation or complaint was not resolved appropriately, the student or the parent of the student should contact the principal or the school office. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited to, the following:

- All staff, students, and parents will receive a summary of the policy prohibiting bullying at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep confidential a report of bullying and the results of the investigation.
- Staff members are expected to immediately intervene when they see a bullying incident occur and report such incident to a site administrator. Should the staff member perceive that the site administrator has failed to respond to an incident of bullying, the staff member should report the incident to the Superintendent/State Administrator or designee.
- People witnessing or experiencing bullying are to report the incident; such reporting will not reflect on the victim or witnesses in any way.

South Monterey County Joint Union High School District

The following staff survey has been used to assist other school districts across the state promote student leadership, build respect and prevent bullying & violence.

Staff Survey

1. Name of school at which I work.

A	B	C	D
Greenfield HS	King City HS	Portola-Butler	South Monterey County Charter

2. My employment is in a position that is

A	B	C	D
Certificated	Classified		

The following four questions pertain to students:

- 3. Efforts are made to include all students in campus life.
- 4. Students treat each other with respect.
- 5. Students treat teachers with respect.
- 6. Special-needs students are included in the school-life in our school.

The following seven questions pertain to faculty:

- 7. I believe I am an included member of the staff.
- 8. I am happy to be at this school.
- 9. Teachers treat colleagues with respect.
- 10. Administrators treat teachers with respect.
- 11. I feel supported at this school.
- 12. I enjoy joining other teachers at lunch.
- 13. The humor among staff is respectful (i.e., not at the expense of others).

The following four questions pertain to the school community:

- 14. People accept cultural differences on this campus.
- 15. People accept differences in sexual orientation on this campus.
- 16. People accept racial differences on this campus.
- 17. People accept socioeconomic differences on this campus.

A	B	C	D
All of the time	Most of the time	Some of the time	Not at all
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

18. Please add comments that would help to better understand the climate for the staff and the student body and the relations between staff and students at this school. Include examples of typical incidents, if appropriate.

BP 5141.27 Students

Food Allergies/Special Dietary Needs

The Governing Board desires to prevent exposure of students to foods to which they are allergic and to provide for prompt and appropriate treatment in the event that a severe allergic reaction occurs at school.

The Superintendent or designee shall develop guidelines for the care of food-allergic students. Such guidelines shall include, but not be limited to, strategies for identifying students at risk for allergic reactions, avoidance measures and other means to manage allergies, education of staff regarding typical symptoms, and actions to be taken in the event of a severe allergic reaction.

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

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

Parents/guardians shall be responsible for notifying the Superintendent or designee, in writing, regarding any food allergies or other special dietary needs of their child in accordance with administrative regulation.

(cf. 5125 - Student Records)

Students with serious dietary needs that qualify as a disability under Section 504 of the federal Rehabilitation Act or the Individuals with Disabilities Education Act shall be provided reasonable accommodation or services, as appropriate, in accordance with his/her accommodation plan or individualized education program.

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

Students shall not be excluded from school activities based solely on their food allergy.

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

Legal Reference:

EDUCATION CODE

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49423 Administration of prescribed medication for student

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

15562 Reimbursement for meals, substitutions

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 29
701-795a Rehabilitation Act, including:
794 Rehabilitation Act of 1973, Section 504
UNITED STATES CODE, TITLE 42
1751-1769h National School Lunch Program
1771-1791 Child nutrition, especially:
1773 School Breakfast Program
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.1-220.21 National School Breakfast Program
225.16 Meal programs, individual substitutions

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004
FOOD ALLERGY AND ANAPHYLAXIS NETWORK (FAAN) PUBLICATIONS
School Guidelines for Managing Students with Food Allergies
U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS
Accommodating Children with Special Dietary Needs in the School Nutrition Programs:
Guidance for School Food Service Staff, Fall 2001
WEB SITES
American Dietetic Association: <http://www.eatright.org>
American School Food Service Association: <http://www.asfsa.org>
California Department of Education, Health Services and School Nursing:
<http://www.cde.ca.gov/ls/he/hn>
Food Allergy and Anaphylaxis Network: <http://www.foodallergy.org>
International Food Information Council: <http://ific.org>
National School Boards Association, School Health Programs: <http://www.nsba.org>
U.S. Department of Agriculture: <http://www.fns.usda.gov>
Issued: 3/07

AR 5141.27 Students

Food Allergies/Special Dietary Needs

Definitions

Special dietary needs include food intolerances, allergies, and other medical needs that may require avoidance of specific foods.

Food allergies are abnormal responses of the body's immune system to certain foods or ingredients.

Anaphylaxis is a potentially life-threatening hypersensitivity to a substance and may be caused by a food allergy. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

In severe cases, anaphylaxis may result in lowered blood pressure, loss of consciousness, or even death. Symptoms typically appear immediately after exposure to a certain food or substance but in rare cases may occur after a few hours.

Epinephrine auto-injector is a disposable drug delivery system with a spring-activated concealed needle that is designed for emergency administration of epinephrine to persons suffering a potentially fatal reaction to anaphylaxis. (Education Code 49414)

Notification by Parent/Guardian

If their child has a known food allergy, the parents/guardians shall notify the Superintendent or designee, in writing, and provide written medical documentation, signed by a physician, that describes the nature of the student's condition, instructions, and necessary medications. If the food allergy requires food substitutions or modifications in school meals, the written statement shall also describe the specific foods to be restricted and the foods that should be substituted.

Prevention

To minimize students' exposure to foods to which they are allergic, the Superintendent or designee shall, at a minimum, implement the following preventive measures:

1. Notification to District Staff

When notified by the parent/guardian that a student has a food allergy, the Superintendent or designee shall inform the student's principal, teacher(s), bus driver, school nurse, coach, substitute teacher, and/or any other personnel responsible for supervising the student.

The principal or designee shall notify substitute staff of any students with known food allergies and the school's response plan.

(cf. 5125 - Student Records)

2. Food Services

The district's food services program shall make food substitutions in breakfasts, lunches, and after-school snacks when students are considered to have a disability under Section 504 of the federal Rehabilitation Act of 1973 that restricts their diet and when a physician has signed a statement of need that includes recommended alternate foods. (7 CFR 210.10, 220.8)

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

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

Substitutions may be made on a case-by-case basis for students who do not have a disability under Section 504 but who cannot consume the regular breakfast, lunch, or after-school snack because of medical or other special dietary needs, when supported by a statement of need signed by a recognized medical authority. (7 CFR 210.10, 220.8, 225.16)

The district's food services staff shall check food labels or specifications to ensure that foods do not contain traces of substances to which the student is allergic.

Under no circumstances shall food services staff prescribe nutritional requirements or revise a diet order prescribed by a physician.

Food substitutions shall not result in any additional cost to the student.

3. Class Parties/School Activities

Without identifying the student, the principal or teacher may notify parents/guardians of other students in the class that a student is allergic to a specific food and may request that the food not be provided at class parties or other school events.

Whenever the ingredients in any food served at class parties or other school activities are unknown, the student shall be encouraged to avoid the food.

4. Sanitation and Cleaning

To avoid spreading allergens, cafeteria tables and classroom surfaces shall be cleaned with a fresh cloth or disposable paper towels and cleaning products known to effectively remove food proteins, excluding waterless cleaners or instant hand sanitizers that do not involve a wet-wash step. Cross-contact from a sponge or cloth used to clean allergen-containing tabletops shall be avoided.

Staff shall use and promote hand-washing using soap and water before and after food handling.

Students shall be notified that exchanging meals or utensils is prohibited.

5. Professional Development

Schoolwide professional development shall be provided to appropriate staff on the identification and management of food allergies, including avoidance measures, typical symptoms, the proper use of epinephrine auto-injectors, documentation and storage of medication, and emergency drills.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

6. Supervision of Students

Staff who are trained and knowledgeable about symptoms of anaphylaxis and actions to take in an emergency shall provide supervision in the classroom and cafeteria and on the playground whenever students known to have a food allergy are on school grounds.

7. Health Education

The district's health education curriculum may include instruction on food allergies in order to assist food-allergic students in taking responsibility for monitoring their diet and to teach other students about the dangers of sharing foods or utensils with others.

(cf. 6142.8 - Comprehensive Health Education)

Emergency Response

Epinephrine auto-injectors or other medicine provided for use in the event of an anaphylactic shock reaction shall be stored and used in accordance with law and BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions.

(cf. 4119.43 - Universal Precautions)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

In addition, staff shall call 911 and seek immediate medical attention for a student experiencing an anaphylactic shock reaction.

(cf. 5141 - Health Care and Emergencies)

As soon as possible, school staff shall contact the student's parents/guardians or other person identified as an emergency contact.

3/07

Regulation **SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT**

Adopted: March 21, 2012

King City, California

BP 7160 Facilities

Charter School Facilities

Upon request by a charter school operating within the district, the Governing Board shall provide facilities in accordance with law, Board policy, and administrative regulation.

(cf. 0420.4 - Charter Schools)
(cf. 7110 - Facilities Master Plan)

A charter school must be operating in the district as defined in Education Code 47614 before it submits a request for facilities. A new or proposed charter school operating within the district is eligible to request facilities for a particular fiscal year only if it submits its charter petition before November 1 of the fiscal year preceding the year for which facilities are requested. A new charter school is entitled to be allocated and/or provided access to facilities only if it receives approval of the petition before March 15 of the fiscal year preceding the year for which facilities are requested. (5 CCR 11969.9)

The Superintendent or designee shall ensure that requests received are evaluated and processed in accordance with law, Board policy, and administrative regulation.

If the district's preliminary proposal or final notification of space does not accommodate the charter school at a single school site, the Board shall consider the offer, make a specific finding that the district cannot accommodate the charter school's students at a single school site, and adopt a written statement of reasons explaining the finding. (5 CCR 11969.2)

Legal Reference:

EDUCATION CODE

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

17078.52-17078.66 Charter schools facility funding; state bond proceeds

17280-17317 Field Act

46600 Interdistrict attendance agreements

47600-47616.5 Charter Schools Act of 1992, as amended

48204 Residency requirements for school attendance

GOVERNMENT CODE

53094 Authority to render zoning ordinance inapplicable

53097.3 Charter school ordinances

CODE OF REGULATIONS, TITLE 2

1859.2 Definitions

1859.31 Classroom inventory

1859.160-1859.171 Charter school facilities program, new construction

CODE OF REGULATIONS, TITLE 5

11969.1-11969.10 Charter school facilities

COURT DECISIONS

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

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

ATTORNEY GENERAL OPINIONS

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

Management Resources:

CSBA PUBLICATIONS

Charter Schools: A Manual for Governance Teams, rev. 2008

WEB SITES

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

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

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

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

7/08

BP 7160 Facilities

Charter School Facilities

Upon request by a charter school operating within the district, the Governing Board shall provide facilities in accordance with law, Board policy, and administrative regulation.

(cf. 0420.4 - Charter Schools)

(cf. 7110 - Facilities Master Plan)

A charter school must be operating in the district as defined in Education Code 47614 before it submits a request for facilities. A new or proposed charter school operating within the district is eligible to request facilities for a particular fiscal year only if it submits its charter petition before November 1 of the fiscal year preceding the year for which facilities are requested. A new charter school is entitled to be allocated and/or provided access to facilities only if it receives approval of the petition before March 15 of the fiscal year preceding the year for which facilities are requested. (5 CCR 11969.9)

The Superintendent or designee shall ensure that requests received are evaluated and processed in accordance with law, Board policy, and administrative regulation.

If the district's preliminary proposal or final notification of space does not accommodate the charter school at a single school site, the Board shall consider the offer, make a specific finding that the district cannot accommodate the charter school's students at a single school site, and adopt a written statement of reasons explaining the finding. (5 CCR 11969.2)

Legal Reference:

EDUCATION CODE

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

17078.52-17078.66 Charter schools facility funding; state bond proceeds

17280-17317 Field Act

46600 Interdistrict attendance agreements

47600-47616.5 Charter Schools Act of 1992, as amended

48204 Residency requirements for school attendance

GOVERNMENT CODE

53094 Authority to render zoning ordinance inapplicable

53097.3 Charter school ordinances

CODE OF REGULATIONS, TITLE 2

1859.2 Definitions

1859.31 Classroom inventory

1859.160-1859.171 Charter school facilities program, new construction

CODE OF REGULATIONS, TITLE 5

11969.1-11969.10 Charter school facilities

COURT DECISIONS

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

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

ATTORNEY GENERAL OPINIONS
80 Ops.Cal.Atty.Gen. 52 (1997)

Management Resources:

CSBA PUBLICATIONS

Charter Schools: A Manual for Governance Teams, rev. 2008

WEB SITES

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

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

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

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

7/08

AR 7160 Facilities

Charter School Facilities

Definitions

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

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

(cf. 5111.1 - District Residency)

(cf. 5117 - Interdistrict Attendance)

The district may allow a charter school to include nonclassroom ADA in the ADA calculation only: (5 CCR 11969.2)

1. To the extent of the instructional time that the students generating the nonclassroom-based ADA are actually in the classroom under the direct supervision of and control of a charter school employee
2. If the district and charter school agree upon the time(s) that the facilities devoted to students generating the nonclassroom-based ADA will be used

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

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

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

Determination of Reasonably Equivalent Facilities

The district shall provide facilities to a charter school sufficient to accommodate charter school students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other public schools of the district. (Education Code 47614; 5 CCR 11969.3)

Reasonably equivalent conditions shall be determined on the basis of: (5 CCR 11969.3)

1. A comparison group of district schools with similar grade levels, selected in accordance with 5 CCR 11969.3 (5 CCR 11969.3)

If a charter school's grade-level configuration is different from the configuration of the district's schools, the district is not obligated to pay for the modification of a school site to accommodate the charter school's configuration. (5 CCR 11969.3)

For high schools, the comparison group shall be the district-operated schools with similar grade levels that serve students living in the high school attendance area, as defined in Education Code 17070.15(b), in which the largest number of students of the charter school reside. The number of charter school students residing in a high school attendance area shall be determined using in-district classroom ADA projected for the fiscal year for which facilities are requested. (5 CCR 11969.3)

2. Capacity, in accordance with 5 CCR 11969.3, including equivalency of the ratio of teaching stations (classrooms) to ADA as those provided to district students attending comparison group schools, as well as a share of the specialized classroom space and/or a provision for access to reasonably equivalent specialized classroom space. District ADA shall be determined using projections for the fiscal year and grade levels for which facilities are requested. (5 CCR 11969.3)

The number of teaching stations shall be determined using the classroom inventory prepared pursuant to 2 CCR 1859.31, adjusted to exclude classrooms identified as interim housing. Interim housing means the rental or lease of classrooms used to house students temporarily displaced as a result of the modernization of classroom facilities, as defined in 2 CCR 1859.2, and classrooms used as emergency housing for schools vacated due to structural deficiencies or natural disasters. (5 CCR 11969.3)

The district shall allocate and/or provide access to nonteaching station space commensurate with the in-district classroom ADA of the charter school and the per-student amount of nonteaching station space in the comparison group schools. Nonteaching station space is all of the space that is not identified as teaching station

space or specialized classroom space and includes, but is not limited to, administrative, kitchen, multipurpose room, and play area space. (5 CCR 11969.3)

3. Condition of facilities, as determined by assessing such factors as age of facilities (from last modernization), quality of materials, and state of maintenance, including: (5 CCR 11969.3)
 - a. School site size
 - b. Condition of interior and exterior surfaces
 - c. Condition of mechanical, plumbing, electrical, and fire alarm systems, including conformity to applicable codes
 - d. Availability and condition of technology infrastructure
 - e. Condition of the facility as a safe learning environment, including, but not limited to, the suitability of lighting, noise mitigation, and size for intended use
 - f. Condition of the facility's furnishing and equipment
 - g. Condition of athletic fields and/or play area space

(cf. 7111 - Evaluating Existing Buildings)

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

Request and Provision of Facilities: Timelines and Procedures

The following procedures shall apply to a charter school's request for and the district's provision of facilities:

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

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

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

In submitting a facilities request, the charter school shall use a form specified by the district. The charter school shall distribute, or otherwise make available for review, the written request to interested parties, including, but not limited to, parents/guardians and school staff.

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

school is to be provided access. At a minimum, the preliminary proposal shall include: (5 CCR 11969.9)

- a. The projections of in-district classroom ADA on which the proposal is based
- b. The specific location(s) of the space
- c. All conditions pertaining to the space, including a draft of any proposed agreement pertaining to the charter school's use of the space
- d. The projected pro rata share amount and a description of the methodology used to determine that amount
- e. A list and description of the comparison group schools used in developing the district's preliminary proposal and a description of the difference between the preliminary proposal and the charter school's request submitted pursuant to item #1 above

In evaluating and accommodating the charter school's request, the charter school's in-district students shall be given the same consideration as students in the district's schools, subject to the requirement that the facilities provided must be contiguous. (5 CCR 11969.2)

Contiguous facilities are those facilities contained on a school site or immediately adjacent to a school site. If the in-district classroom ADA of the charter school cannot be accommodated on any single school site, contiguous facilities also include facilities located at more than one site, provided that the district minimizes the number of sites assigned and considers student safety. (5 CCR 11969.2)

If none of the district-operated schools has grade levels similar to the charter school, then a contiguous facility shall be an existing facility that is most consistent with the needs of students in the grade levels served at the charter school. The district shall not be obligated to pay for the modification of an existing school site to accommodate the charter school's grade level configuration. (5 CCR 11969.3)

5. On or before March 1, the charter school shall respond in writing to the district's preliminary proposal made pursuant to item #4 above and shall express any concerns, including addressing differences between the preliminary proposal and the charter school's request, and/or make a counter proposal. (5 CCR 11969.9)
6. On or before April 1, having reviewed any concerns and/or counter proposals made by the charter school pursuant to item #5 above, the district shall submit, in writing, a final notification of the space offered to the charter school. The notification shall

include a response to the charter school's concerns and/or counter proposal, if any. The final notification shall specifically identify: (5 CCR 11969.9)

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

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

8. The district and charter school shall negotiate an agreement regarding the use of and payment for the space. In addition, the district shall provide a draft of any proposed agreement pertaining to the charter school's use of the space in conjunction with the preliminary offer, as detailed in item #4 above. (5 CCR 11969.9)
 - a. At a minimum, the agreement shall contain the information included in the district's final notification, as listed in item #6 above.

- b. The charter school shall maintain general liability insurance naming the district as an additional insured in order to indemnify the district for any damage and losses. The district shall maintain first party property insurance for the facilities allocated to the charter school.

(cf. 3530 - Risk Management/Insurance)

- c. The charter school shall comply with Board policies regarding the operations and maintenance of school facilities, furnishings, and equipment.
 - d. A reciprocal hold-harmless/indemnification provision shall be established between the district and the charter school.
 - e. The district shall be responsible for any modifications necessary to maintain the facility in accordance with Education Code 47610(d) or 47610.5.
9. The space allocated to the charter school by the district, or the space to which the district provides the charter school access, shall be furnished, equipped, and available for occupancy at least 10 working days prior to the first day of instruction of the charter school. For good cause, the district may reduce the period of availability to a period of not less than seven working days. (5 CCR 11969.9)

Space allocated for use by the charter school, subject to sharing arrangements, shall be available for the charter school's entire school year regardless of the district's instructional year or class schedule. The charter school shall not sublet or use the facilities for purposes other than those that are consistent with Board policies and district practices without permission of the Superintendent or designee. (5 CCR 11969.5)

(cf. 1330 - Use of School Facilities)

10. Facilities, furnishings, and equipment provided to a charter school by the district shall remain the property of the district. The district shall be responsible for projects eligible to be included in the district's deferred maintenance plan and the replacement of district-provided furnishings and equipment in accordance with district schedules and practices. The ongoing operations and maintenance of facilities, furnishings, and equipment shall be the responsibility of the charter school. (Education Code 47614; 5 CCR 11969.4)

Charges for Facilities Costs

The district shall not be required to use unrestricted general fund revenues to rent, buy, or lease facilities for charter schools. The district may charge the charter school for a pro-rata share of the district's facilities costs for the charter school's use of the facilities in accordance with 5 CCR 11969.7. (Education Code 47614)

General fund means the main operating fund of the district which is used to account for all activities except those that are required to be accounted for in another fund. (5 CCR 11969.2)

Unrestricted revenues are those funds whose uses are not subject to specific constraints and that may be used for any purposes not prohibited by law. Restricted revenues are those funds received from external sources that are legally restricted or that are restricted by the donor to specific purposes. Programs funded by a combination of restricted and unrestricted sources will be accounted for and reported as restricted. Funds or activities that are not restricted or designated by the donor, but rather by the Governing Board, shall be accounted for and reported as unrestricted. (5 CCR 11969.2)

Facilities costs are those activities concerned with keeping the physical plant open, comfortable, and safe for use and keeping the grounds, buildings, and equipment in working condition and a satisfactory state of repair. These include the activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools, as well as plant maintenance and operations, facilities acquisition and construction, and facilities rents and leases. (5 CCR 11969.2)

The charter school shall report actual in-district and total ADA and classroom ADA to the district every time that the charter school reports ADA for apportionment purposes. If the charter school generates less ADA than projected, the charter school shall reimburse the district for the over-allocated space as set forth in 5 CCR 11969.8, unless the district agrees, in response to the notification by the charter school of over-allocation, to exercise its sole discretion to use the over-allocated space for district programs. (Education Code 47614; 5 CCR 11969.8, 11969.9)

Additional Provisions for Charter School Established at an Existing School Site

The following provisions apply only to a charter school established at an existing school site pursuant to Education Code 47605(a)(2), 52055.5, 52055.55, or 52055.650 that operated at the site in its first year pursuant to 5 CCR 11969.3(c)(2). (5 CCR 11969.3)

1. The school site, as identified in the school's charter, shall be made available to the charter school for its second year of operation and thereafter upon annual request for facilities from the district pursuant to Education Code 47614 and this administrative regulation. (5 CCR 11969.3)

The district may charge the charter school the pro-rata costs for the site pursuant to 5 CCR 11969.7 and the district shall be entitled to receive reimbursement for over-allocated space from the charter school pursuant to 5 CCR 11969.8. (5 CCR 11969.3)

If, by February 1 of its first year of operation, a charter school notifies the district that it will have over-allocated space in the following fiscal year, the space identified is not subject to reimbursement for over-allocation space pursuant to 5 CCR 11969.8 in the

following year or thereafter. The district may occupy all or a portion of the space identified. (5 CCR 11969.3)

A charter school that wants to recover space surrendered to the district shall apply to the district and the district shall evaluate the application in accordance with law and this administrative regulation. (5 CCR 11969.3)

2. If, as a result of a material revision of the charter, either the location of the charter school is changed or the district approves the operation of additional sites by the charter school, then the charter school may request, and the district shall provide, facilities in accordance with the revised charter, law, and this administrative regulation. (5 CCR 11969.3)
 - a. If the charter school was established pursuant to Education Code 47605(a)(2), the district shall change the school's attendance area only if the State Board of Education (SBE) grants a waiver of the requirement in Education Code 47605(d)(1) that the charter school continuously give admission preference to students residing in the former attendance area of the school site. (5 CCR 11969.3)
 - b. If the charter school was established pursuant to Education Code 52055.5, 52055.55, or 52055.650, the district shall relocate the school or change the school's attendance area only if the SBE grants a waiver of the provision of statute binding the school to the existing site. (5 CCR 11969.3)
 - c. If the district decides to change the charter school's attendance areas as provided in #2(a) or 2(b) above, and if the decision occurs between November 1 and June 30 and becomes operative in the forthcoming fiscal year, then the space allocated to the charter school is not subject to reimbursement for over-allocated space pursuant to 5 CCR 11969.8 in the forthcoming fiscal year. (5 CCR 11969.3)

Mediation of Disputes

If a dispute arises between the district and a charter school pursuant to Education Code 47614 or 5 CCR 11969.1-11969.10 both parties may agree to settle the dispute using mediation. Mediation consists of the following steps: (5 CCR 11969.10)

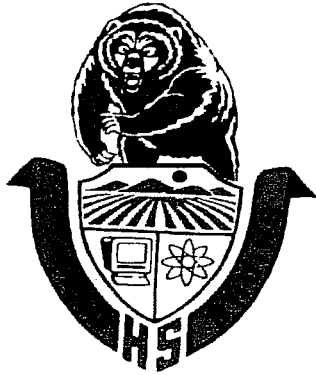
1. If both parties agree to mediation, the initiating party shall select a mediator, subject to the agreement of the responding party. If the parties are unable to agree on a mediator, the initiating party shall request the CDE to appoint a mediator within seven days to assist the parties in resolving the dispute. The mediator shall meet with the parties as quickly as possible.
2. Within seven days of the selection or appointment of the mediator, the party initiating the dispute resolution process shall send a notice to the responding party and the mediator. The notice shall include the following information:

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

Regulation **SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT**

Adopted: March 21, 2012

King City, California



GREENFIELD HIGH SCHOOL

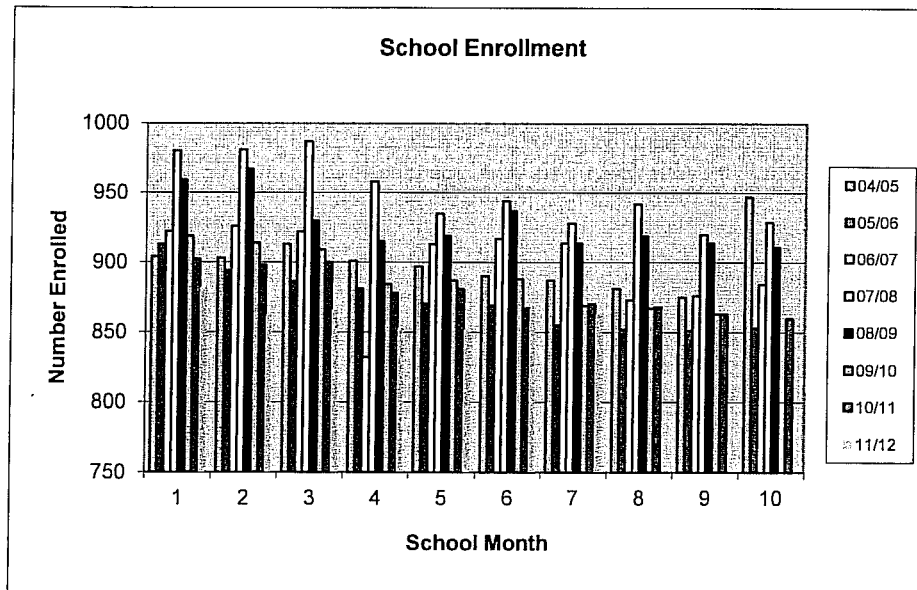
James Goddard, Principal
 Monthly School Statistics
 February 2012

School Enrollment

School Month

	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12
1	904	913	922	980	959	919	902	882
2	903	894	926	981	967	914	898	862
3	913	886	922	987	930	909	900	866
4	901	881	832	958	915	884	878	853
5	897	870	913	935	919	887	881	852
6	890	869	917	944	937	888	867	867
7	887	855	914	928	914	869	870	863
8	881	852	873	942	919	867	868	
9	875	851	876	920	914	863	863	
10	947	853	884	929	911		860	

Average	899.8	872.4	897.9	950.4	928.5	888.889	878.7	863.5714
---------	-------	-------	-------	-------	-------	---------	-------	----------





GREENFIELD HIGH SCHOOL

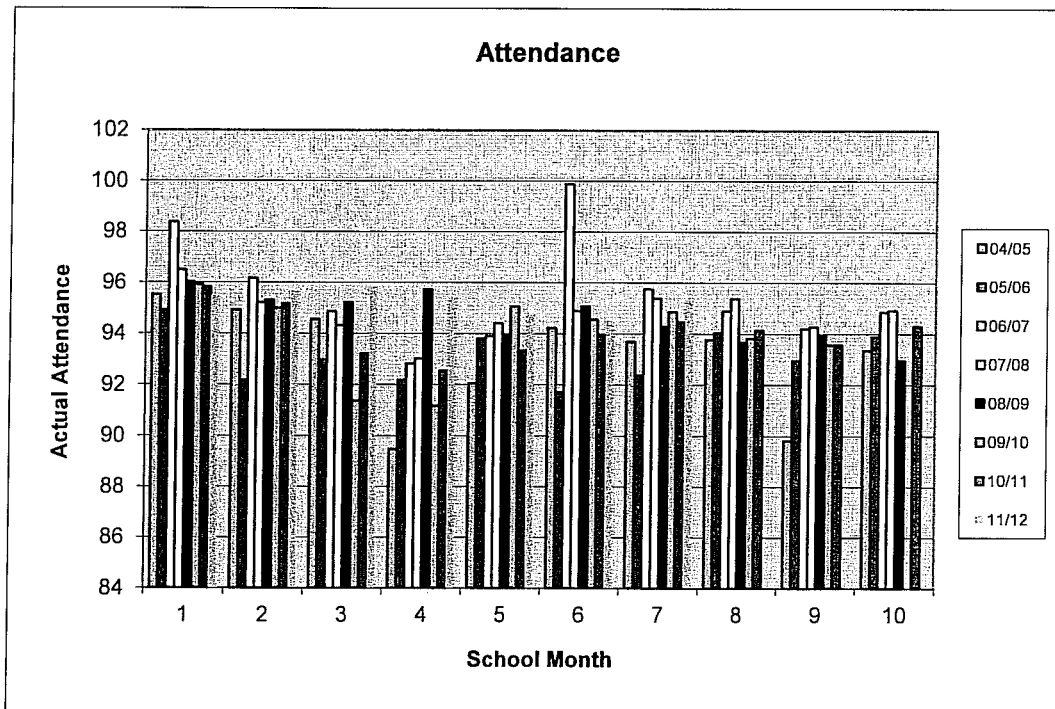
James Goddard, Principal

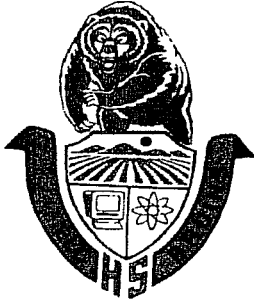
Monthly School Statistics

February 2012

School Attendance Percentages

School Month	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12
1	95.52	94.91	98.36	96.49	96.03	95.92	95.82	95.51
2	94.92	92.17	96.17	95.21	95.31	95	95.16	95.70
3	94.55	92.98	94.86	94.31	95.21	91.37	93.21	95.85
4	89.47	92.18	92.83	93.02	95.72	91.17	92.55	95.41
5	92.06	93.8	93.89	94.40	93.95	95.06	93.34	94.72
6	94.23	91.71	99.87	94.89	95.06	94.55	93.95	94.42
7	93.69	92.39	95.75	95.38	94.28	94.86	94.47	95.36
8	93.77	94.04	94.88	95.38	93.67	93.82	94.13	
9	89.82	92.95	94.20	94.26	93.95	93.56	93.57	
10	93.35	93.88	94.85	94.92	92.97		94.3	
Average	93.14	93.10	95.57	94.83	94.62	93.92	94.05	95.28





GREENFIELD HIGH SCHOOL

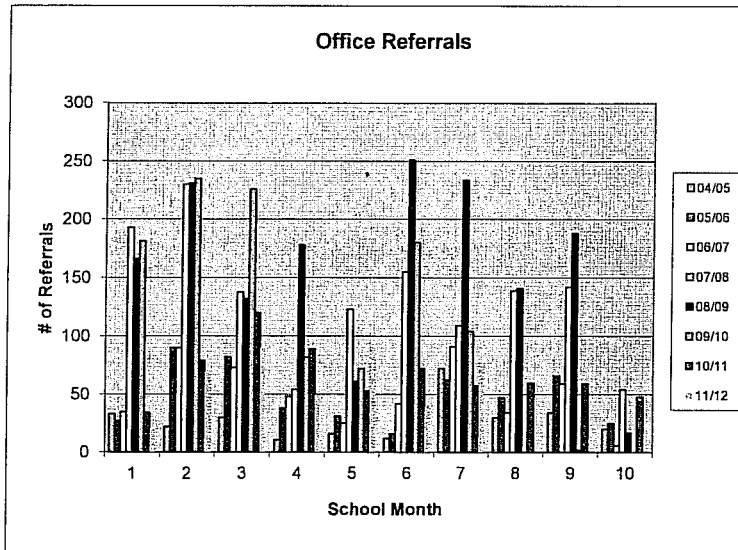
James Goddard, Principal

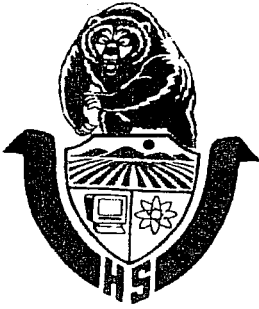
Monthly School Statistics

February 2012

Office Referrals

School Month	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12
1	33	27	35	193	166	181	34	21
2	22	90	90	230	231	235	79	69
3	30	82	73	138	132	226	120	90
4	11	38	48	54	178	82	89	50
5	16	31	25	123	61	72	53	89
6	12	16	42	155	251	180	72	39
7	72	62	91	109	234	104	57	75
8	30	47	34	139	141	0	60	
9	34	66	59	142	188	2	59	
10	20	25	6	54	17		48	
Average	28	48.4	50.3	133.7	159.9	120.222	67.1	61.857





GREENFIELD HIGH SCHOOL

James Goddard, Principal

Monthly School Statistics

February 2012

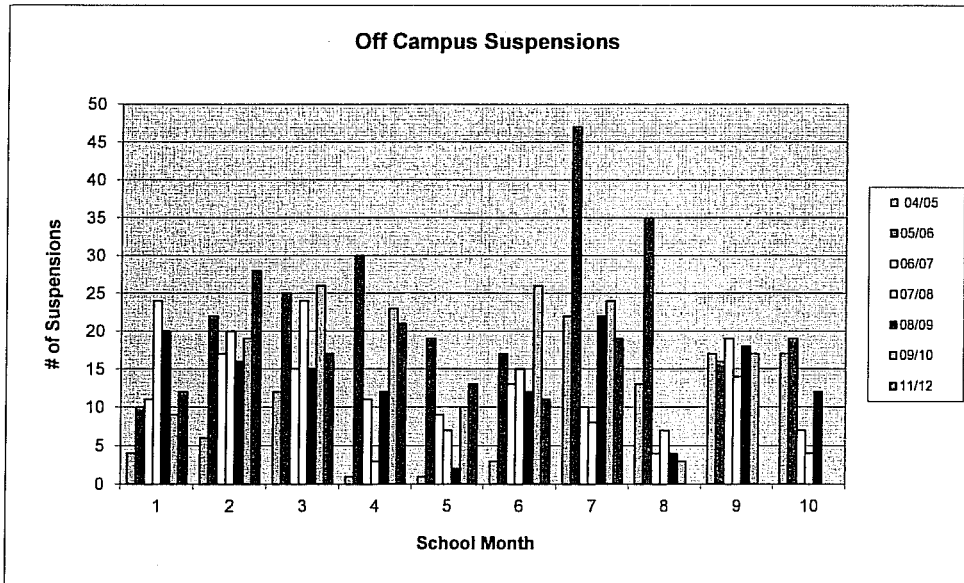
Off Campus Suspensions

School Month

	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12
1	4	10	11	24	20	9	8	12
2	6	22	17	20	16	19	10	28
3	12	25	15	24	15	26	35	17
4	1	30	11	3	12	23	28	21
5	1	19	9	7	2	10	27	13
6	3	17	13	15	12	26	36	11
7	22	47	10	8	22	24	37	19
8	13	35	4	7	4	3	25	
9	17	16	19	14	18	17	27	
10	17	19	7	4	12		24	

Average

9.6	24	11.6	12.6	13.3	17.4444	25.7	17.2857
-----	----	------	------	------	---------	------	---------

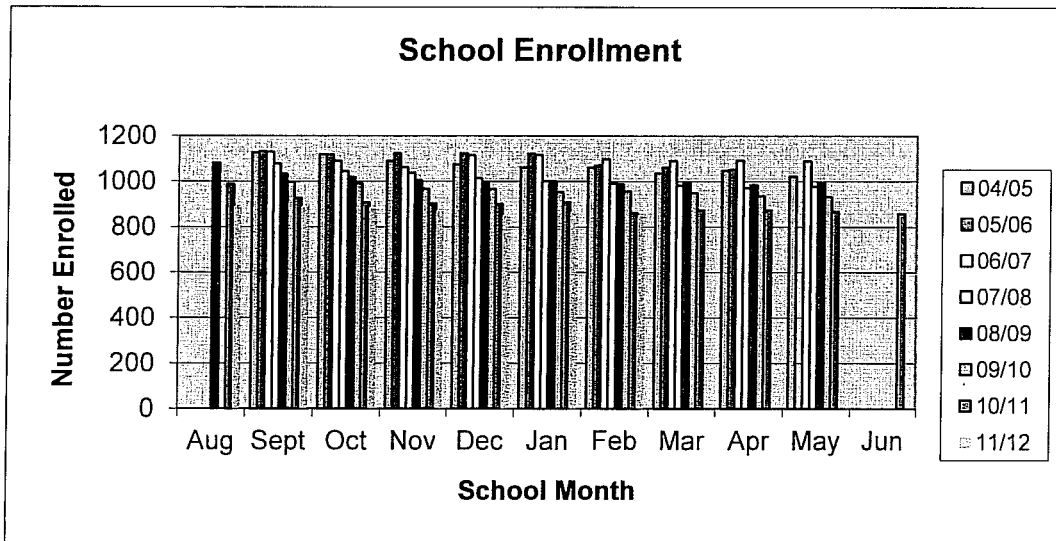


KING CITY HIGH SCHOOL

Bruce Corbett
 Monthly School Statistics
 February 2012

SCHOOL ENROLLMENT

School Month	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12
Aug					1080		988	891
Sept	1127	1132	1130	1077	1033	997	928	891
Oct	1118	1117	1090	1044	1019	991	907	887
Nov	1089	1123	1063	1038	1004	967	903	871
Dec	1075	1123	1114	1014	998	966	901	852
Jan	1062	1121	1116	1002	1002	953	908	865
Feb	1062	1070	1099	992	988	956	861	852
Mar	1036	1060	1090	982	992	949	873	
Apr	1048	1051	1091	972	985	936	873	
May	1022		1089	977	992	932	867	
Jun							858	
Year Average	1071	1100	1098	1011	1009	961	897	873



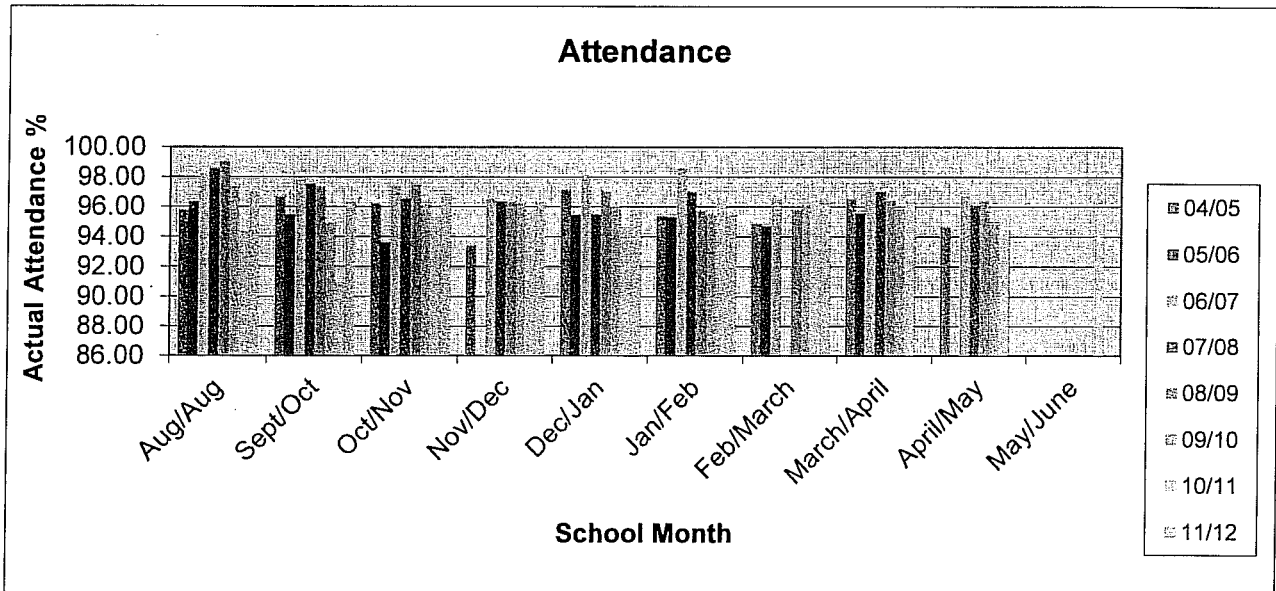
KING CITY HIGH SCHOOL

Bruce Corbett
 Monthly School Statistics
 January 30, 2012 - February 24, 2012 (Month 7)

SCHOOL ATTENDANCE PERCENTAGES

School Month 04/05 05/06 06/07 07/08 08/09 09/10 10/11 11/12

Aug/Aug	95.80	96.40	98.30	98.60	99.08	97.40	94.49	97.07
Sept/Oct	96.70	95.55	97.89	97.60	97.37	95.00	90.90	96.40
Oct/Nov	96.27	93.71	97.52	96.62	97.53	96.20	95.35	96.73
Nov/Dec	93.47		96.63	96.41	96.31	96.30	95.65	96.25
Dec/Jan	97.15	95.51	98.20	95.53	97.06	96.10	94.72	95.70
Jan/Feb	95.43	95.37	98.65	97.03	95.76	95.60	96.65	95.53
Feb/March	94.93	94.76	96.70		95.80	96.20	96.54	96.35
March/April	96.60	95.66	97.36	97.08	96.47	95.90	96.23	
April/May	94.70		96.81	96.19	96.44	94.90	94.32	
May/June							95.59	
Year Average	95.67	95.28	97.56	96.88	96.87	95.96	95.04	96.29



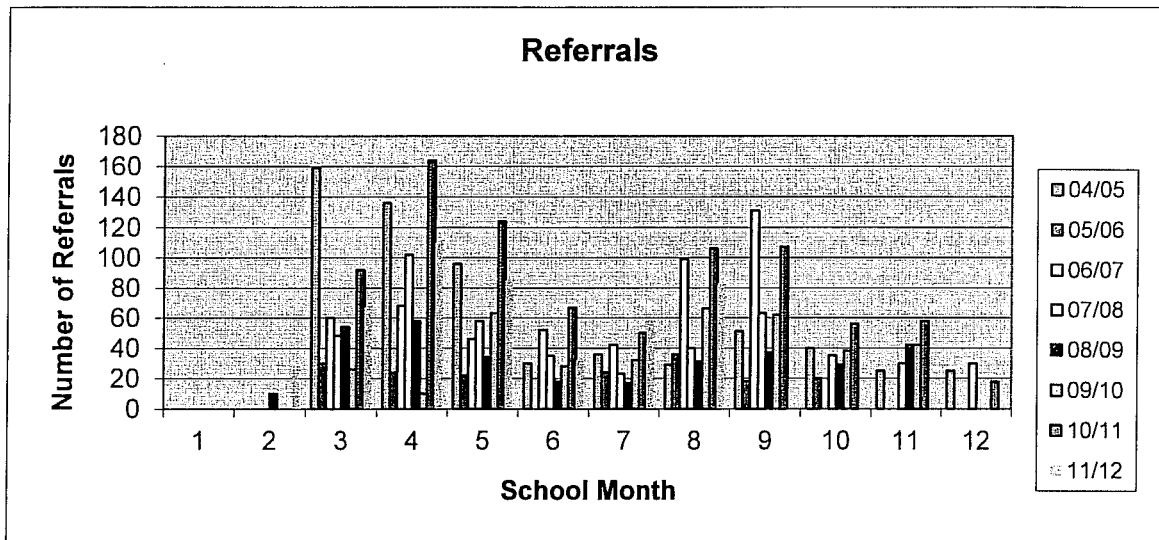
KING CITY HIGH SCHOOL

Bruce Corbett
 Monthly School Statistics
 February 2012

REFERRALS

School Month 04/05 05/06 06/07 07/08 08/09 09/10 10/11 11/12

Aug					10			27
Sept	159	30	60	48	54	26	92	67
Oct	136	24	68	102	58	10	164	110
Nov	96	22	46	58	34	63	124	85
Dec	30		52	35	18	28	67	32
Jan	36	24	42	23	17	32	50	59
Feb	29	36	99	40	31	66	106	83
Mar	51	18	131	63	37	62	107	
Apr	40	20		35	29	38	56	
May	25			30	42	42	58	
Jun	25			30			18	
Year Average	63	25	71	46	33	41	84	66



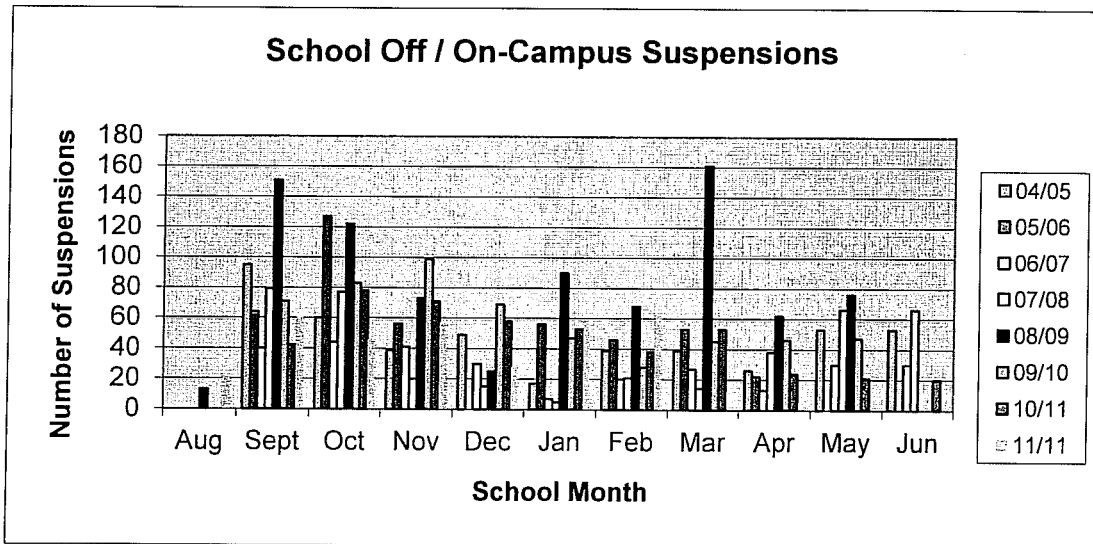
KING CITY HIGH SCHOOL

Bruce Corbett
 Monthly School Statistics
 February 2012

SCHOOL OFF / ON-CAMPUS SUSPENSIONS

School Month 04/05 05/06 06/07 07/08 08/09 09/10 10/11 11/11

Aug					13			22
Sept	95	64	40	79	151	71	42	61
Oct	60	127	44	77	122	83	78	46
Nov	39	56	41	20	73	99	71	57
Dec	49		30	15	25	69	58	28
Jan	17	56	7	5	90	47	53	59
Feb	39	46	20	21	68	28	38	63
Mar	39	53	27	14	161	45	53	
Apr	26	22	13	38	62	46	24	
May	53		30	66	76	47	21	
Jun	53		30	66			20	
Year Average	47	61	28	40	84	59	46	48



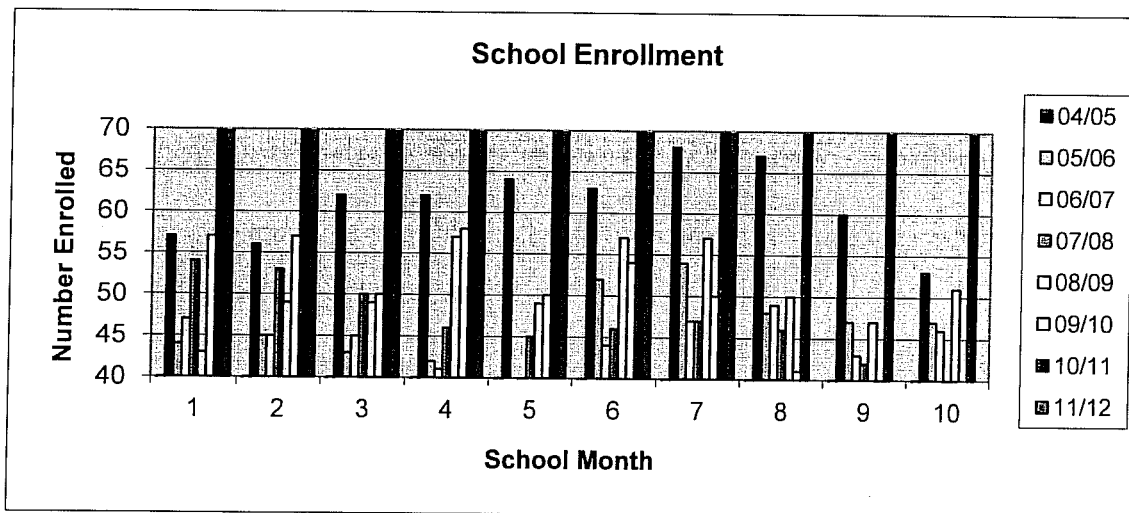
PORTOLA-BUTLER CONTINUATION HIGH SCHOOL

Carolyn McCombs, Principal
 Monthly School Attendance Report
 School Year 2011-12
 Month #7

SCHOOL ENROLLMENT

School Month	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13
1	57	44	47	54	43	57	81	102	
2	56	45	45	53	49	57	91	91	
3	62	43	45	50	49	50	99	123	
4	62	42	41	46	57	58	99	124	
5	64	40	38	45	49	50	89	121	
6	63	52	44	46	57	54	122	109	
7	68	54	47	47	57	50	118	110	
8	67	48	49	46	50	41	113		
9	60	47	43	42	47	38	112		
10	53	47	46	38	51		106		
Average	61	46	45	47	51	51	103	111	

** 04/05 - 09/10 Stats are from CBHS



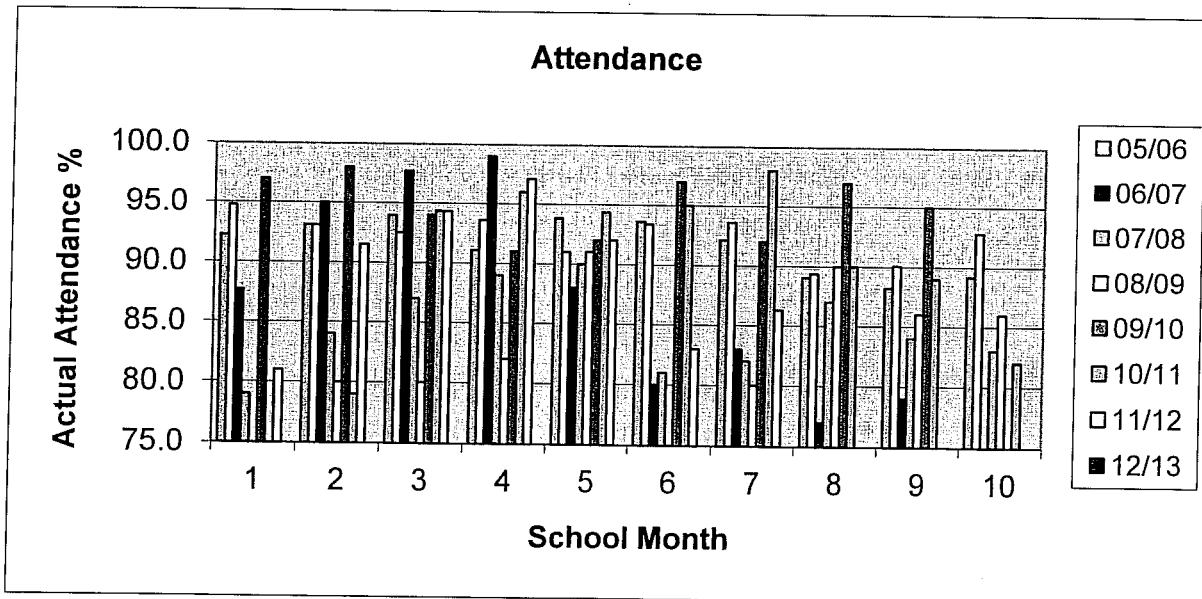
PORTOLA-BUTLER CONTINUATION HIGH SCHOOL

Carolyn McCombs, Principal
 Monthly School Attendance Report
 School Year 2011-12
 Month #7

SCHOOL ATTENDANCE PERCENTAGES

School Month	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13
1	92.2	94.8	87.7	79.0	71.0	97.0	72.3	81.0	
2	93.1	93.1	95.0	84.0	80.0	98.0	79.0	91.5	
3	94.0	92.5	97.7	87.0	80.0	94.0	94.4	94.3	
4	91.1	93.6	99.0	89.0	82.0	91.0	96.0	97.1	
5	93.8	91.0	88.0	90.0	91.0	92.0	94.4	92.0	
6	93.6	93.4	80.0	81.0	72.0	97.0	95.0	83.0	
7	92.1	93.6	83.0	82.0	80.0	92.0	98.0	86.3	
8	89.0	89.4	77.0	87.0	90.0	97.0	90.0		
9	88.2	90.1	79.0	84.0	86.0	95.0	89.0		
10	89.2	92.8	69.0	83.0	86.0		82.0		
Average	91.64	92.42	85.54	84.60	81.80	94.78	89.00	89.31	

** 04/05 - 09/10 Stats are from CBHS



PORTOLA-BUTLER CONTINUATION HIGH SCHOOL

Carolyn McCombs, Principal
 Monthly School Attendance Report
 School Year 2011-12
 Month #7

OFFICE REFERRALS

School Month	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13
1	1	0	4	5	2	1	0	0	
2	1	2	8	2	6	0	7	15	
3	0	2	8	1	2	1	33	6	
4	1	8	2	3	2	0	17	17	
5	0	0	7	1	0	1	11	5	
6	0	4	8	6	5	14	19	8	
7	2	5	9	5	1	3	26	18	
8	2	5	7	7	1	2	11		
9	0	7	14	15	1	0	11		
10	2	5	5		0		7		
Average	1	4	7	5	2	2	14	10	

** 04/05 - 09/10 Stats are from CBHS

