

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING

Monday, February 11, 2013

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

BOARD OF EDUCATION

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

STUDENT BOARD MEMBERS

Sarah Rae Shepard, King City HS
Adam Mann, Greenfield HS

STATE ADMINISTRATOR

Daniel Moirao, 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 Secretaría 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

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 must 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.*

*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 completar 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 este 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 habráun limite de 20 minutos en total para cada asunto.*

F. REPORT FROM STATE ADMINISTRATOR

G. STUDENT BOARD MEMBER REPORT

H. BOARD MEMBER COMMENTS

I. EMPLOYEE ORGANIZATIONS

J. CONSENT AGENDA

1. Approval of Minutes: January 16, 2013 and January 23, 2013 (Pages 1-6)
2. Approval of Personnel Report Dated February 11, 2013 (*Daniel Moirao, Ed.D., State Administrator*)
3. Approval of the Lions Club \$300.00 Donation to King City High School (*Janet Sanchez-Matos, Principal*) (Page 7)
4. Approval of Aavanza's SES Contract at Greenfield High School (*Linda Grundhoffer, CBO*) (Pages 8 -16)
5. Approval of Memorandum of Agreement with the King City Recreation Department (*Linda Grundhoffer, Interim CBO*) (Pages 17-19)
6. Approval of Memorandum of Agreement with Greig Welch (*Daniel Moirao, Ed.D., State Administrator*) (Pages 20-23)

K. CONSENT ITEMS REMOVED FOR COMMENT/QUESTIONS

L. INFORMATION ITEMS

1. Cash Flow Report from July 1, 2012 through January 31, 2013 (*Linda Grundhoffer, CBO*) (Pages 24-26)
2. Revenue and Expenditure Report from July 1, 2012 through January 31, 2013 (*Linda Grundhoffer, CBO*) (Pages 27-51)
3. Approval of Williams 2nd Quarter Facilities Report (*John Sims, Director of MOTF*) (Pages 52-57)
4. School Enrollment, Attendance, and Referral Statistics (Pages 58-68)
5. Board Policies (First Reading) (*Daniel Moirao, Ed.D., State Administrator*) (Pages 69-106)
 - BP 3514 - Environmental Safety (new)
 - AR 3514 - Environmental Safety (new)
 - AR 3514.2 - Integrated Pest Management (new)
 - BP 4119.43, 4219.43, 4319.43 - Universal Precautions (new)
 - AR 4119.43, 4219.43, 4319.43 - Universal Precautions (new)
 - BP 5112.5 - Open/Closed Campus (new)
 - AR 5112.5 - Open/Closed Campus (new)
 - BP 5136 - Gangs (new)
 - AR 5136 - Gangs (new)
 - BP 5138 - Conflict Resolution/Peer Mediation (new)

M. ACTION ITEMS

1. Approval of Portola-Butler SARC Report (*Carolyn McCombs, Interim Principal*) (Pages 107-127)
2. Approval of Resolution #16:12/13 Week of the School Administrator (*Daniel Moirao, Ed.D., State Administrator*) (Pages 128-130)
3. Approval of Greenfield High School Safety Plan (*Lisa Mazza, Principal*) (Pages 131-137)
4. Approval of King City High School Safety Plan (*Janet Sanchez-Matos, Principal*) (Pages 138-144)
5. Consider Electing a Representative to the 2013 CSBA Delegate Assembly (*Daniel Moirao, Ed.D., State Administrator*) (Pages 145-149)
6. Board Policies (second reading) (*Daniel Moirao, Ed.D., State Administrator*) (Pages 150-185)
 - AR3514.1- Hazardous Substances
 - BP4119.42 - Exposure Control Plan for Blood Borne Pathogens (new)
 - AR4119.42 - Exposure Control Plan for Blood Borne Pathogens (new)
 - AR4154, 4254, 4354 - Health and Welfare Benefits
 - E4319.21 - Professional Standards
 - BP5142 - Student Safety (new)
 - AR 5142 - Student Safety (new)
 - BP5112.3 - Student Leave of Absence (new)
 - AR5112.3 - Student Leave of Absence (new)
 - BP5117 - Interdistrict Attendance
 - AR5117 - Interdistrict Attendance

N. FUTURE AGENDA ITEMS/MEETING DATES

- February 27, 2013 – Board Study Session – Common Core Standards
- March 13, 2013 – Regular Board Meeting at Greenfield
- March 27, 2013 – Board Study Session – Alternative Education/Update Student Achievement at the District Office
- April 10, 2013 – Regular Board Meeting at the District Office
- April 24, 2013 – Board Study Session - TBD

O. SIGNING OF PAPERS

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

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING

Wednesday, January 16, 2013

Minutes

BOARD OF EDUCATION

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

STUDENT BOARD MEMBERS

Adam Mann, Greenfield HS – Excused Absence
Evelyn Sanchez substituted for Adam

STATE ADMINISTRATOR

Daniel Moirao, Ed.D.

OPEN SESSION:

Call to Order

Mike Foster called the meeting to order at 5:26 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

Mike Foster said there was no action to report from closed session.

Approval of Agenda

Dr. Moirao said addendum item number 5 under consent, approval of quarterly Williams Report, is being added to the consent agenda.

Dr. Moirao approved the agenda with the addition of the addendum item.

Public Comment

There were not any comments from the public.

Report from State Administrator

Dr. Moirao said yesterday he and Linda Grundhoffer attended a workshop regarding the Governors' budget and state of the union. This will be a whole new world for school budgets. The new term used is LCFF (Local Control Funding Formula); it will no longer be referred to as base revenue formula. Currently it is almost impossible to make multi-year projections. The base year used for funding is 2007-2008 which is \$6,816.00 plus an additional 35% enrollment in the district, and up to a possible 50% based on English Language Learns and Low Socio-economic students. It will take 7 years to implement the Governor's plan. The COLA this year is 1.65% with a 22.272% deficit factor. The question is how the students are separated. This is a very complicated process. There is still no guarantee there will be funding from Proposition 98.

Mike Foster inquired how CBO's will be brought up to speed with these changes. Dr. Moirao said there will be training. Mr. Foster asked to have this as the topic for the next Board Study Session.

Debra McAlahney-Dodson asked if the career and CTE funding would now be included in the general fund, are there any perimeters? Dr. Moirao responded not now.

Dr. Moirao said community colleges will be receiving the funding to take over adult education. The question was asked if this would have an impact on the district, Dr. Moirao said currently it is a wash.

Mike Foster inquired, with these changes, is the projection for the district to continue to be deficit spending for the 2013-2014 school year. Dr. Moirao responded yes, but keep in mind the Governor will still be submitting his May Revise.

Dr. Moirao said to keep in mind there will not be equity among all districts, so there may be some push back.

Dr. Moirao said the second semester has just started. We continue to be on high alert for student safety and have only a minimal amount of gates open. Teachers have been instructed to keep classrooms locked during the day. Individuals visiting schools, as well as the district office, are being asked to sign in. If staff does not recognize the individual they will be asked to see some form of identification. Dr. Moirao said the district is looking at ways for additional funding for more security measures.

Dr. Moirao said the district is looking for new security locks, as well as limiting the number of people coming on and off the campuses, including the weekends.

Dr. Moirao said the SRO has not returned to Greenfield High School. He met with Sgt. Perez this morning from the Greenfield Police Department; the officer has returned to work with the Police Department but is using a cane and is on limited duty for several weeks. We are re-negotiating a contract with the city, the officer will be housed at GHS.

Laura Garcia, from the current Uretsky's Security Service, has been doing an exceptional job, works well with students and staff. Dr. Moirao is hoping to have both the SRO and the private agency on campus.

Debra McAlahney-Dodson commented the SRO is armed, and inquired if Laura Garcia was armed. The response was no.

Dr. Moirao said typically in the second semester the school enrollment drops. Greenfield High School saw an increase of 20 students. The Master Schedule is being reviewed and student counts will be taken starting January 22. Teachers have already been given different assignments depending on the student numbers.

Dr. Moirao distributed Form 700, Statement of Economic Interests, for Board members to complete.

Dr. Moirao said Greenfield Rotary needs to be acknowledged for donating \$7,200 to GHS for the purchase of musical instruments. GHS will now be able to offer band.

The Salinas Valley Ag Foundation wants to donate a van to GHS; we are working with the foundation. We are hoping to do some negotiating with them on the vehicle.

A short board meeting is needed to report out for a student who is being recommended for expulsion from King City High School.

Mike Foster and Bob White said they are available on Wednesday, January 23 at 9:00 A.M.

Student Board Member Report

Adam Mann was not present due to his participation in an athletic event. Evelyn Sanchez, the ASB Vice President, did the report in Adam's absence. ASB conducted a "coin" drive to raise money for leukemia. They were successful in raising \$170.00. They are trying to promote school spirit, every Friday an event will take place. They will also be conducting a blood drive. The Drama Club students will be putting on a play in March.

Board Member Comments

Bob White said Greenfield Rotary will be doing a blood drive on Thursday, January 24. Individuals can register on line through the Red Cross.

Debra McAlahney-Dodson said she and Dr. Moirao attended the ROP meeting at Gonzales High School last week which was well attended. College credits were discussed, the deadline for students to enroll in the program is tomorrow. The question was asked how this information was relayed to the school sites. The response was they thought the information was provided to the counselors. It is part of concurrent enrollment.

Mike Foster said this is a great program; one of his daughters participated in the program and as a result she will have completed her AA Degree through Hartnell College when she graduates from high school.

Ms. McAlahney-Dodson said there was a lot of talk about common core.

Mike Foster said on Monday, January 28, MCOE is giving a presentation on The Impact of Common Core Academic Standards, he will be attending.

Mike Foster reminded the Board to continue to make their site visits. He suggested Board members make their visits in pairs. He recommended Board members meet with the administrators after the board meeting to set up times.

Employee Organizations

There were not any comments from the employee organizations.

CONSENT AGENDA

1. Approval of Minutes: December 5, 2012, December 12, 2012 and December 19, 2012
2. Approval of Personnel Report Dated January 16, 2013
3. Approval of Donation in the Amount of \$15,000 from Chevron for the King City High School Robotics Club
4. Grant Application: Opportunity Grant, Community Foundation
5. Approval of Quarterly Williams Report

Debra McAlahney-Dodson said she would like to have item number 3 pulled for further discussion.

Dr. Moirao approved all items except number 3.

Consent Items Removed for Comment/Questions

Debra McAlahney-Dodson inquired if the district was going to acknowledge Chevron for their generous donation. Dr. Moirao said that is why the item is on the agenda so it can be recognized and then a letter will be sent. The suggestion was made for the students to send letters indicating how the Chevron donation has benefited them. Dr. Moirao suggested having Adam, the Chevron representative, along with the students picture taken along with an article in the local newspapers.

This is the second year Chevron has made a donation.

Dr. Moirao approved consent item number 3.

INFORMATION ITEMS

Cash Flow Report from July 1, 2012 through December 31, 2012

Dr. Moirao said in the absence of Linda Grunhoffer he would answer any questions. The cash flow shows how the money is spent. Unrestricted monies will be frozen as of Friday, January 18. The only exception is if there is a health or safety issue.

Mike Foster said he received some templates from the Masters in Governance training. He will bring them to the office and share with Dr. Moirao and Linda Grundhoffer. He felt it would be a good resource for Board members.

Revenue and Expenditure Report from July 1, 2012 through December 31, 2012

Dr. Moirao reminded the Board Linda Grundhoffer is showing were the district is without the loan money.

Dr. Moirao said when he and Ms. Grundhoffer met with the state she was praised for not using the loan money and the impact it does have on the district.

Board Policies (First Reading)

Dr. Moirao said the first board policy readings will have the changes in bold and strike outs for anything being deleted.

The Board appreciated this format, it is easier to determine what is new and what will be eliminated.

AR3514.1- Hazardous Substances

BP4119.42 - Exposure Control Plan for Blood Borne Pathogens (new)

AR4119.42 - Exposure Control Plan for Blood Borne Pathogens (new)

AR4154, 4254, 4354 - Health and Welfare Benefits

E4319.21 - Professional Standards

BP5142 - Student Safety (new)

AR 5142 - Student Safety (new)

BP5112.3 - Student Leave of Absence (new)

AR5112.3 - Student Leave of Absence (new)

BP5117 - Interdistrict Attendance

AR5117 - Interdistrict Attendance

Mike Foster said he had a question on board policy AR 3514.1. The policy talks about controls, inventory, and containers. How is the policy being regulated? Dr. Moirao said John Sims is currently responsible for the process and will continue to monitor. Mike Foster said having the MSDS available is critical and expedites the process if action needed to be taken. Mr. Foster inquired if only the AR is being changed. Dr. Moirao said that was correct; there were not any changes in the board policy, only the administrative regulation.

Debra McAlahney-Dodson said she wanted to make sure we were not putting the district in liability. Dr. Moirao said all employees will be trained for universal precautions.

Debra McAlahney-Dodson said the current BP/AR for 5142 has a different title on our website. Dr. Moirao said he would check into it.

Debra McAlahney-Dodson said BP/AR 5112.3 has a different title from the policy on the district website. Dr. Moirao said he would check into it as well.

Debra McAlahney-Dodson said BP/AR5117 is very clear and detailed. She asked if this could be included in the community meetings.

Mike Foster said on page 83 there is mention the Board may enter an interdistrict agreement with another district for a term not to exceed five years. He inquired if that was our policy. Dr. Moirao said this district required the parent to complete their request each year.

ACTION ITEMS

Approval of "Sunshine" Proposal for Negotiations with CSEA

Dr. Moirao said this is being presented so the district can formally start negotiations with CSEA. The first negotiating session is scheduled for January 25.

Approval of Resolution #15:12/13 Authorizing Application for Grant Funded Projects to Lower Emissions School Bus Program

Dr. Moirao said this will allow the district to move forward to request grants.

Dr. Moirao approved Resolution #15:12/13.

Approval of King City High School SARC

Janet Sanchez-Matos asked Chris Phillips to assist in gathering the information for the report; she wanted to give him credit for the information. He communicated well with the state. This document is put together from information from the site, state, and from John Sims FIT report. The report is reviewed and approved by the School Site Council. She reminded the Board the information is from last year. The state took some time to populate the data before Mr. Phillips was able to complete the report.

Debra McAlahney-Dodson said she appreciated the information, format, and seeing the totals which were missing from past years.

Mike Foster noted the suspensions on page 102 of the report are greater for the site than the district.

Dr. Moirao said that will be looked into. He approved the King City SARC report.

Approval of Greenfield High School SARC

Lisa Mazza said this was a new experience for her since she was not in the district last year. She said it took time to gather the information because information had to be gathered from different places on the internet.

Mike Foster said he noted the teachers' salaries show as only 33% of the budget. Dr. Moirao said that would be checked into.

Lisa Mazza said some of the data cannot be over ridden from the state. The State Department of Education now has their own template which is provided, at no cost to the district.

Dr. Moirao approved the Greenfield High School SARC.

FUTURE AGENDA ITEMS/MEETING DATES

February 11, 2013 – Regular Board Meeting at the District Office

February 27, 2013 – Board Study Session – Common Core Standards

March 13, 2013 – Regular Board Meeting at Greenfield

March 27, 2013 – Board Study Session – Alternative Education/Update Student Achievement at
the District Office

April 10, 2013 – Regular Board Meeting at the District Office

April 24, 2013 – Board Study Session - TBD

Signing of Papers

Dr. Moirao signed appropriate papers.

Adjournment

The meeting was adjourned at 7:28 P.M.

Daniel R. Moirao, Ed.D., State Administrator

Date

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL BOARD MEETING

Wednesday, January 23, 2013

Minutes

BOARD OF EDUCATION

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

STATE ADMINISTRATOR

Daniel Moirao, Ed.D.

OPEN SESSION:

Call to Order

Mike Foster called the meeting to order at 9:00 A.M.

Public Comment

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

CLOSED SESSION:

- A. Student Matters – Transfer/Discipline
Recommendation to Expel Student #17:12/13

OPEN SESSION:

Call to Order

Mike Foster called the meeting to order at 9:21 A.M.

Flag Salute

Mike Foster led in the flag salute.

Report of Closed Session Action

Mike Foster said they supported the recommended stipulated agreement to expel Student #17:12/13 for the remainder of the 2012-13 school year.

Approval of Agenda

Dr. Moirao said Action Item #1; Portola-Butler SARC Report is being pulled because the information is not available.

Public Comment

There were not any comments from the public.

ACTION ITEMS

Approval of Portola-Butler SARC Report

This item was pulled from the agenda.

Adjournment

Mike Foster adjourned the meeting at 9:22 A.M.

Daniel R. Moirao, Ed.D., State Administrator

Date

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of the \$300.00 Donation from the Lion's Club for the KCHS Music Program

MEETING: February 11, 2013

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- _____ Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
- X 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 King City Lion's Club made a donation in the amount of \$300 to the King City High School Music Department. The high school is very grateful for the generous donation.

Recommendation:

The recommendation is to approve the donation.

Fiscal Impact:

None

Submitted By:

Approved:





Nathan Moreno
ASB Advisor

Daniel R. Moiraó, Ed.D.
State Administrator

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

SUBJECT: SES Contract Greenfield High School

MEETING: February 11, 2013

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 district is required to provide a state approved program of academic support. Aavanza was used last year and had great success. Greenfield High School is entering into an agreement with Aavanza for services for the 12-13 year.


Recommendation:

Approve the Aavanza contract for Greenfield High School for the 2012-13 year.


Fiscal Impact:

Not to exceed \$40,000 from Title I

Submitted By:


Linda Grundhoffer, Interim CBO

Approved:


Daniel R. Moirao, State Administrator

~~S&S Aavanza~~

EDUCATIONAL SERVICES AGREEMENT

THIS EDUCATIONAL SERVICES AGREEMENT ("Agreement") is entered into as of the effective date marked below (the "Effective Date"), by and between Aavanza Inc., a Delaware Corporation with offices at 155 East Main Ave., Suite 170, Morgan Hill, CA 95037 ("Aavanza") and

South Monterey County High School District, a California public school district
(Name)

800 Broadway
(Address)

King City, CA 93930 ("District")

on behalf of the following schools:

Greenfield High School
(Names of Schools, collectively, the "Schools")

2012-2013
(School Year)

June 7, 2013
Date School Year Ends

AGREEMENT

THEREFORE, in consideration of the mutual promises in this Agreement, Aavanza and District agree as follow:

1. Aavanza's Performance of Targeted Intervention Services.
 - a. The Services. Aavanza shall provide services (the "Services") in the form of a state approved program of academic support. The Services will consist of tutoring; ongoing assessment of basic academic skills in mathematics, reading, writing, and grammar; academic skill-building; and training in technology skills for students identified as eligible by the District. Aavanza agrees to provide a personalized learning plan for each participant, assessment and content software, and regular progress reports to parents and the District. Aavanza shall provide computers for the Program at a ratio of one computer for every student (or one computer for every 2 students participating within a family).
 - b. Student Participation. The parties shall structure the Program to limit student participation to those students identified as eligible by the District.
 - c. Student to Instructor Ratio. Aavanza agrees to provide qualified instructors for each scheduled section of the Program at a ratio of three (3) students per instructor.
 - d. Session Schedule. Each student will be able to create a session schedule. The parties may modify such schedule with the mutual consent of both parties. The Program will be offered after school hours. The initial tutoring session of 2 hours with students and parents may be offered at a school site or nearby location; in subsequent sessions, the students will access from home. These sessions will be 1.5 hours in length, and services will be available seven days a week.
 - e. Development of Individual Student Progress Plans. Aavanza shall consult with the District and parents of each enrolled student and shall develop, for each such student, a progress plan consisting of a statement of specific achievement goals for the student, a statement concerning how the student's progress will be measured, and a timetable for improving achievement. For students with disabilities, such timetable shall be consistent with a student's individualized education program under section 614(d) of the Individuals with Disabilities Education Act. Aavanza shall provide periodic updates of students' progress through monthly verbal, written, and/or Web-based reports.

- f. Content of Instruction. Aavanza shall make the Program's content and instruction reasonably consistent with the District's and California's curriculum and aligned with California's student academic achievement standards. Aavanza shall take reasonable steps to exclude from the Program any content and instruction that advances any religious belief or partisan political positions.
- g. Notifications Concerning Student Conduct. Aavanza shall contact the District if it believes that enrolled students and/or their parents are not treating its personnel or other students with respect, or otherwise are not acting in an appropriate manner.
- h. Aavanza will provide materials necessary for tutoring. Aavanza will provide students with a computer, workbook, headset and dial-up internet access which students can use for the duration of the program. Families must have a working land telephone line to access the program. Students will need these materials to log into their scheduled session and receive tutoring. In families with two or more participating students, one computer will be provided for each student. Upon successfully completing the sessions, students may keep their materials including the workbook and computer.

2. District's Responsibilities.

- a. Resources, Facilities, and Operating Environment. The District shall provide the following resources, facilities, and operating environment.
- i. Classrooms and Internet Connectivity. The District shall provide a sufficient number of classrooms with sufficient space in which to hold the initial meetings with parents.
3. Compensation. The District shall pay to Aavanza the amount set forth in Exhibit B as the "Total Contract Fee" as compensation for the Services provided under this Agreement. Exhibit B describes the basis of such compensation. Upon execution of this Agreement, Aavanza shall send the District a monthly invoice, within 30 days of the rendering of services, for an amount based on the attendance and hourly rate. The District shall make full payment of the invoiced amount within thirty (30) days from the date of the invoice. Any invoiced amount that is not paid when due shall bear interest at the rate of one and one-half percent (1 ½%) per month, or the maximum allowable rate, beginning on the thirty-first (31st) day following the date of the invoice. Aavanza shall be entitled to cease work if any of its invoices are past due until all past due invoices are paid. The District shall pay all of Aavanza's reasonable costs and expenses (including, but not limited to, reasonable attorneys' fees) to enforce Aavanza's rights to payment under this Section.
4. Term and Termination. The term of this Agreement shall begin on the Effective Date and shall end on the "Date School Year Ends" set forth above, unless earlier terminated under this Section. Either party may terminate this Agreement upon thirty (30) days' written notice to the other party in the event that the other party materially breaches, defaults, or

fails to comply with any term or provision of this Agreement, provided that the other party fails to cure the same within such thirty (30) day period.

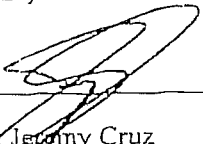
5. Effect of Termination. The provisions of Sections 5, 6, 10, 11, 13, 14, 15, and 16 shall survive the expiration or termination of this Agreement. Expiration or termination of this Agreement shall not relieve the District of its obligations to pay for Services rendered before such expiration or termination. If this Agreement is terminated prior to its expiration, Aavanza shall be entitled to a pro rata portion of the Total Contract Fee based on ratio of the number of sessions of Services actually performed by Aavanza to the number of anticipated sessions in the entire term of this Agreement.
6. Relationship of Aavanza and District. Aavanza and its employees and/or contractors shall perform the provisions of this Agreement as independent contractors and shall not be considered agents of District, nor shall Aavanza's personnel be considered employees of District. Nothing contained in this Agreement shall be construed to (i) constitute the parties as partners, joint ventures, co-owners, or otherwise as participants in a joint or common undertaking, or (ii) allow either party to create or assume any obligation on behalf of the other party for any purpose whatsoever. Aavanza acknowledges (a) that its employees and/or contractors are not entitled to any benefits accorded to District's employees, including workers' compensation, disability insurance, vacation, or sick pay, and (b) that it shall be responsible for providing its personnel with disability, workers' compensation, or other insurance.
7. Background Checks. Aavanza shall comply with the provisions of California Education Code Section 45125.1 regarding the submission of employee fingerprints to the California Department of Justice and the completion of criminal background investigations of its employees. Aavanza shall not permit any employee to have direct contact with District students until such time as it has verified that the employee has not been convicted of a felony, as defined in California Education Code Section 45122.1. Aavanza's responsibility shall extend to all paid and unpaid personnel, including employees, subcontractors, agents, and employees or agents of subcontractors who have direct contact with District students.
8. Nondiscrimination. Aavanza certifies that it does not discriminate on the basis of sex, race, color, religious creed, national origin, age, sexual orientation, gender identity, disability, or marital status in its employment practices. Aavanza also certifies that it will comply with all applicable provisions of the Americans with Disabilities Act and the California Fair Employment and Housing Act in its performance under this Agreement.
9. Rules and Regulations. This Agreement is subject to all rules and regulations of the District's Governing Board and all federal, state, and local laws, ordinances, and regulations, including but not limited to all health, safety, and civil rights laws, and all rules and procedures for protecting equipment, facilities, and property used by Aavanza under this Agreement, and Aavanza agrees to comply with all such applicable laws.

10. Student Privacy. Aavanza shall maintain the confidentiality and privacy of students' personal information, and shall not disclose the identity of any student eligible for or receiving supplemental educational services under this Agreement without the written permission of such student's parents.
11. Indemnities. Contractor shall hold harmless and indemnify the District, its officers, agents, Board members, and employees from and against any and all actions, claims, losses, damages, suits, or other proceedings, including payment of reasonable attorneys' fees, which may arise as the result of performing the services under this Agreement, caused by any act or omission of Contractor or anyone directly or indirectly employed by Contractor.
12. Insurance. Aavanza shall maintain during the term of this Agreement commercial general liability insurance with an aggregate limit of liability of \$3,000,000, workers' compensation insurance per statutory regulation, and employer's liability insurance.
13. Notices. All notices and communications required or permitted under this Agreement shall be in writing and sent to the postal address, e-mail address, or facsimile set forth on the signature pages hereto (which may be changed by a party by notice to the other party). Notices via e-mail shall not be effective unless receipt is acknowledged by the other party via a return e-mail or return receipt. Notices shall be deemed to be given (a) on the date of service if served by e-mail or facsimile, (b) on the third business day after mailing if mailed by certified or registered mail, postage prepaid and properly addressed, or (c) on the immediately following business day if sent overnight by a nationally-known courier service.
14. Force Majeure. Except with respect to payment obligations, neither party shall be liable for any damages or penalty for any delay in performance of, or failure to perform, any obligation hereunder or for failure to give the other party prior notice thereof, if such delay or failure is due to civil disturbances, military or national emergencies, natural disasters, acts of God, or other similar causes beyond that party's reasonable control.
15. Attorneys' Fees. The prevailing party in any legal action brought by one party against the other and arising out of this Agreement shall be entitled, in addition to any other rights and remedies it may have, to reimbursement for its expenses, including without limitation court costs and reasonable attorneys' fees.
16. Miscellaneous. This Agreement, including the Appendices hereto, constitutes the entire agreement and understanding between the parties and supersedes all prior agreements, whether oral or written, between the parties with respect to the subject matter of this Agreement. No amendment, modification, or waiver of any provision of this Agreement shall be effective unless the same shall be in writing and signed by an authorized representative of each party. The failure of a party at any time to require performance of any obligation of the other party shall not affect its right to enforce any provision of this Agreement at a later time, and the waiver of any rights arising out of any breach shall not be construed as a waiver of any rights arising out of any prior or subsequent breach.

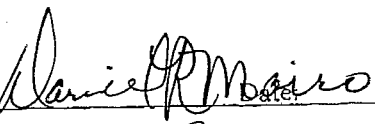
Neither party may assign this Agreement, delegate the duties hereunder, or subcontract for the performance of obligations hereunder without the prior written consent of the other party. Subject to the foregoing, this Agreement shall be binding upon, and inure to the benefit of, the parties and their permitted successors or assigns. The unenforceability of any provision or provisions of this Agreement shall not render unenforceable or impair its remainder. If any provision of this Agreement is deemed invalid or unenforceable in whole or in part, this Agreement shall be deemed amended to delete or modify, as necessary, the offending provision to render it valid, enforceable, and, insofar as possible, consistent with the original intent of the parties. The headings in this Agreement are solely for the convenience of reference and shall not be given any effect in the construction or interpretation of this Agreement. This Agreement may be executed in any number of counterparts, each of which shall be an original as against any party whose signature appears thereon and all of which together shall constitute one and the same instrument. This Agreement shall be governed by the internal laws of the State of California exclusive of its conflicts-of-law principles. All disputes relating to or arising out of this Agreement shall be resolved in a state or federal court located in California and the parties consent to the jurisdiction of such courts.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the Effective Date below.

Aavanza (Extreme Learning DBA
Aavanza):

By:  Date: 1/17/2013
Name: Jeremy Cruz
Title: Controller
Address: 155 East Main Ave, Suite 170
Morgan Hill, CA 95037
Phone: 408-782-5045
Fax: 408-782-5073
Email: ses@Aavanza.com
Effective Date: 1/17/2013

DISTRICT:

By:  Date: 1/24/13
Name: DANIEL R. MOIRAO
Title: STATE ADMINISTRATOR
Address: 800 BROADWAY
KING CITY, CA. 93930
Phone: 831/385-0606
Fax: 831/385-0695
Email: dmoirao@KINGCITY.K12.CA.US

APPENDIX A

CALENDAR OF SCHEDULED SERVICES

Instructional Calendar to be developed in conjunction with the families. Services are to commence in January and will end no later than May 2013.

APPENDIX B

BASIS OF COMPENSATION

Rate per hour per student: \$ 50
 Hours per session: 1.5
 Number of students: TBD
 Maximum Per Pupil Allocation: 797.89
 Maximum Contract Amount: \$ 40,000

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

SUBJECT: Memorandum of Agreement with King City
Recreation Department

MEETING: February 11, 2013

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
- X Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The district would like to continue its use of the Recreation Department pool for its swim team.

Recommendation:

Approve the MOU with the King City Recreation Department


Fiscal Impact:

Approximately \$5,000

Submitted By:


Linda Grundhoffer, Interim CBO

Approved:


Daniel R. Moirao, State Administrator



MEMORANDUM OF AGREEMENT
BETWEEN
KING CITY RECREATION DEPARTMENT AND THE
KING CITY HIGH SCHOOL SWIM TEAM
Agreement from 1 February, 2013 through 15 May, 2013

The King City High School (KCHS) Swim Team is part of the High School Athletic program. The King City Recreation Department is interested in supporting the KCHS Swim Team by providing pool facilities for the purpose of holding practices and swim meets. The purpose of this agreement is to delineate use and responsibility to each party.

The KCHS Swim Team, hereafter TEAM, and the King City Recreation Department, hereafter CITY, agree to the following:

The *TEAM* agrees to:

1. Delegate a KCHS staff member or representative to represent TEAM concerning use, scheduling, maintenance, improvements, or matters of concern to TEAM or CITY.
2. Provide CITY with a list of coaching staff and program administrators.
3. Provide certified and trained staff in sufficient numbers to provide suitable adult supervision of participants and be responsible for the conduct of swimmers and spectators associated with the TEAM.
4. Provide a schedule of practice sessions at least two weeks in advance.
5. Notify City Recreation Coordinator of any schedule changes, when possible, at least 24 hours in advance.
6. Pay labor cost of all CITY pool staff scheduled to work to support TEAM program. Provide a financial report to the CITY within 30 days after the end of the season.
7. Reimburse CITY for additional pool chemicals, electricity and gas used to maintain appropriate water temperatures and chemical balance when TEAM is the only user.
8. Provide funds to fix pool equipment used exclusively for TEAM.
9. Reimburse CITY for any long distance phone charges incurred for TEAM business on CITY pool office phone. Maintain a monthly phone log and submit to CITY at the end of each month.
10. Enforce all CITY pool rules.
11. Name the CITY as an additional insured and indemnify and save harmless the CITY for any uses, activities, or events associated with the TEAM.

The *CITY* agrees to:

1. Provide all utilities necessary for facility.
2. Maintain facility, to include appropriate water temperature and chemical levels, deck area and restrooms.
3. Coordinate with TEAM representative to develop a schedule that best meets the needs of the CITY and the TEAM. The TEAM is authorized to use the Lap Pool from 3:00-5:00pm MON-FRI.
4. Meet with TEAM as necessary during the off-season to discuss use of facilities, scheduling and other concerns associated with use of facilities.
5. Bill the TEAM for expenses.



This agreement between KCHS Swim Team and King City Recreation Department regarding the Use Agreement shall terminate 1 June, 2013

[Signature] 1/28/13
KCHS Principal Date

[Signature] 1/23/13
CITY Recreation Coordinator Date

[Signature] 1/23/13
KCHS Swim Team Coach Date

[Signature] 1/24/13
KCHS Athletic Director Date

[Signature] 1-30-13
KCHS District Personnel Date

Cc: Parks and Recreation Commission

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

SUBJECT: Approval of Consultant Contract with Greig Welch **MEETING:** February 11, 2013

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:

Master schedules are drivers of the districts educational programs and allocation of its scarce financial resources. To assure a timely and accurate master schedule, follow-up coaching and support is needed at the school sites. This contract with Mr. Greig Welch will help assure those targets are met and district staffing allocations are consistent with student needs.


Recommendation:

It is recommended that the State Administrator approve the consultant contract with Mr. Greig Welch.

Fiscal Impact:

Not to exceed \$4,000.00 from categorical funds.

Submitted By:



Daniel R. Moirao, Ed.D.
State Administrator

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

**SOUTH MONTEREY COUNTY JOINT UNION
HIGH SCHOOL DISTRICT
800 BROADWAY
KING CITY, CA 93930**

AGREEMENT TO FURNISH CONSULTANT SERVICES

Pursuant to California Education Code 10400, South Monterey County Joint Union High School District, hereinafter called "District," has need of the specialized services of Greig Welch, an independent contractor, hereinafter called "Consultant," for the period specified in Article I. "TERM."

Consultant shall be, for the purposes of this agreement, an independent contractor and shall not be deemed an employee of the District for any purpose.

District may provide such supplies and equipment as shown herein for the convenience of CONSULTANT and such accommodation shall not operate as an indication of employment.

I. TERM:

The effective date of the agreement is February 7, 2013 and it terminates May 31, 2013 unless sooner terminate as provided herein.

II. PAYMENT LIMIT

- Consultant shall be compensated at the rate of \$750.00 per diem or \$93.75 per hour.
- Total payment(s) to Consultant, under this contract shall not exceed \$4000.00

III. DISTRICT OBLIGATION:

Inconsideration of Consultant's provision of service(s) as described in the Consultants Services Description and subject to the payment limit expressed herein, the District shall pay the Consultant, upon documented evidence of completion of service(s), payment according to the fee schedule listed within thirty (30) days of billing.

IV. CONSULTANT'S OBLIGATION

The consultant shall provide service(s) as described in the Consultant Service Description.

V. CONSULTANT SERVICE DESCRIPTION

- i. Review the current status and progress of the master schedule development at King City and Greenfield High Schools for the 2013-2014 school year.
- ii. Provide assistance as needed to the staff at King City and Greenfield High Schools in the ongoing development of the master schedules for the 2013-2014 school year.
- iii. Work with staff at King City and Greenfield High Schools to ensure that master schedules for the 2013-2014 school year meet district timelines and expectations.

VI. CONFIDENTIALITY

In the course of performing consulting services, the parties realize that the Consultant may come in contact with or become familiar with information which may be considered confidential. Consultant agrees to keep all such information confidential and not to discuss or divulge it to anyone other than South Monterey County Joint Union High School District.

VII. ASSIGNMENT

This agreement is for personal services to be performed by Consultant and may not be assigned to, sub-let to or performed by any person or persons who are not parties hereto except by employees of Consultant whose names and qualifications have been approved by District.

VIII. TERMINATION OF AGREEMENT

This agreement shall terminate on the last day as written in Article I except:

- a. District may terminate agreement at any time if Consultant does not perform, or refuses to perform according to this Agreement.
- b. District and Consultant may terminate agreement at any time with mutual written consent.
- c. In the event of early termination, Consultant shall be paid for all work or services performed to the date of termination together with an amount for approved expenses due and owing.

IX. DISTRICT'S RIGHT OF RETENTION

District shall become the owner of and entitled to exclusive possession of all records, documents, files, graphs, photographic or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of the District.

X. EXTENSION OF TERM

By mutual consent of the parties hereto the term of service described herein in Article I may be extended by reformation of this Agreement and the attachment hereto of an addendum mutually executed setting forth the extended term.

XI. SIGNATURES

These signatures attest the parties' agreement hereto:

CONSULTANT / TITLE

CONTRACT OFFICER OF THE
South Monterey County Joint Union
High School District

Date

Date

Social Security Number of Consultant *

* *Whenever organizational names are used, the Employer IRS Identification Number must be used instead of a Social Security Number.*

Preferred contact information:

CONSULTANT / TITLE (Please Print)

Mailing Address (number, street name, city, state and zip code: Please Print)

Phone number

Cell Phone

Account code: _____

CBO signature _____ Date: _____

Routing:

1. Immediate supervisor
2. CBO, for coding and presentation to Board
3. After Board (State Administrator) approval, CBO for processing

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

SUBJECT: Monthly Cash Flow Report

MEETING: February 11, 2013

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:

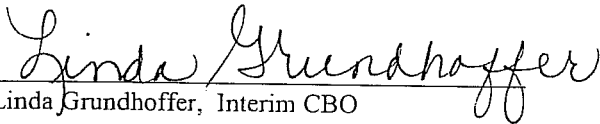
The attached Cash Flow as of the end of January, 2013 indicates a positive cash balance on June 30 of \$84,208.45. At this time it appears necessary to supplement the General Fund cash in June, 2013 with approximately \$2,000,000 borrowed from the Special Reserve – Non-Capital Projects fund. The district is due to receive a cash influx from the State due to the passage of Prop 30. This money is due in June, 2013 but there is no estimate at this time as to the amount the district will receive.

Recommendation:

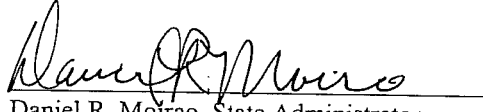
Information only.

Fiscal Impact:

Submitted By:


Linda Grundhoffer, Interim CBO

Approved:


Daniel R. Moirao, State Administrator

Object	Beginning Balances (Ret. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name)									
A. BEGINNING CASH									
B. RECEIPTS		394,427.80	524,989.14	(692,367.12)	(24,394.50)	615,919.07	(172,587.83)	2,155,310.38	370,751.46
Revenue Limit Sources									
Principal Apportionment									
Property Taxes		(87,423.00)	(62,026.00)	1,207,829.00	1,309,484.00	299,324.95	37,451.00	0.00	92,294.56
Miscellaneous Funds		1,649.88	(71,525.46)	9,696.30	20,149.39	205,312.90	2,320,287.39	32,881.10	0.00
Federal Revenue		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other State Revenue		(37,354.00)	1,371.00	96,574.00	51,333.63	(5,897.35)	189,585.42	97,441.10	312,820.33
Other Local Revenue		4,538.67	18,600.00	326,180.00	527,497.00	293,341.61	134,269.30	207,315.95	46,792.71
Interfund Transfers In			14,430.83	40,944.33	151,826.31	241,520.79	98,521.02	69,315.89	11,322.61
All Other Financing Sources			0.00						
TOTAL RECEIPTS		(118,588.45)	(99,149.63)	1,681,223.63	2,060,270.33	1,033,602.90	2,760,114.13	406,954.04	463,230.21
C. DISBURSEMENTS									
Certificated Salaries		105,759.31	627,811.06	656,310.74	714,326.97	703,810.99	121,481.22	1,331,544.63	608,784.94
Classified Salaries		114,495.82	188,470.73	178,870.49	174,183.50	176,914.81	211,587.28	173,573.31	190,111.64
Employee Benefits		95,444.77	363,904.23	352,041.26	347,457.43	248,432.88	72,519.58	426,251.59	261,751.68
Books and Supplies		126,377.35	257,229.40	149,210.56	464,981.19	232,691.15	123,711.83	250,597.48	305,725.53
Services									
Capital Outlay									
Other Outgo			38,148.73		25,842.69	(75,229.48)	25,842.69	8,723.69	22,304.34
Interfund Transfers Out									
All Other Financing Uses					0.00				0.00
TOTAL DISBURSEMENTS		442,077.25	1,475,564.15	1,336,433.05	1,726,791.78	1,286,620.35	555,122.60	2,190,690.70	1,388,678.13
D. BALANCE SHEET TRANSACTIONS									
Assets									
Cash Not in Treasury	0.00								
Accounts Receivable	2,098,726.90	1,009,408.42	582,451.00	999,220.69	102,077.68	(516,807.44)	(74,123.45)	0.00	0.00
Due From Other Funds	38,410.63					0.00	38,410.63		0.00
Stores									
Prepaid Expenditures									
Other Current Assets									
9320									
9330									
9340									
SUBTOTAL ASSETS	2,137,137.53	1,009,408.42	582,451.00	999,220.69	102,077.68	(516,807.44)	(35,712.82)	0.00	0.00
Liabilities									
Accounts Payable	442,323.16	318,181.38	225,093.48	676,038.65	(204,757.34)	18,682.01	(180,319.22)	0.00	0.00
Due To Other Funds	21,699.72					0.00	21,699.72		
Current Loans									
Deferred Revenues									
9650									
SUBTOTAL LIABILITIES	464,022.88	318,181.38	225,093.48	676,038.65	(204,757.34)	18,682.01	(158,619.50)	0.00	0.00
Nonoperating									
Suspense Clearing									
9910								(822.26)	
TOTAL BALANCE SHEET	1,673,114.65	691,227.04	357,357.52	323,182.04	306,835.02	(535,489.45)	122,906.68	(822.26)	0.00
E. NET INCREASE/DECREASE									
TRANSACCIONS									
(B - C + D)		130,561.34	(1,217,356.26)	667,972.62	640,313.57	(789,506.90)	2,327,898.21	(1,784,558.92)	(925,447.92)
F. ENDING CASH (A + E)		524,989.14	(692,367.12)	(24,394.50)	615,919.07	(172,587.83)	2,155,310.38	370,751.46	(554,686.46)
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									

ACTUALS THROUGH THE MONTH OF (Enter Month Name)	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
A. BEGINNING CASH		(554,696.46)	(1,600,080.65)	(176,897.52)	(1,329,736.68)				
B. RECEIPTS									
Revenue Limit Sources									
Principal Apportionment	8010-8019	195,525.51	16,973.55			2,922,313.69		5,931,727.26	
Property Taxes	8020-8079	0.00	2,381,282.26	2.24	0.00			4,899,736.00	
Miscellaneous Funds	8080-8099	0.00	0.00	0.00	0.00			0.00	
Federal Revenue	8100-8299	66,052.35	81,229.40	88,444.88	134,042.18	181,840.88		1,237,483.82	
Other State Revenue	8300-8599	47,599.92	332,376.05	81,160.76	127,665.46	370,469.24		2,513,268.00	
Other Local Revenue	8600-8799			11,407.53	22,000.00	11,426.40		677,254.38	
Interfund Transfers In	8910-8929							0.00	
All Other Financing Sources	8930-8979	309,177.78	2,811,861.26	181,015.41	283,707.64	3,485,050.21	0.00	15,259,469.46	0.00
TOTAL RECEIPTS									
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	608,784.94	608,784.94	608,784.94	195,964.78	135,285.54		7,027,435.00	
Classified Salaries	2000-2999	190,111.64	190,111.64	190,111.64	152,014.96	42,247.26		2,172,784.72	
Employee Benefits	3000-3999	261,751.68	261,751.68	261,751.68	59,894.93	58,169.74		3,071,123.13	
Books and Supplies	4000-4999	271,609.37	305,725.53	250,902.00	305,725.53	450,322.57		3,494,809.49	
Services	5000-5999							0.00	
Capital Outlay	6000-6599							0.00	
Other Outgo	7000-7499	22,304.34	22,304.34	22,304.31	22,301.31	199,522.94		334,369.90	
Interfund Transfers Out	7600-7629				133,861.00			133,861.00	
All Other Financing Uses	7630-7699							0.00	
TOTAL DISBURSEMENTS									
D. BALANCE SHEET TRANSACTIONS									
Assets		1,354,561.97	1,388,678.13	1,333,854.57	869,762.51	885,548.05	0.00	16,234,383.24	0.00
Cash Not in Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299							0.00	
Due From Other Funds	9310			0.00	2,000,000.00			2,102,226.90	
Stores	9320							2,038,410.63	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
SUBTOTAL ASSETS		0.00	0.00	0.00	2,000,000.00	0.00	0.00	4,140,637.53	
Liabilities									
Accounts Payable	9500-9599							852,918.96	
Due To Other Funds	9610							21,699.72	
Current Loans	9640							0.00	
Deferred Revenues	9650							0.00	
SUBTOTAL LIABILITIES		0.00	0.00	0.00	0.00	0.00	0.00	874,618.68	
Nonoperating									
Suspense Clearing	9910							(822.26)	
TOTAL BALANCE SHEET TRANSACTIONS		0.00	0.00	0.00	2,000,000.00	0.00	0.00	3,265,196.59	
E. NET INCREASE/DECREASE (B - C + D)									
F. ENDING CASH (A + E)		(1,045,384.19)	1,423,183.13	(1,152,839.16)	1,413,945.13	2,600,502.16	0.00	2,290,282.81	0.00
		(1,600,080.65)	(176,897.52)	(1,329,736.68)	84,208.45				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								2,684,710.61	

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

SUBJECT: Monthly Board Report of Revenues and Expenditures

MEETING: February 11, 2013

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:

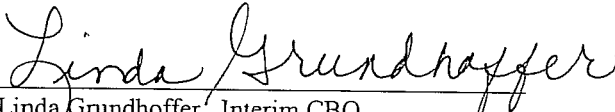
The Board Report of Revenues and Expenditures is provided monthly for the Board's information. This report reflects known changes in revenues and expenditures as of January 31, 2013. The district continues to anticipate a positive ending fund balance in the General Fund.

Recommendation:


Information Only

Fiscal Impact:

Submitted By:


Linda Grundhoffer, Interim CBO

Approved:


Daniel R. Moirao, State Administrator

Board Report

From 7/1/2012 thru 1/31/2013

Fund: 01 General Fund

	Approved	Working	Expenditures	Encumbered	Unencumbered
			Current	Year To Date	Balance
					%
**** Total Adjusted Beginning Balance	\$2,252,973.95	\$2,928,692.27	\$2,967,154.27	\$0.00	(\$38,462.00)
801100 Revenue Limit State Aid - Current Year	\$5,317,067.00	\$6,286,619.00	\$2,880,821.00	\$2,880,821.00	\$3,405,798.00
801900 Revenue Limit State Aid - Prior Years	\$0.00	\$0.00	\$85,691.95	\$85,691.95	(\$85,691.95)
802100 Home Owners Exemption	\$26,000.00	\$26,000.00	\$4,443.30	\$4,443.30	\$21,556.70
804100 Secured Tax Rolls	\$4,397,809.00	\$4,582,945.00	\$2,458,533.62	\$2,458,533.62	\$2,124,411.38
804200 Unsecured Roll Taxes	\$165,000.00	\$165,000.00	\$183,215.63	\$183,215.63	(\$18,215.63)
804300 Prior Years' Taxes	\$160,000.00	\$160,000.00	(\$53,020.36)	(\$53,020.36)	\$213,020.36
804400 Supplemental Taxes	\$25,000.00	\$25,000.00	\$16,998.44	\$16,998.44	\$8,001.56
804700 Community Redevelopment Funds	\$28,309.00	\$28,309.00	\$0.00	\$0.00	\$28,309.00
804800 Penalties and Interest from Delinquent Taxes	\$0.00	\$0.00	(\$2,136.39)	(\$2,136.39)	\$2,136.39
809200 PERS Reduction Transfer	\$17,843.00	\$17,301.00	\$15,236.26	\$15,236.26	\$2,064.74
809600 Transfers to Charter Schools In-Lieu of Property Tax	\$0.00	(\$104,819.00)	(\$104,819.00)	(\$104,819.00)	\$0.00
818100 Social Education - Entitlement per UDC	\$389,076.00	\$389,076.00	\$175,697.04	\$175,697.04	\$213,378.96
3329000 All Other Federal Revenues	\$533,820.00	\$848,817.00	\$267,356.76	\$267,356.76	\$581,460.24
3331100 Other State Apportionments - Current Year	\$632,827.00	\$632,827.00	\$293,127.00	\$293,127.00	\$339,700.00
355000 Mandated Cost Reimbursements	\$0.00	\$0.00	\$50,194.00	\$50,194.00	(\$50,194.00)
356000 State Lottery Revenue	\$283,649.00	\$283,649.00	\$126,163.66	\$126,163.66	\$157,485.34
359000 All Other State Revenues	\$1,675,369.00	\$1,596,792.00	\$1,082,252.20	\$1,082,252.20	\$514,539.80
362500 Comm. Redevelop. Fds Not Sub. to RL Deduct.	\$26,700.00	\$26,700.00	\$0.00	\$0.00	\$26,700.00
365000 Leases and Rentals	\$22,000.00	\$22,000.00	\$9,629.59	\$9,629.59	\$12,370.41
366000 Interest	\$5,400.00	\$5,400.00	\$14,501.50	\$14,501.50	(\$9,101.50)
367700 Interagency Services Between LEAs	\$0.00	\$0.00	\$5,396.16	\$5,396.16	(\$5,396.16)
369900 All Other Local Revenues	\$99,200.00	\$104,554.38	\$75,274.23	\$75,274.23	\$29,280.15
379200 Transfers of Apportionments From County Offices	\$500,000.00	\$500,000.00	\$562,324.86	\$562,324.86	(\$62,324.86)

Board Report

From 7/1/2012 thru 1/31/2013

2/5/2013 4:03:37PM

Fund: 01 General Fund

	Approved	Working	Expended		Year To Date	Encumbered	Unencumbered Balance	%
			Current					
879900 Other Transfers In From All Others	\$0.00	\$18,600.00	\$18,600.00		\$18,600.00	\$0.00	\$0.00	0.00
891200 Between General Fund and Special Reserve Fund	\$1,500,000.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00
898000 Contributions from Unrestricted Revenues	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00
**** 8000 Totals	\$15,805,069.00	\$15,614,770.38	\$8,165,481.45		\$8,165,481.45	\$0.00	\$7,449,288.93	47.71
**** Total Income & Beginning Balance	\$18,058,042.95	\$18,543,462.65	\$11,132,635.72		\$11,132,635.72	\$0.00	\$7,410,826.93	39.96
110000 Teachers' Salaries	\$5,411,772.42	\$5,477,792.00	\$3,367,625.65		\$3,367,625.65	\$0.00	\$2,110,166.35	38.52
110010 Substitute Teachers	\$182,000.00	\$185,540.00	\$118,713.16		\$118,713.16	\$0.00	\$66,826.84	36.02
11() Teachers Salaries - Hourly	\$91,540.00	\$137,520.00	\$53,821.82		\$53,821.82	\$0.00	\$83,698.18	60.86
11() Teachers Salaries - Stipends	\$28,000.00	\$50,442.00	\$16,842.30		\$16,842.30	\$0.00	\$33,599.70	66.61
120000 Certificated Pupil Support Salaries	\$263,003.00	\$263,003.00	\$191,022.85		\$191,022.85	\$0.00	\$71,980.15	27.37
120030 Certificated Pupil Support Salaries - Hourly	\$0.00	\$0.00	\$664.16		\$664.16	\$0.00	(\$664.16)	0.00
130000 Certificated Supervisors' and Administrators' Salaries	\$854,695.00	\$828,138.00	\$407,240.16		\$407,240.16	\$0.00	\$420,897.84	50.82
130010 Certificated Supervisor and Administrator Salaries-Su	\$0.00	\$30,000.00	\$38,744.82		\$38,744.82	\$0.00	(\$8,744.82)	(29.15)
130060 Certificated Supervisors and Administrators Salaries-	\$4,500.00	\$4,500.00	\$0.00		\$0.00	\$0.00	\$4,500.00	100.00
190000 Other Certificated Salaries	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	0.00
190020 Other Certificated Salaries - Other	\$36,500.00	\$36,500.00	\$32,320.00		\$32,320.00	\$0.00	\$4,180.00	11.45
190030 Other Certificated Salaries - Hourly	\$2,000.00	\$2,000.00	\$27,150.00		\$27,150.00	\$0.00	(\$25,150.00)	(1,257.50)
190060 Other Certificated Salaries - Stipend	\$12,000.00	\$12,000.00	\$6,900.00		\$6,900.00	\$0.00	\$5,100.00	42.50
**** 1000 Totals	\$6,886,010.42	\$7,027,435.00	\$4,261,044.92		\$4,261,044.92	\$0.00	\$2,766,390.08	39.37
210000 Instructional Aides' Salaries	\$246,037.20	\$258,546.20	\$159,263.03		\$159,263.03	\$0.00	\$99,283.17	38.40
210010 Instructional Aides- Substitute	\$3,000.00	\$3,000.00	\$11,973.27		\$11,973.27	\$0.00	(\$8,973.27)	(299.11)
210030 Instructional Aides Salaries - Hourly	\$3,000.00	\$3,000.00	\$5,435.44		\$5,435.44	\$0.00	(\$2,435.44)	(81.18)
220000 Classified Support Salaries	\$761,819.52	\$797,350.52	\$435,833.58		\$435,833.58	\$0.00	\$361,516.94	45.34
220010 Substitute Classified Support Salaries	\$9,000.00	\$9,129.00	\$17,740.73		\$17,740.73	\$0.00	(\$8,611.73)	(94.33)

Board Report

From 7/1/2012 thru 1/31/2013

fund: 01 General Fund

	Approved	Working	Expended		Year To Date	Encumbered	Unencumbered
			Current	%			
220030 Classified Support Salaries - Hourly	\$29,110.00	\$28,981.00	\$8,057.43	\$8,057.43	\$0.00	\$20,923.57	72.20
220050 Classified Support Salaries - Overtime	\$34,200.00	\$34,300.00	\$19,416.20	\$19,416.20	\$0.00	\$14,883.80	43.39
230000 Classified Supervisors' and Administrators' Salaries	\$489,339.00	\$489,339.00	\$273,245.25	\$273,245.25	\$0.00	\$216,093.75	44.16
240000 Clerical & Office Salaries	\$406,771.00	\$403,079.00	\$241,364.29	\$241,364.29	\$0.00	\$161,714.71	40.12
240030 Clerical and Office Salaries - Hourly	\$2,000.00	\$16,560.00	\$3,608.20	\$3,608.20	\$0.00	\$12,951.80	78.21
240050 Clerical and Office Salaries - Overtime	\$0.00	\$0.00	\$214.97	\$214.97	\$0.00	(\$214.97)	0.00
290020 Other Classified Salaries - Other	\$129,500.00	\$129,500.00	\$41,450.58	\$41,450.58	\$0.00	\$88,049.42	67.99
290030 Other Classified Salaries - Overtime	\$0.00	\$0.00	\$508.57	\$508.57	\$0.00	(\$508.57)	0.00
**** 2000 Totals	\$2,113,776.72	\$2,172,784.72	\$1,218,111.54	\$1,218,111.54	\$0.00	\$954,673.18	43.94
B10100 State Teachers' Retirement Svstem. certificated	\$571,208.52	\$576,276.00	\$340,788.53	\$340,788.53	\$0.00	\$235,487.47	40.86
B10160 STRS. certificated. stibend	\$2,769.00	\$2,769.00	\$0.00	\$0.00	\$0.00	\$2,769.00	100.00
B10200 State Teachers' Retirement Svstem. classified	\$0.00	\$0.00	\$469.85	\$469.85	\$0.00	(\$469.85)	0.00
220200 Public Employees' Retirement System. classified	\$238,275.00	\$236,871.00	\$126,116.65	\$126,116.65	\$0.00	\$110,754.35	46.76
330100 Social Security/Medicare/Alternative. certificated	\$99,768.85	\$101,657.00	\$57,960.33	\$57,960.33	\$0.00	\$43,696.67	42.98
330160 Soc Sec/Medicare/Alt Retire. certificated. stibend	\$476.00	\$476.00	\$0.00	\$0.00	\$0.00	\$476.00	100.00
330200 Social Security/Medicare/Alternative. classified	\$174,973.00	\$173,802.00	\$96,152.96	\$96,152.96	\$0.00	\$77,649.04	44.68
440100 Health & Welfare Benefits. certificated	\$867,438.75	\$867,483.00	\$617,328.21	\$617,328.21	\$0.00	\$250,154.79	28.84
440200 Health & Welfare Benefits. classified	\$531,522.00	\$516,693.00	\$260,134.86	\$260,134.86	\$0.00	\$256,558.14	49.65
50100 State Unemployment Insurance. certificated	\$75,901.42	\$76,950.00	\$45,509.54	\$45,509.54	\$0.00	\$31,440.46	40.86
50160 SUI. certificated. stibend	\$248.00	\$248.00	\$0.00	\$0.00	\$0.00	\$248.00	100.00
50200 State Unemployment Insurance. classified	\$27,750.00	\$27,134.00	\$13,184.84	\$13,184.84	\$0.00	\$13,949.16	51.41
60100 Worker's Compensation Insurance. certificated	\$146,874.67	\$148,017.13	\$91,413.90	\$91,413.90	\$0.00	\$56,603.23	38.24
60160 WC. certificated. stibend	\$803.00	\$803.00	\$0.00	\$0.00	\$0.00	\$803.00	100.00
60200 Worker's Compensation Insurance. classified	\$51,383.00	\$51,043.00	\$25,345.44	\$25,345.44	\$0.00	\$25,697.56	50.34

Board Report

From 7/1/2012 thru 1/31/2013

Fund: 01 General Fund

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
370100 Retiree Benefits. certificated	\$54,096.00	\$54,096.00	\$42,195.76	\$42,195.76	\$0.00	\$11,900.24	22.00
370200 Retiree Benefits. classified	\$69,504.00	\$69,504.00	\$33,537.22	\$33,537.22	\$0.00	\$35,966.78	51.75
380200 PERS Reduction. Classified	\$17,843.00	\$17,301.00	\$15,236.26	\$15,236.26	\$0.00	\$2,064.74	11.93
390100 Other Benefits. certificated	\$150,000.00	\$150,000.00	\$128,827.05	\$128,827.05	\$0.00	\$21,172.95	14.12
**** 3000 Totals	\$3,080,834.21	\$3,071,123.13	\$1,894,201.40	\$1,894,201.40	\$0.00	\$1,176,921.73	38.32
410000 Approved Textbooks and Core Curricula Materials	\$49,275.00	\$128,071.00	\$90,312.19	\$90,312.19	\$3,814.75	\$33,944.06	26.50
420000 Books and Reference Materials	\$9,855.63	\$12,386.63	\$3,114.82	\$3,114.82	\$0.00	\$9,271.81	74.86
430000 Materials and Supplies	\$631,813.24	\$478,044.85	\$183,622.68	\$183,622.68	\$89,037.15	\$205,385.02	42.96
430010 Materials and Supplies - Gasoline/Fuel	\$98,577.00	\$104,096.00	\$56,804.18	\$56,804.18	\$43,193.62	\$4,098.20	3.94
430011 Materials and Supplies - Tires	\$12,000.00	\$12,000.00	\$678.50	\$678.50	\$4,321.50	\$7,000.00	58.33
440000 Noncapitalized Equipment	\$57,870.00	\$95,090.00	\$76,377.78	\$76,377.78	\$5,399.05	\$13,313.17	14.00
**** 4000 Totals	\$859,390.87	\$829,688.48	\$410,910.15	\$410,910.15	\$145,766.07	\$273,012.26	32.91
510000 Contracted Services	\$200,000.00	\$174,685.00	\$54,686.25	\$54,686.25	\$119,998.75	\$0.00	0.00
520000 Travel and Conferences	\$59,612.00	\$106,080.34	\$46,246.71	\$46,246.71	\$9,842.69	\$49,990.94	47.13
520010 Travel and Conference - Stipends	\$0.00	\$27,600.00	\$16,100.00	\$16,100.00	\$0.00	\$11,500.00	41.67
530000 Dues and Memberships	\$24,313.00	\$20,197.00	\$10,981.07	\$10,981.07	\$0.00	\$9,215.93	45.63
540000 Insurance	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	\$0.00	\$0.00	0.00
545000 Other Insurance	\$120,000.00	\$120,000.00	\$121,049.00	\$121,049.00	\$0.00	(\$1,049.00)	(0.87)
550010 Gas	\$38,850.00	\$38,850.00	\$11,372.49	\$11,372.49	\$27,477.51	\$0.00	0.00
550020 Electricity	\$273,800.00	\$276,670.00	\$155,954.52	\$155,954.52	\$113,548.22	\$7,167.26	2.59
550030 Water	\$11,750.00	\$14,300.00	\$7,778.46	\$7,778.46	\$6,521.54	\$0.00	0.00
550040 Sewer	\$19,512.00	\$22,180.00	\$17,595.34	\$17,595.34	\$4,584.66	\$0.00	0.00

Board Report

From 7/1/2012 thru 1/31/2013

fund: 01 General Fund

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
550050 Garbage	\$64,500.00	\$64,641.00	\$28,191.94	\$28,191.94	\$36,448.54	\$0.52	0.00
550070 Pest Control	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
560010 Maintenance Agreements	\$18,575.00	\$18,333.00	\$10,456.94	\$10,456.94	\$2,493.17	\$5,382.89	29.36
560020 Repairs	\$85,750.00	\$75,394.00	\$35,850.58	\$35,850.58	\$20,684.33	\$18,859.09	25.01
560030 Leases and Rentals	\$48,100.00	\$66,369.00	\$39,683.81	\$39,683.81	\$20,399.66	\$6,285.53	9.47
571035 Direct Costs for Transfer of Services - Motor Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
580000 Professional/Consulting Services and Operating Expe	\$861,022.85	\$1,410,834.85	\$476,202.53	\$476,202.53	\$341,876.89	\$592,755.43	42.01
580010 Prof. Services & Operating Expenses- Legal	\$30,000.00	\$100,444.00	\$70,343.24	\$70,343.24	\$18,005.00	\$12,095.76	12.04
580020 Prof. Services & Operating Expenses - Transportatio	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	100.00
580040 Prof. Services & Operating Expenses - Advertising	\$1,160.00	\$2,059.00	\$900.00	\$900.00	\$0.00	\$1,159.00	56.29
580050 Prof Services & Operating Expenses-Software Licens	\$36,500.00	\$59,493.00	\$40,067.32	\$40,067.32	\$4,450.00	\$14,975.68	25.17
580060 Prof Services and Operating Expenses - Fingerprint/	\$2,000.00	\$1,736.00	\$672.00	\$672.00	\$628.00	\$436.00	25.12
590010 Communications - Telephone	\$3,300.00	\$12,130.00	\$10,931.03	\$10,931.03	\$580.15	\$618.82	5.10
590030 Communications - Postage	\$30,010.00	\$30,155.00	\$29,356.70	\$29,356.70	\$787.61	\$10.69	0.04
590040 Communications - Cellular Phones	\$12,080.00	\$11,170.00	\$5,296.70	\$5,296.70	\$683.30	\$5,190.00	46.46
**** 5000 Totals	\$1,952,934.85	\$2,665,121.19	\$1,200,716.63	\$1,200,716.63	\$729,010.02	\$735,394.54	27.59
**** 1000 - 5000	\$14,892,947.07	\$15,766,152.52	\$8,984,984.64	\$8,984,984.64	\$874,776.09	\$5,906,391.79	37.46
Equipment - Over \$5000 per unit	\$0.00	\$38,462.00	\$38,462.00	\$38,462.00	\$0.00	\$0.00	0.00
**** 6000 Totals	\$0.00	\$38,462.00	\$38,462.00	\$38,462.00	\$0.00	\$0.00	0.00
**** 1000 - 6000	\$14,892,947.07	\$15,804,614.52	\$9,023,446.64	\$9,023,446.64	\$874,776.09	\$5,906,391.79	37.37
7113000 State Special Schools	\$13,930.00	\$13,930.00	\$6,943.00	\$6,943.00	\$0.00	\$6,987.00	50.16
7114200 Other Tuition, Excess Costs, and/or Deficits Payment	\$350,000.00	\$292,879.90	\$99,893.87	\$99,893.87	\$0.00	\$192,986.03	65.89
728200 All Other Transfers to County Offices	\$27,560.00	\$27,560.00	\$7,800.00	\$7,800.00	\$0.00	\$19,760.00	71.70
731000 Transfers of Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
743800 Debt Service Interest	\$717,344.00	\$717,344.00	\$359,456.75	\$359,456.75	\$0.00	\$357,887.25	49.89

Board Report

From 7/1/2012 thru 1/31/2013

Fund: 01 General Fund

	Approved	Working	Expended		Encumbered	Unencumbered
			Current	Year To Date		
743900 Other Debt Service Pavments	\$520,000.00	\$520,000.00	\$520,000.00	\$520,000.00	\$0.00	0.00
761600 From General Fund to Cafeteria Fund	\$0.00	\$133,861.00	\$0.00	\$0.00	\$0.00	100.00
**** 7000 Totals	\$1,628,834.00	\$1,705,574.90	\$994,093.62	\$994,093.62	\$711,481.28	41.72
**** 1000 - 7000	\$16,521,781.07	\$17,510,189.42	\$10,017,540.26	\$10,017,540.26	\$874,776.09	37.79

Board Report

From 7/1/2012 thru 1/31/2013

and: 01 General Fund

	Approved	Working	Expended		Encumbered	Unencumbered %
			Current	Year To Date		
Total: Beginning Balance	\$2,252,973.95	\$2,928,692.27	\$2,967,154.27	\$2,967,154.27	\$0.00	(\$38,462.00)
Total: Income Current Year	\$15,805,069.00	\$15,614,770.38	\$8,165,481.45	\$8,165,481.45	\$0.00	\$7,449,288.93
Total: 1000 - 5000	\$14,892,947.07	\$15,766,152.52	\$8,984,984.64	\$8,984,984.64	\$874,776.09	\$5,906,391.79
Total: 1000 - 6000	\$14,892,947.07	\$15,804,614.52	\$9,023,446.64	\$9,023,446.64	\$874,776.09	\$5,906,391.79
Total: 1000 - 7000	\$16,521,781.07	\$17,510,189.42	\$10,017,540.26	\$10,017,540.26	\$874,776.09	\$6,617,873.07
Total: 9710 - 9719	\$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
Total: Estimated Fund Balance (9790)	\$1,536,261.88	\$1,033,273.23	\$1,115,095.46	\$1,115,095.46	(\$874,776.09)	\$792,953.86
Total Income & Beginning Balance	\$18,058,042.95	\$18,543,462.65	\$11,132,635.72	\$11,132,635.72	\$0.00	\$7,410,826.93
Total Expenditures & Ending Balance	\$18,058,042.95	\$18,543,462.65	\$11,132,635.72	\$11,132,635.72	\$0.00	\$7,410,826.93

Board Report

From 7/1/2012 thru 1/31/2013

Fund: 09 Charter Schools Fund

	Approved	Working	Expended		Encumbered	Unencumbered Balance	%
			Current	Year To Date			
**** Total Adjusted Beginning Balance	\$383,086.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
801500 Charter Schools Gen Purpose Entitlement-State Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
801900 Revenue Limit State Aid - Prior Years	\$0.00	\$0.00	(\$38,551.00)	(\$38,551.00)	\$0.00	\$38,551.00	0.00
856000 State Lottery Revenue	\$0.00	\$0.00	\$2,881.90	\$2,881.90	\$0.00	(\$2,881.90)	0.00
859000 All Other State Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
866000 Interest	\$0.00	\$0.00	\$34.52	\$34.52	\$0.00	(\$34.52)	0.00
891000 Other Authorized Interfund Transfers In	\$0.00	\$0.00	\$35,807.00	\$35,807.00	\$0.00	(\$35,807.00)	0.00
**** 8000 Totals	\$0.00	\$0.00	\$172.42	\$172.42	\$0.00	(\$172.42)	0.00
**** Total Income & Beginning Balance	\$383,086.51	\$0.00	\$172.42	\$172.42	\$0.00	(\$172.42)	0.00
240000 Clerical & Office Salaries	\$0.00	\$0.00	\$770.00	\$770.00	\$0.00	(\$770.00)	0.00
**** 2000 Totals	\$0.00	\$0.00	\$770.00	\$770.00	\$0.00	(\$770.00)	0.00
320200 Public Employees' Retirement Svstem. classified	\$0.00	\$0.00	\$87.91	\$87.91	\$0.00	(\$87.91)	0.00
330200 Social Security/Medicare/Alternative. classified	\$0.00	\$0.00	\$58.91	\$58.91	\$0.00	(\$58.91)	0.00
350200 State Unemolpment Insurance. classified	\$0.00	\$0.00	\$8.47	\$8.47	\$0.00	(\$8.47)	0.00
360200 Worker's Compensation Insurance. classified	\$0.00	\$0.00	\$17.00	\$17.00	\$0.00	(\$17.00)	0.00
**** 3000 Totals	\$0.00	\$0.00	\$172.29	\$172.29	\$0.00	(\$172.29)	0.00
560030 Leases and Rentals	\$0.00	\$0.00	(\$359.29)	(\$359.29)	\$0.00	\$359.29	0.00
**** 5000 Totals	\$0.00	\$0.00	(\$359.29)	(\$359.29)	\$0.00	\$359.29	0.00
**** 1000 - 5000	\$0.00	\$0.00	\$583.00	\$583.00	\$0.00	(\$583.00)	0.00

Board Report

From 7/1/2012 thru 1/31/2013

Fund: 09 Charter Schools Fund

	Approved	Working	Expended		Encumbered	Unencumbered Balance	%
			Current	Year To Date			
Total: Beginning Balance	\$383,086.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: Income Current Year	\$0.00	\$0.00	\$172.42	\$172.42	\$0.00	(\$172.42)	0.00
Total: 1000 - 5000	\$0.00	\$0.00	\$583.00	\$583.00	\$0.00	(\$583.00)	0.00
Total: 1000 - 6000	\$0.00	\$0.00	\$583.00	\$583.00	\$0.00	(\$583.00)	0.00
Total: 1000 - 7000	\$0.00	\$0.00	\$583.00	\$583.00	\$0.00	(\$583.00)	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)	\$383,086.51	\$0.00	(\$410.58)	(\$410.58)	\$0.00	\$410.58	0.00
Total Income & Beginning Balance	\$383,086.51	\$0.00	\$172.42	\$172.42	\$0.00	(\$172.42)	0.00
Total Expenditures & Ending Balance	\$383,086.51	\$0.00	\$172.42	\$172.42	\$0.00	(\$172.42)	0.00

Board Report

From 7/1/2012 thru 1/31/2013

Fund: 13 Cafeteria Fund

	Approved	Working	Expended Current	Year To Date	Encumbered	Unencumbered Balance	%
**** Total Adjusted Beginning Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
222000 Child Nutrition Programs	\$332,000.00	\$328,539.00	\$164,269.62	\$164,269.62	\$0.00	\$164,269.38	50.00
52000 Child Nutrition	\$25,000.00	\$36,100.00	\$13,269.88	\$13,269.88	\$0.00	\$22,830.12	63.24
63400 Food Services Sales	\$65,000.00	\$79,753.00	\$0.00	\$0.00	\$0.00	\$79,753.00	100.00
666000 Interest	\$0.00	\$0.00	(\$222.80)	(\$222.80)	\$0.00	\$222.80	0.00
91600 To Cafeteria Fund. From General Fund	\$0.00	\$133,861.00	\$0.00	\$0.00	\$0.00	\$133,861.00	100.00
**** 8000 Totals	\$422,000.00	\$578,253.00	\$177,316.70	\$177,316.70	\$0.00	\$400,936.30	69.34
**** Total Income & Beginning Balance	\$422,000.00	\$578,253.00	\$177,316.70	\$177,316.70	\$0.00	\$400,936.30	69.34
220000 Classified Support Salaries	\$75,000.00	\$75,937.00	\$47,260.80	\$47,260.80	\$0.00	\$28,676.20	37.76
30000 Classified Supervisors' and Administrators' Salaries	\$45,886.00	\$45,886.00	\$26,631.99	\$26,631.99	\$0.00	\$19,254.01	41.96
**** 2000 Totals	\$120,886.00	\$121,823.00	\$73,892.79	\$73,892.79	\$0.00	\$47,930.21	39.34
20200 Public Employees' Retirement Svstem. classified	\$7,150.00	\$7,150.00	\$4,571.57	\$4,571.57	\$0.00	\$2,578.43	36.06
30200 Social Security/Medicare/Alternative. classified	\$9,300.00	\$9,300.00	\$5,638.33	\$5,638.33	\$0.00	\$3,661.67	39.37
40200 Health & Welfare Benefits. classified	\$9,100.00	\$16,092.00	\$13,862.96	\$13,862.96	\$0.00	\$2,229.04	13.85
50200 State Unemployment Insurance. classified	\$1,950.00	\$1,950.00	\$810.74	\$810.74	\$0.00	\$1,139.26	58.42
60200 Worker's Compensation Insurance. classified	\$2,950.00	\$2,950.00	\$1,627.30	\$1,627.30	\$0.00	\$1,322.70	44.84
**** 3000 Totals	\$30,450.00	\$37,442.00	\$26,510.90	\$26,510.90	\$0.00	\$10,931.10	29.19
30000 Materials and Supplies	\$2,700.00	\$2,000.00	\$958.25	\$958.25	\$441.75	\$600.00	30.00
70000 Food	\$261,764.00	\$410,455.00	\$222,564.40	\$222,564.40	\$25,832.77	\$162,057.83	39.48

Board Report

From 7/1/2012 thru 1/31/2013

2/5/2013 4:03:37PM

Fund: 13 Cafeteria Fund

	Approved	Working	Expended		Encumbered	Unencumbered
			Current	Year To Date		
**** 4000 Totals	\$264,464.00	\$412,455.00	\$223,522.65	\$223,522.65	\$26,274.52	\$162,657.83 39.44
520000 Travel and Conferences	\$1,200.00	\$1,200.00	\$643.80	\$643.80	\$0.00	\$556.20 46.35
560000 Rentals, Leases and Repairs	\$500.00	\$1,739.00	\$1,738.17	\$1,738.17	\$0.00	\$0.83 0.05
580000 Professional/Consulting Services and Operating Expe	\$4,500.00	\$3,594.00	\$1,900.04	\$1,900.04	\$975.68	\$718.28 19.99
**** 5000 Totals	\$6,200.00	\$6,533.00	\$4,282.01	\$4,282.01	\$975.68	\$1,275.31 19.52
**** 1000 - 5000	\$422,000.00	\$578,253.00	\$328,208.35	\$328,208.35	\$27,250.20	\$222,794.45 38.53

Board Report

From 7/1/2012 thru 1/31/2013

2/5/2013 4:03:37PM

and: 13 Cafeteria Fund

	Approved	Working	Expended		Encumbered	Unencumbered %
			Current	Year To Date		
Total: Beginning Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: Income Current Year	\$422,000.00	\$578,253.00	\$177,316.70	\$177,316.70	\$400,936.30	69.34
Total: 1000 - 5000	\$422,000.00	\$578,253.00	\$328,208.35	\$328,208.35	\$222,794.45	38.53
Total: 1000 - 6000	\$422,000.00	\$578,253.00	\$328,208.35	\$328,208.35	\$222,794.45	38.53
Total: 1000 - 7000	\$422,000.00	\$578,253.00	\$328,208.35	\$328,208.35	\$222,794.45	38.53
Total: 9710 - 9719	\$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
Total: Estimated Fund Balance (9790)	\$0.00	\$0.00	(\$150,891.65)	(\$150,891.65)	\$178,141.85	0.00
Total Income & Beginning Balance	\$422,000.00	\$578,253.00	\$177,316.70	\$177,316.70	\$400,936.30	69.34
Total Expenditures & Ending Balance	\$422,000.00	\$578,253.00	\$177,316.70	\$177,316.70	\$400,936.30	69.34

Board Report

From 7/1/2012 thru 1/31/2013

2/5/2013 4:03:37PM

Fund: 14 Deferred Maintenance Fund

	Approved	Working	Expended		Encumbered	Unencumbered Balance
			Current	Year To Date		
**** Total Adjusted Beginning Balance	\$562.67	\$2,687.20	\$2,687.20	\$2,687.20	\$0.00	\$0.00
666000 Interest	\$0.00	\$0.00	(\$9.35)	(\$9.35)	\$0.00	\$9.35
669900 All Other Local Revenues	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00
**** 8000 Totals	\$0.00	\$35,000.00	\$34,990.65	\$34,990.65	\$0.00	\$9.35
**** Total Income & Beginning Balance	\$562.67	\$37,687.20	\$37,677.85	\$37,677.85	\$0.00	\$9.35
660020 Repairs	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00
**** 5000 Totals	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00
**** 1000 - 5000	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00

Board Report

From 7/1/2012 thru 1/31/2013

Fund: 14 Deferred Maintenance Fund

	Approved	Working	Expended		Encumbered	Unencumbered Balance	%
			Current	Year To Date			
Total: Beginning Balance	\$562.67	\$2,687.20	\$2,687.20	\$2,687.20	\$0.00	\$0.00	0.00
Total: Income Current Year	\$0.00	\$35,000.00	\$34,990.65	\$34,990.65	\$0.00	\$9.35	0.03
Total: 1000 - 5000	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00	0.00
Total: 1000 - 6000	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00	0.00
Total: 1000 - 7000	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00	\$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)	\$562.67	\$2,687.20	\$2,677.85	\$2,677.85	\$0.00	\$9.35	0.34
Total Income & Beginning Balance	\$562.67	\$37,687.20	\$37,677.85	\$37,677.85	\$0.00	\$9.35	0.02
Total Expenditures & Ending Balance	\$562.67	\$37,687.20	\$37,677.85	\$37,677.85	\$0.00	\$9.35	0.02

Board Report

From 7/1/2012 thru 1/31/2013

Fund: 17 Special Reserve Fund for Other than

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
**** Total Adjusted Beginning Balance	\$7,759,205.38	\$4,252,143.60	\$2,997,754.12	\$2,997,754.12	\$0.00	\$1,254,389.48	29.50
866000 Interest	\$0.00	\$0.00	\$5,451.45	\$5,451.45	\$0.00	(\$5,451.45)	0.00
**** 8000 Totals	\$0.00	\$0.00	\$5,451.45	\$5,451.45	\$0.00	(\$5,451.45)	0.00
**** Total Income & Beginning Balance	\$7,759,205.38	\$4,252,143.60	\$3,003,205.57	\$3,003,205.57	\$0.00	\$1,248,938.03	29.37
761200 Between General Fund and Special Reserve Fund	\$1,500,000.00	\$0.00	\$35,807.00	\$35,807.00	\$0.00	(\$35,807.00)	0.00
**** 7000 Totals	\$1,500,000.00	\$0.00	\$35,807.00	\$35,807.00	\$0.00	(\$35,807.00)	0.00
**** 1000 - 7000	\$1,500,000.00	\$0.00	\$35,807.00	\$35,807.00	\$0.00	(\$35,807.00)	0.00

Board Report

From 7/1/2012 thru 1/31/2013

and: 17 Special Reserve Fund for Other than

	Approved	Working	Expended		Encumbered	Unencumbered Balance	%
			Current	Year To Date			
Total: Beginning Balance	\$7,759,205.38	\$4,252,143.60	\$2,997,754.12	\$2,997,754.12	\$0.00	\$1,254,389.48	29.50
Total: Income Current Year	\$0.00	\$0.00	\$5,451.45	\$5,451.45	\$0.00	(\$5,451.45)	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	\$1,500,000.00	\$0.00	\$35,807.00	\$35,807.00	\$0.00	(\$35,807.00)	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)	\$6,259,205.38	\$4,252,143.60	\$2,967,398.57	\$2,967,398.57	\$0.00	\$1,284,745.03	30.21
Total Income & Beginning Balance	\$7,759,205.38	\$4,252,143.60	\$3,003,205.57	\$3,003,205.57	\$0.00	\$1,248,938.03	29.37
Total Expenditures & Ending Balance	\$7,759,205.38	\$4,252,143.60	\$3,003,205.57	\$3,003,205.57	\$0.00	\$1,248,938.03	29.37

Board Report

From 7/1/2012 thru 1/31/2013

Fund: 25 Capital Facilities Fund

	Approved	Working	Current	Expended Year To Date	Encumbered	Unencumbered Balance	%
**** Total Adjusted Beginning Balance	\$407,847.12	\$456,422.12	\$417,960.12	\$417,960.12	\$0.00	\$38,462.00	8.43
866000 Interest	\$0.00	\$0.00	\$1,005.79	\$1,005.79	\$0.00	(\$1,005.79)	0.00
868100 Mitigation/Developer Fees	\$5,000.00	\$5,000.00	\$5,640.06	\$5,640.06	\$0.00	(\$640.06)	(12.80)
869900 All Other Local Revenues	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	100.00
**** 8000 Totals	\$7,000.00	\$7,000.00	\$6,645.85	\$6,645.85	\$0.00	\$354.15	5.06
**** Total Income & Beginning Balance	\$414,847.12	\$463,422.12	\$424,605.97	\$424,605.97	\$0.00	\$38,816.15	8.38
5410 Equipment - Over \$5000 per unit	\$0.00	\$0.00	(\$38,462.00)	(\$38,462.00)	\$0.00	\$38,462.00	0.00
**** 6000 Totals	\$0.00	\$0.00	(\$38,462.00)	(\$38,462.00)	\$0.00	\$38,462.00	0.00
**** 1000 - 6000	\$0.00	\$0.00	(\$38,462.00)	(\$38,462.00)	\$0.00	\$38,462.00	0.00
743800 Debt Service Interest	\$23,694.00	\$23,852.00	\$23,851.76	\$23,851.76	\$0.00	\$0.24	0.00
743900 Other Debt Service Payments	\$80,979.00	\$84,821.00	\$84,821.00	\$84,821.00	\$0.00	\$0.00	0.00
**** 7000 Totals	\$104,673.00	\$108,673.00	\$108,672.76	\$108,672.76	\$0.00	\$0.24	0.00
**** 1000 - 7000	\$104,673.00	\$108,673.00	\$70,210.76	\$70,210.76	\$0.00	\$38,462.24	35.39

Board Report

From 7/1/2012 thru 1/31/2013

Fund: 25 Capital Facilities Fund

	Approved	Working	Expended		Encumbered	Unencumbered Balance	%
			Current	Year To Date			
Total: Beginning Balance	\$407,847.12	\$456,422.12	\$417,960.12	\$417,960.12	\$0.00	\$38,462.00	8.43
Total: Income Current Year	\$7,000.00	\$7,000.00	\$6,645.85	\$6,645.85	\$0.00	\$354.15	5.06
Total: 1000 - 5000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Total: 1000 - 6000	\$0.00	\$0.00	(\$38,462.00)	(\$38,462.00)	\$0.00	\$38,462.00	0.00
Total: 1000 - 7000	\$104,673.00	\$108,673.00	\$70,210.76	\$70,210.76	\$0.00	\$38,462.24	35.39
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)	\$310,174.12	\$354,749.12	\$354,395.21	\$354,395.21	\$0.00	\$353.91	0.10
Total Income & Beginning Balance	\$414,847.12	\$463,422.12	\$424,605.97	\$424,605.97	\$0.00	\$38,816.15	8.38
Total Expenditures & Ending Balance	\$414,847.12	\$463,422.12	\$424,605.97	\$424,605.97	\$0.00	\$38,816.15	8.38

Board Report

From 7/1/2012 thru 1/31/2013

und: 35 School Facility Program (Regular)

	Approved	Working	Expended		Encumbered	Unencumbered Balance	%
			Current	Year To Date			
**** Total Adjusted Beginning Balance	\$2,699,961.51	\$1,848,328.47	\$1,848,328.47	\$1,848,328.47	\$0.00	\$0.00	0.00
866000 Interest	\$7,000.00	\$7,000.00	\$4,820.07	\$4,820.07	\$0.00	\$2,179.93	31.14
**** 8000 Totals	\$7,000.00	\$7,000.00	\$4,820.07	\$4,820.07	\$0.00	\$2,179.93	31.14
**** Total Income & Beginning Balance	\$2,706,961.51	\$1,855,328.47	\$1,853,148.54	\$1,853,148.54	\$0.00	\$2,179.93	0.12
880000 Professional/Consulting Services and Operating Expe	\$50,000.00	\$50,000.00	\$17,352.00	\$17,352.00	\$10,100.00	\$22,548.00	45.10
**** 5000 Totals	\$50,000.00	\$50,000.00	\$17,352.00	\$17,352.00	\$10,100.00	\$22,548.00	45.10
**** 1000 - 5000	\$50,000.00	\$50,000.00	\$17,352.00	\$17,352.00	\$10,100.00	\$22,548.00	45.10
226000 Buildings and Improvement of Buildings	\$2,607,967.00	\$1,805,328.47	\$1,237,481.21	\$1,237,481.21	\$8,150.00	\$559,697.26	31.00
**** 6000 Totals	\$2,607,967.00	\$1,805,328.47	\$1,237,481.21	\$1,237,481.21	\$8,150.00	\$559,697.26	31.00
**** 1000 - 6000	\$2,657,967.00	\$1,855,328.47	\$1,254,833.21	\$1,254,833.21	\$18,250.00	\$582,245.26	31.38

Board Report

From 7/1/2012 thru 1/31/2013

Fund: 35 School Facility Program (Regular)

	Approved	Working	Expended		Encumbered	Unencumbered Balance	%
			Current	Year To Date			
Total: Beginning Balance	\$2,699,961.51	\$1,848,328.47	\$1,848,328.47	\$1,848,328.47	\$0.00	\$0.00	0.00
Total: Income Current Year	\$7,000.00	\$7,000.00	\$4,820.07	\$4,820.07	\$0.00	\$2,179.93	31.14
Total: 1000 - 5000	\$50,000.00	\$50,000.00	\$17,352.00	\$17,352.00	\$10,100.00	\$22,548.00	45.10
Total: 1000 - 6000	\$2,657,967.00	\$1,855,328.47	\$1,254,833.21	\$1,254,833.21	\$18,250.00	\$582,245.26	31.38
Total: 1000 - 7000	\$2,657,967.00	\$1,855,328.47	\$1,254,833.21	\$1,254,833.21	\$18,250.00	\$582,245.26	31.38
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)	\$48,994.51	\$0.00	\$598,315.33	\$598,315.33	(\$18,250.00)	(\$580,065.33)	0.00
Total Income & Beginning Balance	\$2,706,961.51	\$1,855,328.47	\$1,853,148.54	\$1,853,148.54	\$0.00	\$2,179.93	0.12
Total Expenditures & Ending Balance	\$2,706,961.51	\$1,855,328.47	\$1,853,148.54	\$1,853,148.54	\$0.00	\$2,179.93	0.12

Board Report

From 7/1/2012 thru 1/31/2013

Fund: 51 Bond Interest and Redemption Fund

	Approved	Working	Expended		Encumbered	Unencumbered
			Current	Year To Date		
**** Total Adjusted Beginning Balance	\$1,450,614.00	\$1,646,838.00	\$0.00	\$0.00	\$0.00	\$1,646,838.00 100.00
	\$1,450,614.00	\$1,646,838.00	\$0.00	\$0.00	\$0.00	\$1,646,838.00 100.00

Board Report

From 7/1/2012 thru 1/31/2013

Fund: 51 Bond Interest and Redemption Fund

	Approved	Working	Expended		Year To Date	Encumbered	Unencumbered Balance	%
			Current					
Total: Beginning Balance	\$1,450,614.00	\$1,646,838.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,646,838.00	100.00
Total: Income Current Year	\$0.00	\$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	0.00
Total: 1000 - 6000	\$0.00	\$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	0.00
Total: 9710 - 9719	\$0.00	\$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	0.00
Total: Estimated Fund Balance (9790)	\$1,450,614.00	\$1,646,838.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,646,838.00	100.00
Total Income & Beginning Balance	\$1,450,614.00	\$1,646,838.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,646,838.00	100.00
Total Expenditures & Ending Balance	\$1,450,614.00	\$1,646,838.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,646,838.00	100.00

Board Report

From 7/1/2012 thru 1/31/2013

und: 56 Debt Service Fund

	Approved	Working	Current	Expended		Encumbered	Unencumbered
				Year To Date	%		
**** Total Adjusted Beginning Balance	\$0.00	\$0.00	\$1,254,389.48	\$1,254,389.48	\$0.00	(\$1,254,389.48)	0.00
	\$0.00	\$0.00	\$1,254,389.48	\$1,254,389.48	\$0.00	(\$1,254,389.48)	0.00

Board Report

From 7/1/2012 thru 1/31/2013

Fund: 56 Debt Service Fund

	Approved	Working	Expended		Encumbered	Unencumbered Balance	%
			Current	Year To Date			
Total: Beginning Balance	\$0.00	\$0.00	\$1,254,389.48	\$1,254,389.48	\$0.00	(\$1,254,389.48)	0.00
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)	\$0.00	\$0.00	\$1,254,389.48	\$1,254,389.48	\$0.00	(\$1,254,389.48)	0.00
Total Income & Beginning Balance	\$0.00	\$0.00	\$1,254,389.48	\$1,254,389.48	\$0.00	(\$1,254,389.48)	0.00
Total Expenditures & Ending Balance	\$0.00	\$0.00	\$1,254,389.48	\$1,254,389.48	\$0.00	(\$1,254,389.48)	0.00

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

SUBJECT: Williams 2nd Quarter Report

MEETING: February 11, 2013

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:

Attached is the Williams 2nd Quarterly Report on items completed for fiscal year 2012-2013.

Recommendation:

This is an information item only.

Fiscal Impact:

None at this time.

Submitted By:

John Sims
Director of MOTF

Approved:



Daniel R. Moirao Ed.D.
State Administrator

From: John sims
To: Daniel Moirao; David Croy; Janet Sanchez Matos; Julio Sierra; Linda ...
Date: 1/17/2013 12:50 PM
Subject: 2nd Quarter Williams Update
Attachments: 2nd Quarter Williams Report 2012.docx

To all,

FYI: Attached is the facilities 2nd quarter Williams update.

Thanks,

John

**WILLIAMS SETTLEMENT LEGISLATION
FIRST QUARTERLY REPORT FOR SOUTH MONTEREY COUNTY JOINT UNIFIED SCHOOL DISTRICT
OCTOBER 2012**

This report summarizes the results of the Williams Site Visits and documentation reviews at deciles 1, 2, and 3 schools (2009 Base API) for the months of August - September 2012.

SCHOOL FACILITIES:

Schools were reviewed for condition of facilities, whether they were in “good repair”** or pose an “emergency”*** as noted below:

School	Review Date	Room/Area	Facility Deficiencies Identified	Category	Emergency	Correction/Action Taken	Corrected On
Greenfield HS	8/14/12	Lab/Office	Water stains on ceiling tiles in hallway.	Interior Surfaces		Ceiling tile replaced	11-5-12
		Girls RR	Handicap door is missing.	Sinks/Fountains			
		Student Union	Water stains ceiling tile outside entry, door stop is broken, Interior door on west side entrance is damaged/missing.	Interior surfaces, Windows/Doors/Gates/Fences		Ceiling tile replaced	11-5-12
		Custodian Storage	Water damage on wall under faucet.	Sinks/Fountains			
		Office Kitchen	Water stains ceiling tiles.	Interior surfaces			
		Library	Some lights on main floor do not work, Paint peeling on down spouts and gutters.	Electrical, Hazardous Materials		Lights replaced/repared	1-3-13
		Media Center	Water stains ceiling tiles.	Interior surfaces			
		Admin Building	Paint peeling on down spouts/gutters/leaves.	Hazardous Materials.			
		Rm 101	Carpet tears and waves/trip hazard.	Interior surfaces			
		Rm 106	Water stains ceiling tiles, Carpet tears and waves (trip hazard).	Interior Surfaces			
	Biology Work Room	Water stains ceiling tiles.	Interior surfaces				
	Rm 202	Carpet has waves (trip hazard).	Interior surfaces				
	Rm 205	Carpet has tears and waves (trip hazard).	Interior Surfaces				

**“Good repair” means the facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria.

***“Emergency condition” means a facility condition that poses a threat to the health or safety of pupils or staff while at school.

**WILLIAMS SETTLEMENT LEGISLATION
FIRST QUARTERLY REPORT FOR SOUTH MONTEREY COUNTY JOINT UNIFIED SCHOOL DISTRICT
OCTOBER 2012**

This report summarizes the results of the Williams Site Visits and documentation reviews at deciles 1, 2, and 3 schools (2009 Base API) for the months of August - September 2012.

SCHOOL FACILITIES:

Schools were reviewed for condition of facilities, whether they were in “good repair”** or pose an “emergency”*** as noted below:

School	Review Date	Room/Area	Facility Deficiencies Identified	Category	Emergency	Correction/Action Taken	Corrected On
Greenfield HS (CONT)	8/14/12	Rm 203	Carpet has tears and waves (trip hazard).	Interior Surfaces			
		Rm 204	Carpet has tears and waves (trip hazard).	Interior Surfaces			
		P-Rm 603	Carpet has tears and waves (trip hazard), Rust under exterior eaves/deteriorating/holes.	Interior Surfaces, Hazardous Materials			
		P-Rm 605	Carpet has tears and waves (trip hazard).	Interior Surfaces			
		P-Rm 609	Carpet has tears and waves (trip hazard).	Interior Surfaces			
		Men's Locker Room	Missing bubbler on exterior drinking fountains, leaking at base on wall.	Sinks/fountains		Bubblers replaced fountain repaired	10-6-12
		Women's Locker Room	Missing exterior fountain, last faucet does not work.	Sinks/Fountains			
		Rm 405 Visual Arts	Water stains ceiling tiles outside hallway.	Interior surfaces			
		Auto Shop	Electrical room needs better ventilation.	MECH/HVAC			
		Outdoor courts	Basketball courts: missing cover tile @ Volleyball pole location.	Playground/school grounds			
	Play Fields	Softball and Baseball fields: damaged boards on bleachers.	Playgrounds/School Grounds				
King City HS	8/15/12	Rm 181	Hole in window.	Windows/doors/gates/fences			

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WILLIAMS SETTLEMENT LEGISLATION

FIRST QUARTERLY REPORT FOR SOUTH MONTEREY COUNTY JOINT UNIFIED SCHOOL DISTRICT OCTOBER 2012

This report summarizes the results of the Williams Site Visits and documentation reviews at deciles 1, 2, and 3 schools (2009 Base API) for the months of August - September 2012.

SCHOOL FACILITIES:

Schools were reviewed for condition of facilities, whether they were in "good repair" or pose an "emergency" as noted below:

School	Review Date	Room/Area	Facility Deficiencies Identified	Category	Emergency	Correction/Action Taken	Corrected On
King City HS (CONT)	8/15/12	Rm 184	Dry rot on exterior beams.	Structural damage			
		Rm 193/SHOP	Dry rot header and walls. Note: Guards missing on grinders.	Structural Damage			
		Rm 191	Termites in baseboard.	Pest/Vermin Infestation			
		Cafeteria	Drinking fountain is leaking at west entry.	Interior Surfaces, Playgrounds/School Grounds		Repaired	10-6-12
		Gymnasium	Water stains ceiling tiles/ceiling tiles missing and loose.	Interior surfaces		Ceiling tiles replaced	8-27-12
		Girls RR	Exhaust fan not working.	MECH/HVAC		Repaired	8-27-12
		Boys PE	Paint chipping on ceiling.	Hazardous Materials			
		Lockers	Bent, broken, metal protruding (injury hazard).	Interior Surfaces			
		Rm 103	Water stains ceiling tiles around electrical cover.	Interior Surfaces		Ceiling tiles replaced	1-10-13
		Rm 111	Extension cord running from back office area to room.	Electrical		Extension cord removed again	8-29-12
		Rm 112	Heating unit is very loud (distractive to students and teacher).	MECH/HVAC		Unit repaired	11-3-12
		Rm 122	Damaged room divider.	Structural Damage			
		Rm 150	Inadequate lighting - one light panel is out.	Electrical		Replaced lamps	1-10-13
		Boys RR	Damaged sinks.	Sinks/Fountains		Sink replaced	9-17-12

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WILLIAMS SETTLEMENT LEGISLATION

**FIRST QUARTERLY REPORT FOR SOUTH MONTEREY COUNTY JOINT UNIFIED SCHOOL DISTRICT
OCTOBER 2012**

This report summarizes the results of the Williams Site Visits and documentation reviews at deciles 1, 2, and 3 schools (2009 Base API) for the months of August - September 2012.

SCHOOL FACILITIES:

Schools were reviewed for condition of facilities, whether they were in "good repair"* or pose an "emergency"*** as noted below:

School	Review Date	Room/Area	Facility Deficiencies Identified	Category	Emergency	Correction/Action Taken	Corrected On
King City HS (CONT)	8/15/12	Rm 173	Floor worn by door entry, Water stains in light panel.	Interior surfaces			
		Women's RR	Two faucets are damaged.	Sinks/Fountains			

*"Good repair" means the facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria.

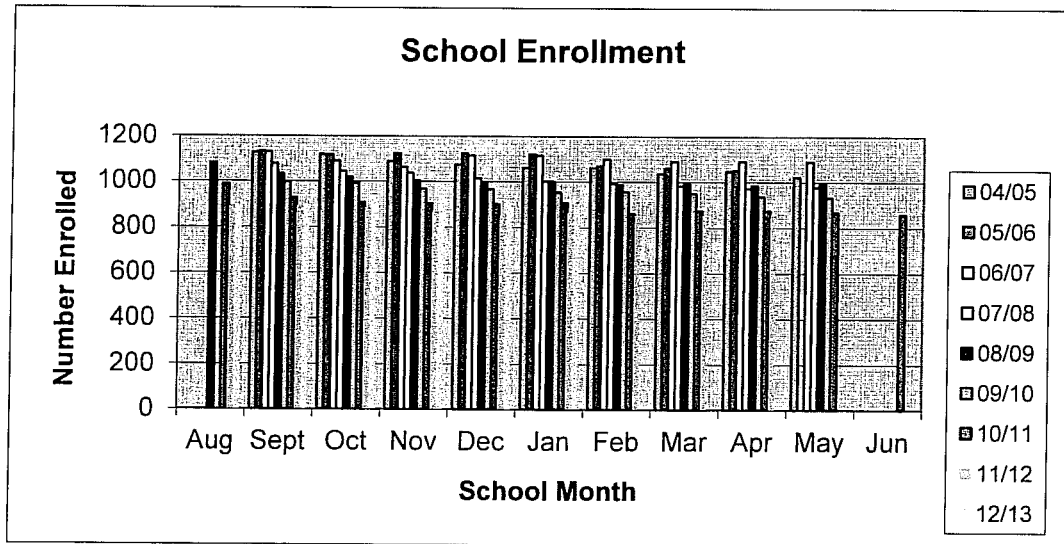
***"Emergency condition" means a facility condition that poses a threat to the health or safety of pupils or staff while at school.

KING CITY HIGH SCHOOL

Janet Sanchez-Matos
 Monthly School Statistics
 2012-2013

SCHOOL ENROLLMENT

School Month	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13
Aug					1080		988	891	897
Sept	1127	1132	1130	1077	1033	997	928	891	903
Oct	1118	1117	1090	1044	1019	991	907	887	942
Nov	1089	1123	1063	1038	1004	967	903	871	935
Dec	1075	1123	1114	1014	998	966	901	852	920
Jan	1062	1121	1116	1002	1002	953	908	865	902
Feb	1062	1070	1099	992	988	956	861	852	
Mar	1036	1060	1090	982	992	949	873	854	
Apr	1048	1051	1091	972	985	936	873	859	
May	1022		1089	977	992	932	867		
Jun							858		
Year Average	1071	1100	1098	1011	1009	961	897	869	916



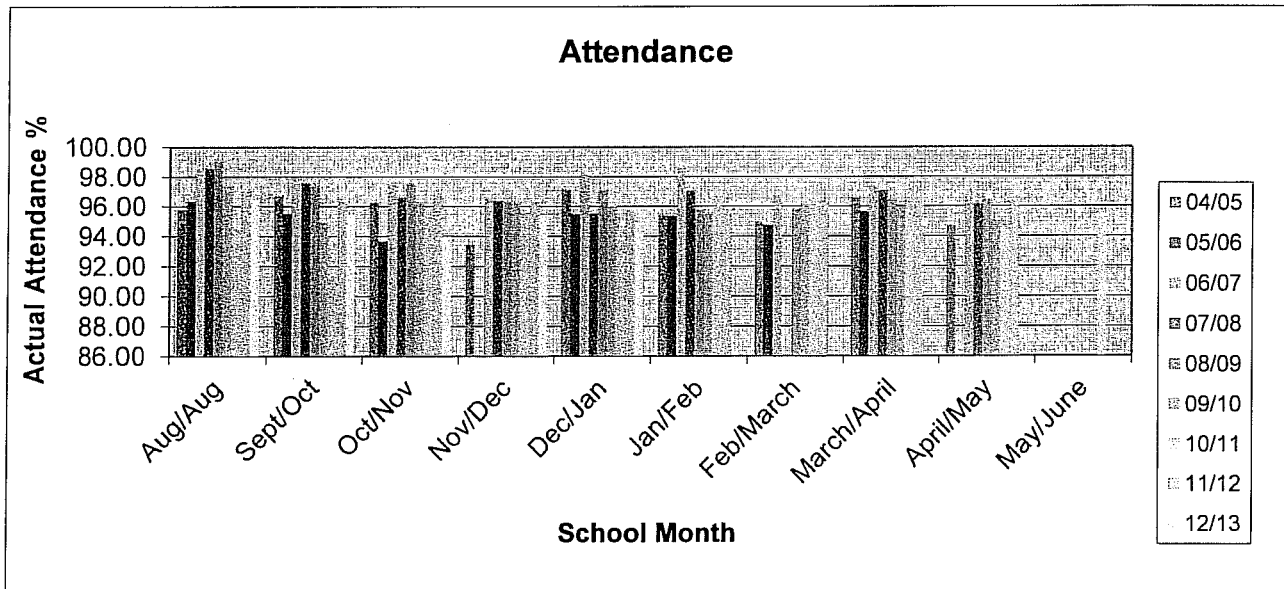
KING CITY HIGH SCHOOL

Janet Sanchez-Matos
Monthly School Statistics
2012-2013

SCHOOL ATTENDANCE PERCENTAGES

School Month 04/05 05/06 06/07 07/08 08/09 09/10 10/11 11/12 12/13

Aug/Aug	95.80	96.40	98.30	98.60	99.08	97.40	94.49	97.07	96.50
Sept/Oct	96.70	95.55	97.89	97.60	97.37	95.00	90.90	96.40	95.54
Oct/Nov	96.27	93.71	97.52	96.62	97.53	96.20	95.35	96.73	94.01
Nov/Dec	93.47		96.63	96.41	96.31	96.30	95.65	96.25	95.45
Dec/Jan	97.15	95.51	98.20	95.53	97.06	96.10	94.72	95.70	94.90
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	96.34	
April/May	94.70		96.81	96.19	96.44	94.90	94.32	96.31	
May/June							95.59		
Year Average	95.67	95.28	97.56	96.88	96.87	95.96	95.04	96.30	95.28

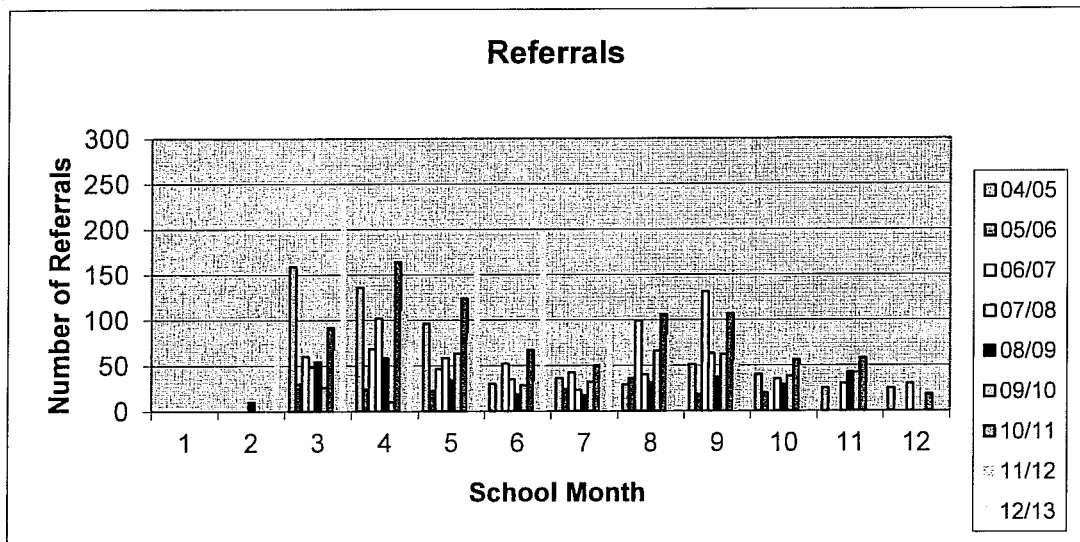


KING CITY HIGH SCHOOL

Janet Sanchez-Matos
 Monthly School Statistics
 2012-2013

REFERRALS

School Month	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13
Aug					10			27	91
Sept	159	30	60	48	54	26	92	67	239
Oct	136	24	68	102	58	10	164	110	75
Nov	96	22	46	58	34	63	124	85	167
Dec	30		52	35	18	28	67	32	196
Jan	36	24	42	23	17	32	50	59	95
Feb	29	36	99	40	31	66	106	83	
Mar	51	18	131	63	37	62	107	55	
Apr	40	20		35	29	38	56	49	
May	25			30	42	42	58		
Jun	25			30			18		
Year Average	63	25	71	46	33	41	84	63	144

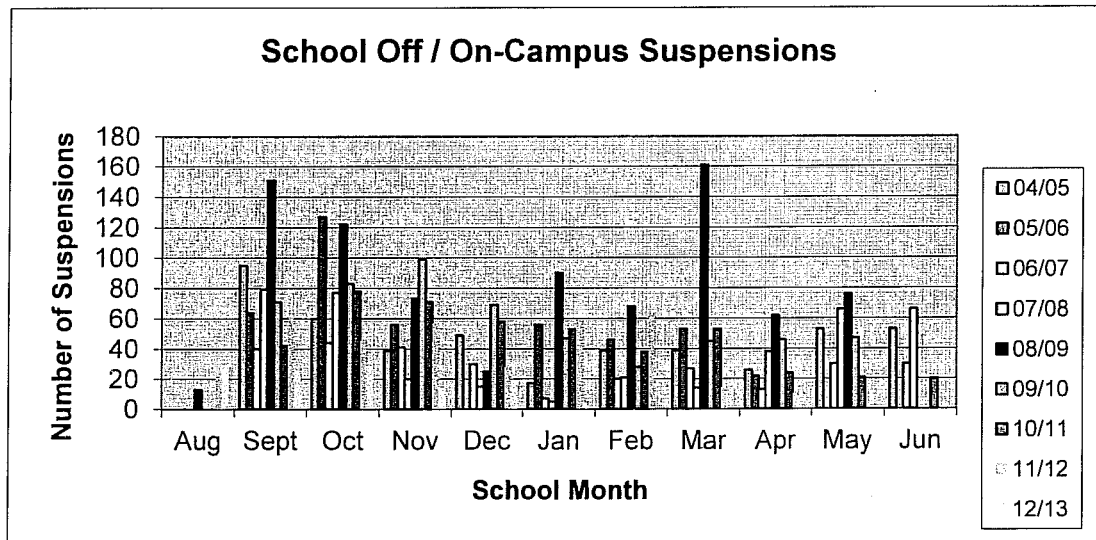


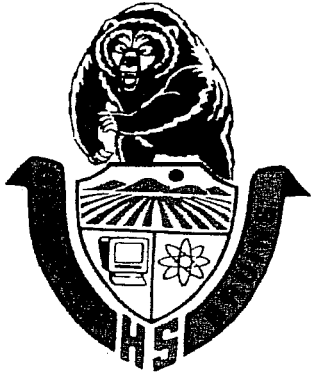
KING CITY HIGH SCHOOL

Janet Sanchez-Matos
Monthly School Statistics
2012-2013

SCHOOL OFF / ON-CAMPUS SUSPENSIONS

School Month	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13
Aug					13			22	30
Sept	95	64	40	79	151	71	42	61	26
Oct	60	127	44	77	122	83	78	46	30
Nov	39	56	41	20	73	99	71	57	14
Dec	49		30	15	25	69	58	28	19
Jan	17	56	7	5	90	47	53	59	3
Feb	39	46	20	21	68	28	38	63	
Mar	39	53	27	14	161	45	53	14	
Apr	26	22	13	38	62	46	24	10	
May	53		30	66	76	47	21		
Jun	53		30	66			20		
Year Average	47	61	28	40	84	59	46	40	20





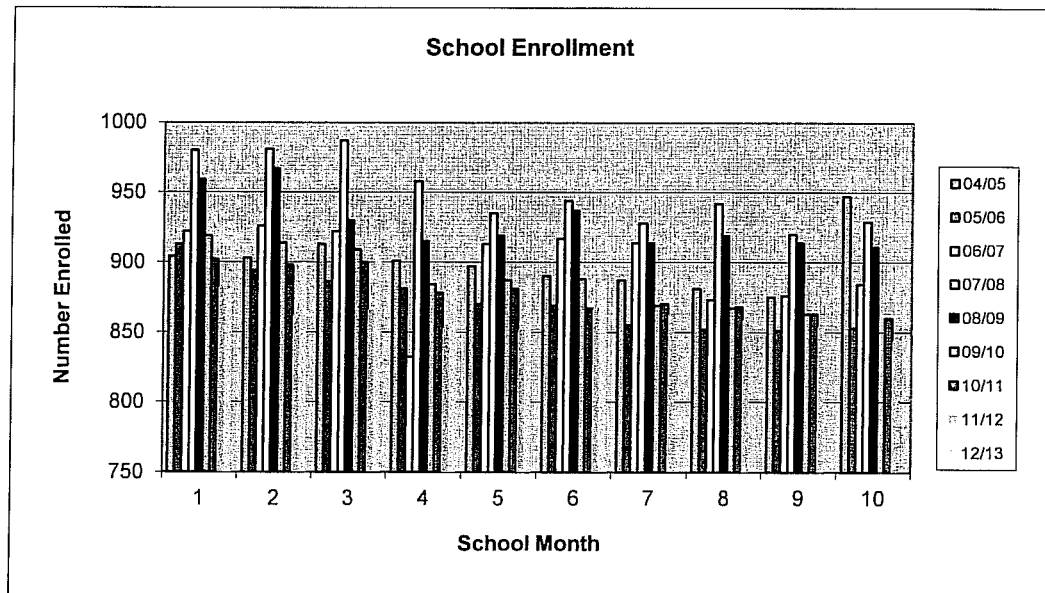
GREENFIELD HIGH SCHOOL

Lisa Mazza, Principal
 Monthly School Statistics
 January 2013

School Enrollment

School Month

	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13
1	904	913	922	980	959	919	902	882	880
2	903	894	926	981	967	914	898	862	900
3	913	886	922	987	930	909	900	866	910
4	901	881	832	958	915	884	878	853	895
5	897	870	913	935	919	887	881	852	889
6	890	869	917	944	937	888	867	867	887
7	887	855	914	928	914	869	870	863	
8	881	852	873	942	919	867	868	859	
9	875	851	876	920	914	863	863	854	
10	947	853	884	929	911		860	844	
Average	899.8	872.4	897.9	950.4	928.5	888.889	878.7	860.2	893.5



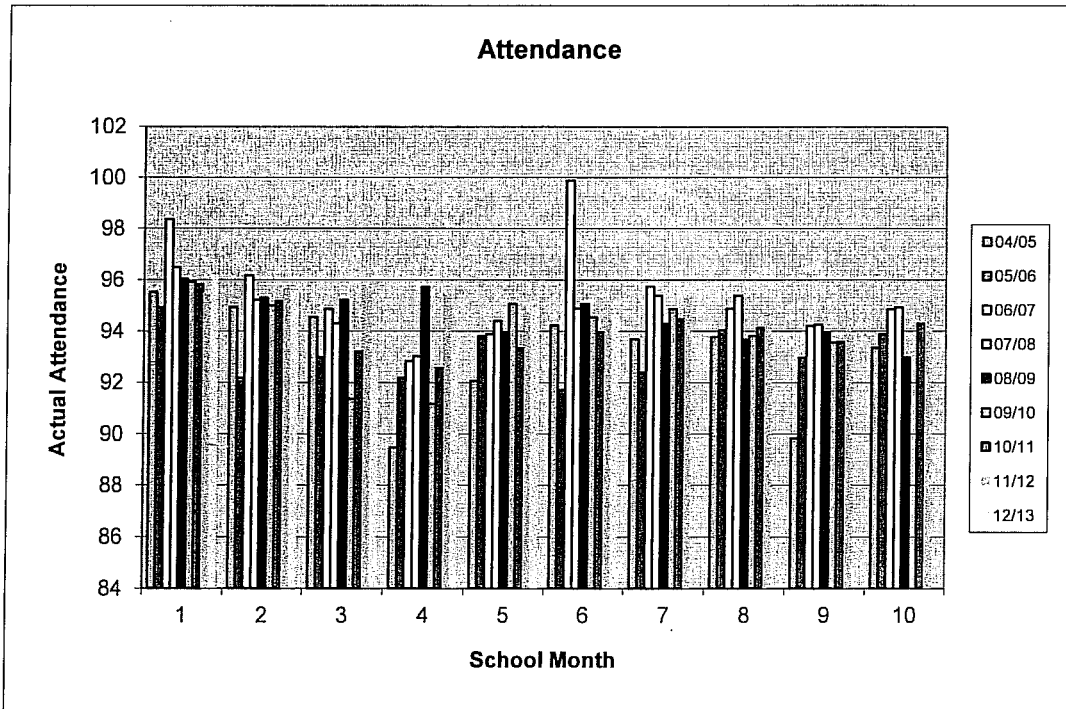


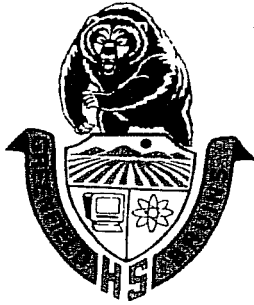
GREENFIELD HIGH SCHOOL

Lisa Mazza, Principal
 Monthly School Statistics
 January 2013

School Attendance Percentages

School Month	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13
1	95.52	94.91	98.36	96.49	96.03	95.92	95.82	95.51	96.17
2	94.92	92.17	96.17	95.21	95.31	95	95.16	95.70	95.54
3	94.55	92.98	94.86	94.31	95.21	91.37	93.21	95.85	92.63
4	89.47	92.18	92.83	93.02	95.72	91.17	92.55	95.41	93.4
5	92.06	93.8	93.89	94.40	93.95	95.06	93.34	94.72	94.99
6	94.23	91.71	99.87	94.89	95.06	94.55	93.95	94.42	94.63
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	94.69	
9	89.82	92.95	94.20	94.26	93.95	93.56	93.57	94.18	
10	93.35	93.88	94.85	94.92	92.97		94.3	95.13	
Average	93.14	93.10	95.57	94.83	94.62	93.92	94.05	95.10	94.56



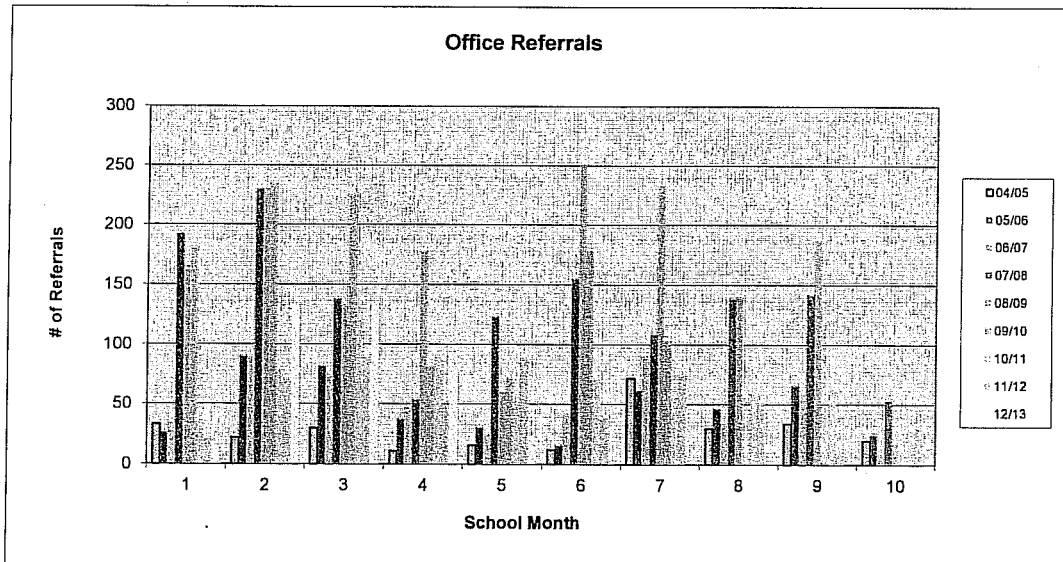


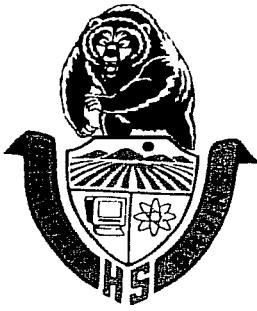
GREENFIELD HIGH SCHOOL

Lisa Mazza, Principal
 Monthly School Statistics
 January 2013

Office Referrals

School Month	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13
1	33	27	35	193	166	181	34	21	14
2	22	90	90	230	231	235	79	69	134
3	30	82	73	138	132	226	120	90	133
4	11	38	48	54	178	82	89	50	78
5	16	31	25	123	61	72	53	89	14
6	12	16	42	155	251	180	72	39	2
7	72	62	91	109	234	104	57	75	
8	30	47	34	139	141	0	60	52	
9	34	66	59	142	188	2	59	11	
10	20	25	6	54	17		48	29	
Average	28	48.4	50.3	133.7	159.9	120.222	67.1	52.5	62.5





GREENFIELD HIGH SCHOOL

Lisa Mazza, Principal
 Monthly School Statistics
 January 2013

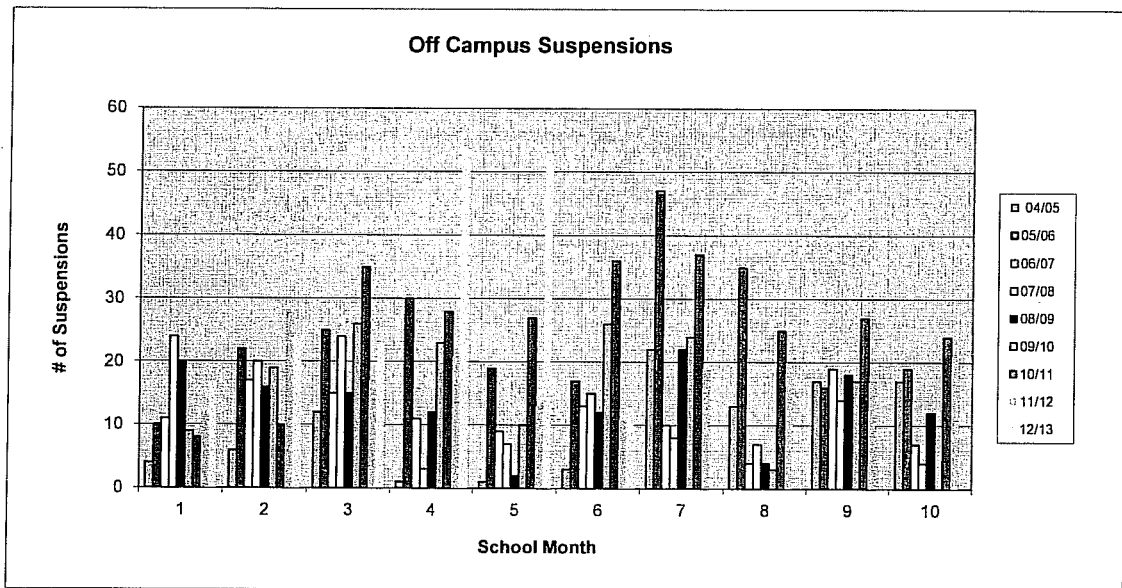
Off Campus Suspensions

School Month

	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13
1	4	10	11	24	20	9	8	12	17
2	6	22	17	20	16	19	10	28	24
3	12	25	15	24	15	26	35	17	23
4	1	30	11	3	12	23	28	21	54
5	1	19	9	7	2	10	27	13	53
6	3	17	13	15	12	26	36	11	13
7	22	47	10	8	22	24	37	19	
8	13	35	4	7	4	3	25	20	
9	17	16	19	14	18	17	27	17	
10	17	19	7	4	12		24	21	

Average

9.6	24	11.6	12.6	13.3	17.44444	25.7	17.9	30.66667
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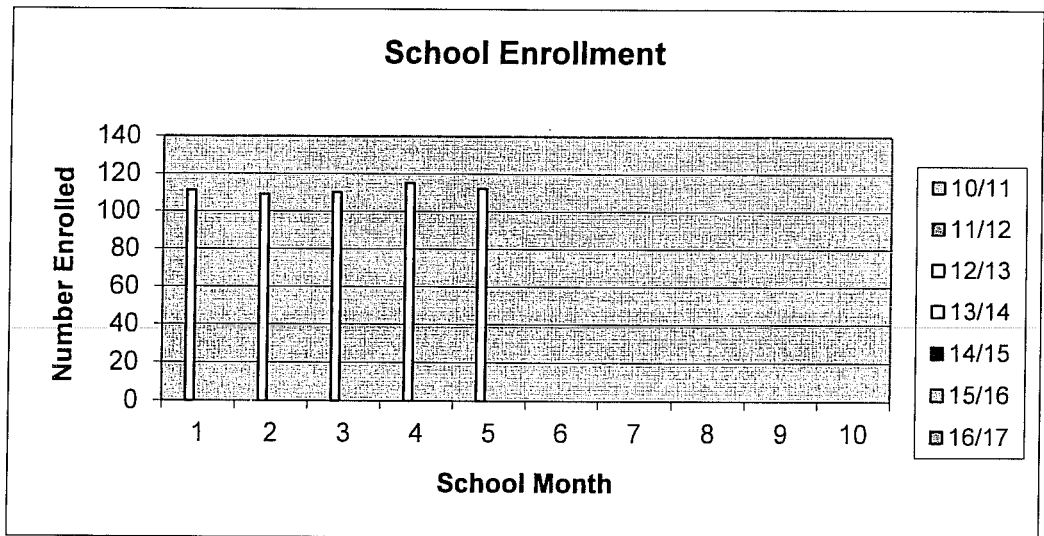


PORTOLA-BUTLER CONT. HIGH SCHOOL

Carolyn McCombs
 Monthly School Statistics
 FEBRUARY 2013

SCHOOL ENROLLMENT

School Month	10/11	11/12	12/13	13/14	14/15	15/16	16/17
1		0	111	0	0	0	0
2			109				
3			110				
4			115				
5			112				
6							
7							
8							
9							
10							
Average	#DIV/0!	0	111	0	0	0	0



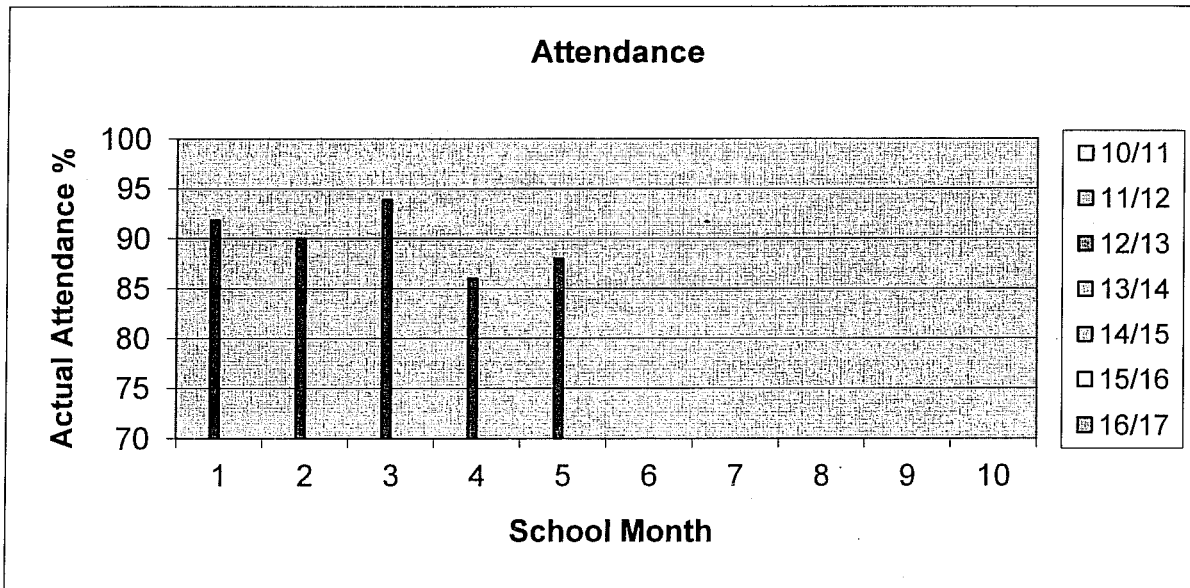
PORTOLA-BUTLER CONT. HIGH SCHOOL

Carolyn McCombs
 Monthly School Statistics
 FEBRUARY 2013



SCHOOL ATTENDANCE PERCENTAGES

School Month	10/11	11/12	12/13	13/14	14/15	15/16	16/17
1			91.8				
2			90.0				
3			93.9				
4			86.0				
5			88.0				
6							
7							
8							
9							
10							
Average	#DIV/0!	#DIV/0!	89.94	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!



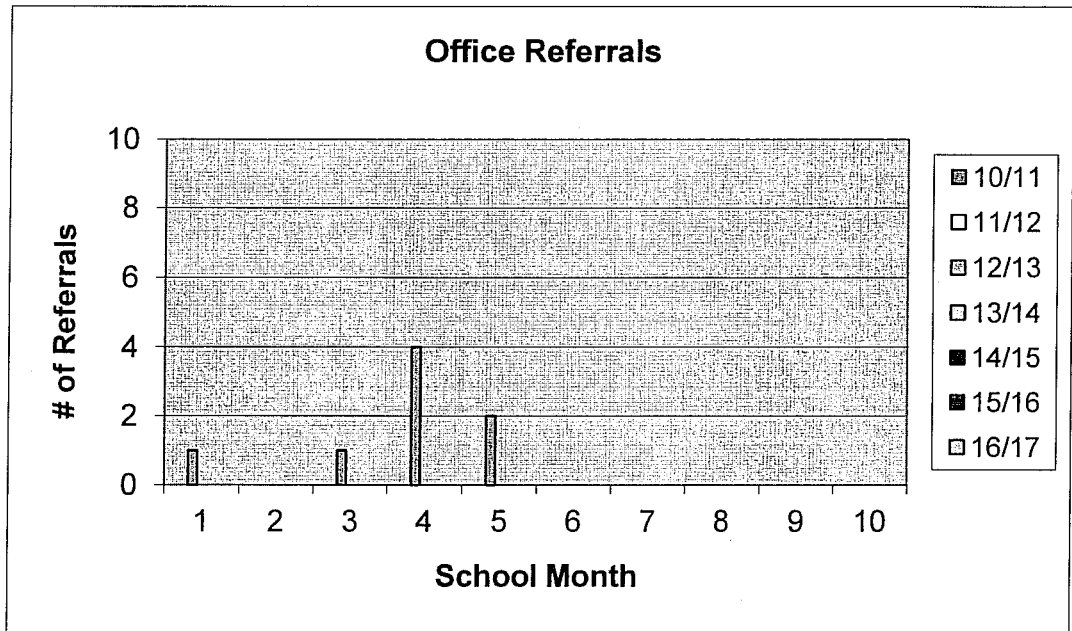
PORTOLA-BUTLER CONT. HIGH SCHOOL

Carolyn McCombs
 Monthly School Statistics
 FEBRUARY 2013



OFFICE REFERRALS

School Month	10/11	11/12	12/13	13/14	14/15	15/16	16/17
1			1				
2			0				
3			1				
4			4				
5			2				
6							
7							
8							
9							
10							
Average	#DIV/0!	#DIV/0!	2	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!



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

SUBJECT: Board Policy – First Reading

MEETING: February 11, 2013

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

GOVERNING BOARD

Board Goals:

_____	Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
<u> X </u>	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
<u> X </u>	Ensure that Facilities are Safe for Staff and Students
<u> X </u>	Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The following policies are attached for a first reading by the Board of Education. During the first reading modifications etc. are to be made so that these policies may return as a second reading, nearly ready for acceptance and publication.

BP 3514 Environmental Safety (new)

AR 3514 Environmental Safety (new)

AR 3514.2 Integrated Pest Management (new)

BP 4119.43, 4219.43, 4319.43 Universal Precautions (new)

AR 4119.43, 4219.43, 4319.43 Universal Precautions (new)

BP 5112.5 Open/Closed Campus (new)

AR 5112.5 Open/Closed Campus (new)

BP 5136 Gangs (new)

AR 5136 Gangs (new)

BP 5138 Conflict Resolution/Peer Mediation (new)


Recommendation:

These policies are presented as a first reading and the Board of Education is encouraged to offer suggestions and modifications before these policies return as a second reading.

Fiscal Impact:


None

Submitted By:



Daniel R. Moirao, Ed. D.
State Administrator

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

Business and Noninstructional Operations

Environmental Safety

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

~~***Note: Education Code 17070.75 requires any district participating in the state's School Facility Program or Deferred Maintenance Program to have a facility inspection system in place to ensure that facilities are kept in "good repair," as defined in Education Code 17002 and determined according to the Facility Inspection Tool developed by the Office of Public School Construction. This tool includes a number of environmental safety conditions; see BP 3517 - Facilities Inspection. In addition, the U.S. Environmental Protection Agency (EPA) has developed the Healthy School Environments Assessment Tool (HealthySEAT), a software program designed to be customized by districts to conduct voluntary self-assessments of environmental conditions, such as chemical management, hazardous materials and waste, indoor and outdoor air quality, moisture/mold control, pest control, ultraviolet radiation, and construction/renovation of school facilities. For further information, see the EPA's web site.***~~

The Governing Board recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff, and community members. The Superintendent or designee shall regularly assess school facilities to identify environmental health risks. He/she shall establish a comprehensive plan to prevent and/or mitigate environmental hazards based on a consideration of the proven effectiveness of various options, anticipated short-term and long-term costs and/or savings to the district, and the potential impact on staff attendance, student attendance, and student achievement.

- (cf. 0200 - Goals for the School District)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)
- (cf. 3516.3 - Earthquake Emergency Procedure System)
- (cf. 3517 - Facilities Inspection)
- (cf. 4157/4257/4357 - Employee Safety)
- (cf. 5030 - Student Wellness)
- (cf. 5142 - Safety)
- (cf. 7111 - Evaluating Existing Buildings)

Strategies addressed in the district's plan shall include, but not necessarily be limited to, the following:

~~***Note: Districts that select optional item #1 below to require strategies for indoor air quality are encouraged to review CSBA's policy briefs on Indoor Air Quality: Governing~~

~~Board Actions for Creating Healthy School Environments and Asthma Management in the Schools. Also see the accompanying administrative regulation.***~~

1. Ensuring good indoor air quality by maintaining adequate ventilation; using effective maintenance operations to reduce dust, mold, mildew, and other indoor air contaminants; and considering air quality in the site selection, design, and furnishing of new or remodeled facilities

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5141.23 - Asthma Management)

(cf. 6163.2 - Animals at School)

(cf. 7150 - Site Selection and Development)

~~***Note: In order to determine when poor outdoor air quality necessitates limiting outdoor activities, as provided in optional item #2 below, districts may use local or online resources to obtain forecasts of air quality and ultraviolet radiation. See the accompanying administrative regulation, BP 5141.7 - Sun Safety, and CSBA's policy brief on Sun Safety in Schools.***~~

2. Limiting outdoor activities when necessary due to poor outdoor air quality, including excessive smog, smoke, or ozone, or when ultraviolet radiation levels indicate a high risk of harm

(cf. 3516.5 - Emergency Schedules)

(cf. 5141.7 - Sun Safety)

(cf. 6142.7 - Physical Education)

~~***Note: 13 CCR 2480 establishes requirements for limiting idling by school buses and other commercial motor vehicles in order to reduce exposure to diesel exhaust and other air contaminants as provided in optional item #3 below; see the accompanying administrative regulation.***~~

3. Reducing exposure to diesel exhaust and other air contaminants by limiting unnecessary idling of school buses and other commercial motor vehicles

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

~~***Note: According to the EPA and the Centers for Disease Control and Prevention, exposure to lead, which may be particularly hazardous for young children, can occur through multiple means as described in optional item #4 below and in the accompanying administrative regulation.***~~

4. Minimizing exposure to lead in paint, soil, and drinking water

~~***Note: Education Code 49410.5 requires districts to comply with EPA guidelines for inspection and management of asbestos-containing materials, as provided in optional item #5 below and the accompanying administrative regulation. Naturally occurring asbestos may be found in rocks or soil and released into the air by routine human activities or weathering processes. According to the EPA, asbestos-containing materials and naturally occurring asbestos that are intact generally do not pose a health risk, but these materials may become hazardous if they are disturbed and thereby released into the air.***~~

5. Inspecting facilities for naturally occurring asbestos and asbestos-containing building materials that pose a health hazard due to damage or deterioration and safely removing, encapsulating, enclosing, or repairing such materials

~~***Note: 8 CCR 5194 requires that a written hazard communication program be developed and implemented by employers whose employees may have potential exposure to hazardous substances, as provided in optional item #6 below; see BP/AR 3514.1 - Hazardous Substances for further information.***~~

6. Ensuring the proper storage, use, and disposal of potentially hazardous substances

(cf. 3514.1 - Hazardous Substances)
(cf. 6161.3 - Toxic Art Supplies)

~~***Note: Education Code 17608-17613 require the use of effective least toxic pest management practices for the management of pests at school sites, as provided in optional item #7 below; see AR 3514.2 - Integrated Pest Management for further information.***~~

7. Ensuring the use of effective least toxic pest management practices

(cf. 3514.2 - Integrated Pest Management)

~~***Note: State and federal law (Health and Safety Code 113700-114437 and 42 USC 1758) establish sanitation and safety requirements for food services, as provided in optional item #8 below; see BP/AR 3550 - Food Service/Child Nutrition Program and CSBA's fact sheet on Food Safety Requirements.***~~

8. Instituting a food safety program for the storage, preparation, delivery, and service of school meals in order to reduce the risk of foodborne illnesses

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

In developing strategies to promote healthy school environments, the Superintendent or designee may consult and collaborate with local environmental protection agencies, health agencies, and other community organizations.

(cf. 1020 - Youth Services)

The State Administrator/Superintendent or designee shall provide the district's maintenance and facilities staff, bus drivers, food services staff, teachers, and other staff as appropriate with professional development regarding their responsibilities in implementing strategies to improve and maintain environmental safety at the schools.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The State Administrator/Superintendent or designee shall notify the Board, staff, parents/guardians, students, and/or governmental agencies, as appropriate, if an environmental hazard is discovered at a school site. The notification shall provide information about the district's actions to remedy the hazard and may recommend health screening of staff and students.

(cf. 5141.6 - School Health Services)

Legal Reference:

EDUCATION CODE

17002 Definition of "good repair"

17070.75 Facilities inspection

17582 Deferred maintenance fund

17590 Asbestos abatement fund

17608-17613 Healthy Schools Act of 2000, least toxic pest management practices

32240-32245 Lead-Safe Schools Protection Act

48980.3 Notification of pesticides

49410-49410.7 Asbestos materials containment or removal

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000, least toxic pest management practices

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

HEALTH AND SAFETY CODE

105400-105430 Indoor environmental quality

113700-114437 California Retail Food Code, sanitation and safety requirements

CODE OF REGULATIONS, TITLE 5

14010 Standards for school site selection
CODE OF REGULATIONS, TITLE 8
337-339 Hazardous substances list
340-340.2 Occupational safety and health, rights of employees
1528-1533 Construction safety orders; exposure to hazards
5139-5223 Control of hazardous substances
CODE OF REGULATIONS, TITLE 13
2480 Vehicle idling
CODE OF REGULATIONS, TITLE 17
35001-36100 Lead abatement services
CODE OF REGULATIONS, TITLE 22
64670-64679 Lead and copper in drinking water
UNITED STATES CODE, TITLE 7
136-136y Use of pesticides
UNITED STATES CODE, TITLE 15
2601-2629 Control of toxic substances
2641-2656 Asbestos Hazard Emergency Response Act
UNITED STATES CODE, TITLE 42
1758 Food safety and inspections
CODE OF FEDERAL REGULATIONS, TITLE 40
141.1-141.723 Drinking water standards
745.61-745.339 Lead-based paint standards
763.80-763.99 Asbestos-containing materials in schools
763.120-763.123 Asbestos worker protections

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

Food Safety Requirements, Fact Sheet, October 2007

Sun Safety in Schools, Policy Brief, July 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Site Selection and Approval Guide, 2000

Indoor Air Quality, A Guide for Educators, 1995

CALIFORNIA DEPARTMENT OF HEALTH SERVICES PUBLICATIONS

Report to the Legislature: Lead Hazards in California's Public Elementary Schools and
Child Care Facilities, April 1998

U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

Indoor Air Quality Tools for Schools, rev. 2007

Healthy School Environments Assessment Tool, 2007

The ABCs of Asbestos in Schools, rev. August 2003
Mold Remediation in Schools and Commercial Buildings, March 2001
How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide, 1996

WEB SITES

CSBA: <http://www.csba.org>
AirNow: <http://www.airnow.gov>
American Association of School Administrators: <http://www.aasa.org>
California Air Resources Board: <http://www.arb.ca.gov>
California Department of Education, Health and Safety: <http://www.cde.ca.gov/ls/fa/hs>
California Department of Pesticide Regulation: <http://www.cdpr.ca.gov>
California Department of Public Health: <http://www.cdph.ca.gov>
California Indoor Air Quality Program: <http://www.cal-iaq.org>
Centers for Disease Control and Prevention: <http://www.cdc.gov>
Consumer Product Safety Commission: <http://www.cpsc.gov>
National Center for Environmental Health: <http://www.cdc.gov/nceh>
Occupational Safety and Health Administration: <http://www.osha.gov>
U.S. Environmental Protection Agency: <http://www.epa.gov>

(6/95 7/01) 7/08

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: February 11, 2013

Adopted:

King City, CA

Business and Noninstructional Operations

Environmental Safety

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

~~***Note: The following paragraph may be revised to reflect the job position(s) designated to coordinate the district's environmental safety programs.***~~

The State Administrator/Superintendent may designate one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but not be limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the State Administrator/Superintendent regarding the district's progress in addressing environmental safety concerns.

Indoor Air Quality

~~***Note: The following optional section may be revised to reflect district practice. For further information, see the U.S. Environmental Protection Agency's (EPA) Indoor Air Quality Tools for Schools and CSBA's policy briefs on Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments and Asthma Management in the Schools.***~~

The State Administrator/Superintendent or designee shall ensure that the following strategies are implemented in order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

(cf. 3580 - District Records)

Staff shall not obstruct airflow by covering or blocking ventilators with posters, furniture, books, or other obstacles.

2. School buildings shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup

of mold and mildew. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.

3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.
4. Least toxic pest management practices shall be used to control and manage pests at school sites.

(cf. 3514.2 - Integrated Pest Management)

5. Routine housekeeping and maintenance schedules and practices shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

(cf. 5141.23 - Asthma Management)

6. Painting of school facilities and maintenance or repair duties that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.

7. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

8. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in a well-ventilated area with minimal exposure of students and staff.

9. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

(cf. 3513.3 - Tobacco-Free Schools)

10. Staff shall refrain from bringing common irritants into the classroom, including, but not limited to, furred or feathered animals, stuffed toys that may collect dust mites, or perfumes or lotions, when students in the class are known to have allergies, asthma, or other sensitivities to odors.

(cf. 6163.2 - Animals at School)

Outdoor Air Quality

~~***Note: The following optional section may be revised to reflect district practice. Forecasts of ozone levels and particle pollution are available through the federal AirNow web site and may be printed in local newspapers. The district may monitor ultraviolet radiation levels through the EPA's UV Index web site; see BP 5141.7 Sun Safety and CSBA's policy brief on Sun Safety in Schools.***~~

The State Administrator/Superintendent or designee may monitor local health advisories and outdoor air quality alerts, including forecasts of ozone levels, particle pollution, and/or ultraviolet radiation levels.

Whenever these measures indicate a significant health risk, the State Administrator/Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly sensitive.

(cf. 5141.7 - Sun Safety)
 (cf. 6142.7 - Physical Education)
 (cf. 6145.2 - Athletic Competition)

Vehicle Idling

~~***Note: The following section is optional. 13 CCR 2480 lists control measures established by the California Air Resources Board to reduce children's exposure to diesel exhaust and other air contaminants emitted by idling school buses and other commercial motor vehicles. Pursuant to 13 CCR 2480, failure to comply with the requirements specified in items #1-2 below may result in specified civil and/or criminal penalties to the driver or the Superintendent or designee who directs school bus operations.***~~

Except under the conditions specified in 13 CCR 2480 for which vehicle idling may be necessary, the driver of a school bus, student activity bus, or commercial motor vehicle shall: (13 CCR 2480)

1. Turn off the bus or vehicle engine upon stopping at a school or within 100 feet of a school and not restart the engine more than 30 seconds before beginning to depart
2. Not cause or allow the bus or vehicle to idle at any location greater than 100 feet from a school for more than five consecutive minutes or for an aggregated period of more than five minutes in any one hour

(cf. 3540 - Transportation)
 (cf. 3541.1 - Transportation for School-Related Trips)

The State Administrator/Superintendent or designee shall ensure that all bus drivers, upon employment and at least once per year thereafter, are informed of the requirements specified above and the potential legal and employment consequences of failure to comply. All complaints of noncompliance shall be reviewed and remedial action taken as necessary. The State Administrator/Superintendent or designee shall maintain records of the training and of any complaints and enforcement actions for at least three years. (13 CCR 2480)

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

Lead Exposure Reduction

~~***Note: The following optional section reflects recommendations of the EPA and of the California Department of Health Services in its Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities. For further information, the district may contact its city or county lead poisoning prevention program.***~~

In addition to keeping school facilities as dust-free and clean as possible, the following steps shall be taken to minimize potential exposure to lead in school facilities:

1. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
2. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.

~~***Note: 17 CCR 35001-36100 contain state standards for lead abatement services. In addition, 40 CFR 745.61-745.339, as amended by 73 Fed. Reg. 761-856, extend federal standards for renovations involving lead-based paint to child-occupied facilities, which include preschools and elementary schools.***~~

3. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.
4. Soil with high lead content may be covered with grass, other plantings, concrete, or asphalt.

~~***Note: State and federal law require public water systems, including any schools and child care facilities that are nontransient, noncommunity water systems as defined in 40 CFR 141.1, to regularly test water samples for lead. Pursuant to the standards established in 40 CFR 141.80 and 22 CCR 64678, the district may need to take action whenever notified by the public water system, or by its own testing, that lead concentrations exceed .015 milligrams per liter.***~~

5. Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards in 40 CFR 141.80 and 22 CCR 64678, water outlets shall be flushed thoroughly each day before use or made inoperable until a plan for remediation can be implemented. The Superintendent or designee may supply alternative sources of drinking water as appropriate.

Any action to abate existing lead hazards, excluding containment or cleaning, shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

Asbestos Management

~~***Note: The following section is optional. Education Code 49410-49410.7 and the federal Asbestos Hazard Emergency Response Act (AHERA) (15 USC 2641-2656; 40 CFR 763.80-763.99) contain requirements for asbestos inspection and abatement which are applicable to school districts. For further information, consult the local air quality management district or air pollution control district.***~~

~~***Note: 40 CFR 763.84 requires the district to designate a person who will be responsible for ensuring that federal and state requirements are properly implemented. According to the EPA, this designated person is not required to be a licensed asbestos consultant, but the district must verify that he/she has received proper training. The specific knowledge that the designated person must have is described in the EPA's publication How to Manage Asbestos in School Buildings: AHERA Designated Person's Self Study Guide. The following section may be revised to reflect the position designated to fulfill this responsibility, who may be the same person designated above to coordinate all of the district's environmental safety programs.***~~

The State Administrator/Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, basic knowledge of the health effects of asbestos; detection, identification, and assessment of asbestos-containing materials; options for controlling asbestos-containing building materials; and relevant federal and state regulations. (40 CFR 763.84)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing materials as necessary in accordance with the following:
 - a. Any school building that is leased or acquired by the district shall be inspected for asbestos-containing materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)
 - b. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)
 - c. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)
2. Based on the results of the inspection, an appropriate response, which is sufficient to protect human health and the environment, shall be determined from among the options specified in 40 CFR 763.90. (40 CFR 763.90)

The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)

~~***Note: Pursuant to 15 USC 2643 and 40 CFR 763.93, all districts were required to have an accredited management planner develop an asbestos management plan, with specified components, for each school by October 22, 1986, and are required to regularly update the plan as described in item #3 below.***~~

3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours and parent/guardian, teacher, and employee organizations are annually informed of the availability of these plans. (40 CFR 763.84)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including

periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)

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

5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (40 CFR 763.84; Education Code 49410.5)

Asbestos inspection and abatement work and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing building materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)

8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

(6/95 7/01) 7/08

AR 3514 (h)

Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
First Reading: February 11, 2013
Adopted: King City, CA

Business and Noninstructional Operations

Integrated Pest Management

~~***Education Code 17610 encourages the use of effective, least toxic pest management practices for the control and management of pests at school sites. The California Department of Pesticide Regulation (DPR) has established an integrated pest management (IPM) program for use by school districts, including a model program guidebook and an Internet web site containing a comprehensive directory of resources describing and promoting the use of integrated pest management practices. Information about these programs can be found on DPR's web site.***~~

~~***Note: The following optional regulation should be revised to reflect district practice.***~~

Definition

Integrated Pest Management (IPM) means a strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using nonchemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment are used only after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds. (Food and Agricultural Code 13181)

Procedures

~~***Note: The following section reflects IPM measures recommended by DPR and the U.S. Environmental Protection Agency (EPA) and should be modified to reflect district practice.***~~

The State Administrator/Superintendent or designee shall designate a staff person to develop, implement, and coordinate an IPM program that incorporates effective, least toxic pest management practices. The district's program shall include the following elements:

1. Carefully monitoring and identifying the pest population levels and identifying practices that could affect pest populations. Strategies for managing the pest shall be influenced by the pest species and whether that species poses a threat to people, property, or the environment.
2. Setting action threshold levels to determine when pest populations or vegetation

at a specific location might cause unacceptable health or economic hazard that would indicate corrective action should be taken.

3. Modifying or eliminating pest habitats to deter pest populations and minimize pest infestations.
4. Considering a full range of possible alternative treatments. Such alternative treatments may include taking no action or controlling the pest by physical, horticultural, or biological methods. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents.
5. Selecting nonchemical pest management methods over chemical methods whenever such methods are effective in providing the desired control or, when it is determined that chemical methods must be used, giving preference to those chemicals that pose the least hazard to people and the environment.
6. Ensuring that persons applying pesticides follow label precautions and are trained in the principles and practices of IPM.

(cf. 4231 - Staff Development)

7. Limiting pesticide purchases to amounts needed for the year. Pesticides shall be stored at a secure location that is not accessible to students and unauthorized staff. They shall be stored and disposed of in accordance with state regulations and label directions registered with the U.S. Environmental Protection Agency (EPA) as well as any disposal requirements indicated on the product label.

(cf. 3514.1 - Hazardous Substances)

Prohibited Pesticides

~~***Note: AB 405 (Ch. 566, Statutes of 2005) added Education Code 17610.1 to prohibit districts from using certain pesticides that have been granted only a conditional or interim registration or an experimental use permit by the DPR or the EPA, as specified below. Education Code 17610.1 also prohibits vendors or manufacturers of such pesticides from selling or giving the pesticides to the district.***~~

~~***Note: A list of pesticides prohibited for use on school sites by Education Code 17610.1 can be found on the DPR's web site. ***~~

The IPM Coordinator shall not use a pesticide on a school site if that pesticide has been granted a conditional or interim registration or an experimental use permit by the California Department of Pesticide Regulation (DPR) or if the pesticide is subject to an experimental registration issued by the EPA and either of the following conditions exists:

(Education Code 17610.1)

1. The pesticide contains a new active ingredient.
2. The pesticide is for new use.

In addition, the IPM Coordinator shall not use a pesticide on a school site if DPR cancels or suspends registration or requires that the pesticide be phased out from use. (Education Code 17610.1)

Notifications

~~***Note: Education Code 17612 requires the district to annually notify staff and parents/guardians in writing regarding the pesticides expected to be applied at a school site in the upcoming year. Pursuant to Education Code 48980.3, the district may satisfy this requirement by including the notification in its annual parental notification.***~~

The IPM Coordinator shall annually notify staff and parents/guardians of students enrolled at a school site, in writing, regarding pesticide products expected to be applied at the school facility in the upcoming year. The notification shall include at least the following: (Education Code 17612)

1. The Internet address (<http://www.schoolipm.info>) used to access information on pesticides and pesticide use reduction developed by the DPR pursuant to Food and Agricultural Code 13184.
2. The name of each pesticide product expected to be applied in the upcoming year and the active ingredient(s) in it.

~~***Note: In addition to the annual notification, Education Code 17612 requires the district to provide an opportunity for staff and parents/guardians of students enrolled at a school site to register to be notified of individual pesticide application at the school site at least 72 hours prior to the application.***~~

3. An opportunity for interested persons to register to receive notification of individual pesticide application at the school site. The IPM Coordinator shall notify such registered persons of individual pesticide applications at least 72 hours prior to the application. The notice shall include the product name, the active ingredient(s) in the product, and the intended date of application.
4. Other information deemed necessary by the Superintendent or IPM Coordinator.

(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3517 - Facilities Inspection)

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

If a pesticide product not included in the annual notification is subsequently intended for use at a school site, the IPM Coordinator shall provide written notification of its intended use to staff and parents/guardians of students enrolled at the school, at least 72 hours prior to the application. (Education Code 17612)

~~***Note: Education Code 17612 exempts emergency conditions from strict compliance with the notification requirements. Good faith efforts to comply with the notification requirements are deemed sufficient.***~~

Whenever the IPM Coordinator deems that the immediate use of a pesticide is necessary to protect the health and safety of students, staff, or other persons at the school site, he/she shall make every effort to provide the required notifications prior to the application of the pesticide. (Education Code 17612)

(cf. 3514 - Environmental Safety)

Posting of Warning Signs

~~***Note: A sample warning sign can be found on the DPR web site.***~~

The IPM Coordinator shall post a warning sign at each area of the school site where pesticides will be applied that shall be visible to all persons entering the treated area. The sign shall be posted at least 24 hours prior to the application and until 72 hours after the application. The warning sign shall display the following information: (Education Code 17612)

1. The term "Warning/Pesticide Treated Area"
2. The product name, manufacturer's name, and the EPA's product registration number
3. Intended areas and dates of application
4. Reason for the pesticide application

When advance posting is not possible due to an emergency condition requiring immediate use of a pesticide, the warning sign shall be posted immediately upon application and shall remain posted until 72 hours after the application. (Education Code 17609, 17612)

Records

Each school site shall maintain records of all pesticide use at the school for four years, and shall make the information available to the public, upon request, in accordance with the California Public Records Act. Such records may be maintained by retaining a copy of the warning sign posted for each pesticide application with a recording on that copy of the amount of the pesticide used. (Education Code 17611)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

17366 Legislative intent (fitness of buildings for occupancy)

17608-17613 Healthy Schools Act of 2000

48980 Notice at beginning of term

48980.3 Notification of pesticides

FOOD AND AGRICULTURAL CODE

11401-12408 Pest control operations and agricultural chemicals

13180-13188 Healthy Schools Act of 2000

GOVERNMENT CODE

3543.2 Scope of representation; right to negotiate safety conditions

6250-6270 California Public Records Act

CODE OF REGULATIONS, TITLE 8

340-340.2 Employer's obligation to provide safety information

UNITED STATES CODE, TITLE 7

136-136y Insecticide, Fungicide and Rodenticide Act

Management Resources:

U.S. ENVIRONMENTAL PROTECTION AGENCY

Pest Control in the School Environment: Adopting Integrated Pest Management, 1993

WEB SITES

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

California Department of Pesticide Regulation, School IPM: <http://schoolipm.info>

U.S. Environmental Protection Agency, Integrated Pest Management at Schools:

<http://www.epa.gov/pesticides/ipm>

(7/01) 3/06

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: February 11, 2013

Adopted:

King City, CA

Personnel

Universal Precautions

~~***Note: Pursuant to 8 CCR 5193(d), all districts with one or more employees having occupational exposure to bloodborne pathogens must enforce universal precautions to prevent contact with blood or other potentially infectious materials.***~~

In order to protect employees from contact with potentially infectious blood or other body fluids, the Governing Board requires that universal precautions be observed throughout the district.

Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

(cf. 4157/4257/4357 - Employee Safety)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.24 - Specialized Health Care Services)
(cf. 5141.6 - School Health Services)
(cf. 6145.2 - Athletic Competition)

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan or other safety procedures.

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

Legal Reference:

HEALTH AND SAFETY CODE

117600-118360 Handling and disposal of regulated waste

120875 Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B

120880 Information to employees of school district

CODE OF REGULATIONS, TITLE 8

5193 California bloodborne pathogens standard

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

Management Resources:

CDE PROGRAM ADVISORIES

1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for

BP 4119.43, 4219.43, 4319.43 (b)

Dealing with HIV-Infected Persons in School Settings

WEB SITES

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

(3/93) 7/99

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: February 11, 2013

Adopted:

King City, CA

Personnel

Universal Precautions

Definitions

~~***Note: As amended in Register 99, No 31 effective July 30, 1999, 8 CCR 5193(b) adds hepatitis C virus to the definition of bloodborne pathogens and affects the definition of universal precautions below. As amended, 8 CCR 5193(b) also defines sharps and engineered sharps injury protection.***~~

~~***Note: Districts may wish to include the following optional administrative regulation in their employee handbook.***~~

Universal precautions are an approach to infection control. All human blood and certain human body fluids, including but not limited to semen, vaginal secretions and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV) and other bloodborne pathogens. (8 CCR 5193(b))

Personal protective equipment includes specialized clothing or equipment worn or used for protection against a hazard. General work clothes such as uniforms, pants, shirts or blouses not intended to function as protection against a hazard are not considered to be personal protective equipment. (8 CCR 5193(b))

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))

Employee Information

~~***Note: Health and Safety Code 120875 requires districts to provide information regarding AIDS and hepatitis B, as specified below. However, since, pursuant to 8 CCR 5193(b), hepatitis C is now included in the definition of "bloodborne pathogens," districts may also wish to provide information to employees about the hepatitis C virus. The following paragraph should be modified to reflect any additional information provided to employees.***~~

The State Administrator/Superintendent or designee shall distribute to employees information provided by the California Department of Education regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This

information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health plan benefits of the employees. Information shall be distributed at least annually, or more frequently if there is new information supplied by the California Department of Education. (Health and Safety Code 120875, 120880)

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

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

Infection Control Practices

The State Administrator/Superintendent or designee shall ensure that the worksite is effectively maintained in a clean and sanitary condition, and shall implement an appropriate written schedule for cleaning and decontamination of the worksite. (8 CCR 5193(d))

Where occupational exposure remains after the institution of engineering and work practice controls, the State Administrator/Superintendent or designee shall provide appropriate personal protective equipment at no cost to the employee. Such equipment may include gloves, gowns, masks, eye protection, and other devices that do not permit blood or other potentially infectious materials to pass through or reach the employee's clothes, skin, eyes, mouth or other mucous membranes under normal conditions of use. The State Administrator/Superintendent or designee shall maintain, repair, make accessible and require employees to use and properly handle protective equipment. (8 CCR 5193(d))

The State Administrator/Superintendent or designee shall provide handwashing facilities which are readily accessible to employees. When provision of handwashing facilities is not feasible, the State Administrator/Superintendent or designee shall provide an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. (8 CCR 5193(d))

For the prevention of infectious disease, employees shall routinely: (8 CCR 5193(d))

1. Perform all procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, spattering, and generating droplets of these substances.
2. Use personal protective equipment as appropriate.
 - a. Appropriate clothing, including but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments, shall be worn in occupational exposure situations.

If a garment becomes penetrated by blood or other potentially infectious materials, the employee shall remove the garment immediately or as soon as feasible. All personal protective equipment shall be removed prior to leaving the work area. When removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

b. Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes and nonintact skin, and when handling or touching contaminated items or surfaces.

Disposable gloves shall be replaced as soon as practical when contaminated, or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. They shall not be washed or decontaminated for reuse. Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised, but must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

c. Masks in combination with eye protection devices or face shields shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.

3. Wash hands and other skin surfaces thoroughly with soap and running water:

a. Immediately or as soon as feasible following contact of hands or any other skin or mucous membranes with blood or other potentially infectious materials

b. Immediately after removing gloves or other personal protective equipment

When handwashing facilities are not available, the employee shall use antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. In such instances, hands shall be washed with soap and running water as soon as feasible.

4. Refrain from eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas with a reasonable likelihood of occupational exposure.

5. Clean and decontaminate all equipment and environmental and work surfaces after contact with blood or other potentially infectious material, no later than the end of the shift or more frequently as required by state regulations.

6. Rather than using the hands directly, use mechanical means such as a brush and dust pan, tongs or forceps to clean up broken glassware which may be contaminated.

7. Use effective patient-handling techniques and other methods designed to minimize the risk of a sharps injury in all procedures involving the use of sharps in patient care.

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

(cf. 5141.24 - Specialized Health Care Services)

a. Needleless systems shall be used to administer medication or fluids, withdraw body fluids after initial venous or arterial access is established, and conduct any other procedure involving the potential for an exposure incident for which a needleless system is available as an alternative to the use of needle devices. If needleless systems are not used, needles or non-needle sharps with engineered sharps injury protection shall be used.

b. Contaminated needles or other sharps shall not be broken, bent, recapped, removed from devices, or stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

c. Disposable sharps shall not be reused.

8. Handle, store, treat and dispose of regulated waste in accordance with Health and Safety Code 117600-118360 and other applicable state and federal regulations.

a. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the requirements of 8 CCR 5193(d)(3)(D). Containers shall be easily accessible, maintained upright throughout use where feasible, and replaced as necessary to avoid overfilling.

b. Specimens of blood or other potentially infectious material shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping.

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.6 - School Health Services)

(cf. 6145.2 - Athletic Competition)

(3/93) 7/99

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: February 11, 12013

Adopted:

King City, CA

Students

Open/Closed Campus

OPTION 1: Open Campus

~~***Note: Education Code 44808.5 grants the Board the authority to allow high school students to leave the school campus during lunch. The district, its employees and officers are not liable for the safety and conduct of students who leave under this policy. The open campus option does not apply to K-8 school districts.***~~

~~In order to give students an opportunity to demonstrate responsibility and positive citizenship, the Governing Board establishes an open campus at all district high schools in which students shall have the privilege of leaving campus during lunch.~~

~~The privilege of open campus may be revoked from individual students for disciplinary reasons.~~

~~(cf. 5144 - Discipline)~~

~~Students shall not leave the school grounds at any other time during the school day without written permission of their parents/guardians and school authorities. Students who leave school or who fail to return following lunch without authorization shall be classified truant and subject to disciplinary action.~~

~~(cf. 5113 - Absences and Excuses)~~

OPTION 2: Closed Campus

~~***Note: The following language is for districts wishing to establish a closed campus.***~~

~~In order to keep students in a supervised, safe and orderly environment, the Governing Board establishes a closed campus at all district schools.~~

~~Students shall not leave the school grounds at any time during the school day without written permission of their parents/guardians and school authorities. Students who leave school without authorization shall be classified truant and subject to disciplinary action.~~

~~(cf. 5113 - Absences and Excuses)~~

~~Student handbooks shall fully explain all rules and disciplinary procedures involved in the maintenance of the closed campus.~~

(cf. 5144 - Discipline)

~~OPTION 3: Senior Open Campus~~

~~***Note: The following optional paragraph is for districts that choose to establish a closed campus, but issues lunch passes to seniors who meet certain eligibility criteria.***~~

~~The Governing Board establishes a closed campus at all district schools, however seniors who meet eligibility requirements may use lunch passes to leave campus during the lunch hour. The Board views this program as a way to improve and reward student academic achievement and attendance. Eligibility requirements are based upon academic performance and attendance standards. The open campus privilege may be revoked for seniors who do not meet the eligibility standards.~~

~~Students shall not leave the school grounds at any other time during the school day without written permission of their parents/guardians and school authorities. Students who leave school or who fail to return following lunch without authorization shall be classified truant and subject to disciplinary action.~~

Legal Reference:

EDUCATION CODE

35160 Authority of the Board

35160.1 Broad authority of school district

44808.5 Permission for pupils to leave school grounds; notice

(5/85 12/87) 6/97

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: February 11, 2013

Adopted:

King City, CA

Students

Open/Closed Campus

~~***Note: The following regulation is for districts which have selected the open campus option and may also be used by districts which have selected the senior open campus option. Districts choosing the senior open campus option may add eligibility criteria below. ***~~

At the beginning of the school year, the State Administrator/Superintendent or designee shall notify parents/guardians about the open/closed campus policy as required by law. (Education Code 44808.5)

(cf. 5145.6 - Parental Notifications)

The district, Governing Board members and district employees shall not be liable for the conduct and safety of students who leave school grounds during the lunch period. (Education Code 44808.5)

The principal of each high school shall be responsible for the annual preparation, implementation and evaluation of the school's open/closed campus program.

The principal may revoke the open campus privilege to any or all students at any time. The principal shall submit a report to the State Administrator/Superintendent or designee indicating the nature and scope of the problem and a procedure for reviewing and resolving the problem.

The State Administrator/Superintendent shall notify the Board of any campus closure.

6/97

Students

Gangs

~~***Note: The following optional policy and regulation may be used as a component of a comprehensive district safety plan and should be revised to reflect district circumstances.***~~

The Governing Board desires to keep district schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The State Administrator/Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

(cf. 5131.4 - Student Disturbances)

(cf. 5131.7 - Weapons and Dangerous Instruments)

~~***Note: Education Code 51265 urges districts to give high priority to inservice programs on gang violence and substance abuse prevention education.***~~

The State Administrator/Superintendent or designee shall provide inservice training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Board realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten.

To further discourage the influence of gangs, the State Administrator/Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5132 - Dress and Grooming)

(cf. 6164.2 - Guidance/Counseling Services)

Legal Reference:

EDUCATION CODE

35183 Gang-related apparel

32282 School safety plans

41510-41514 School Safety Consolidated Competitive Grant

48907 Student exercise of free expression

51264 Educational inservice training; CDE guidelines

51265 Gang violence and drug and alcohol abuse prevention inservice training

51266-51266.5 Model gang and substance abuse prevention curriculum

PENAL CODE

186.22 Participation in criminal street gang

13826-13826.7 Gang violence suppression

UNITED STATES CODE, TITLE 20

7101-7184 Safe and Drug-Free Schools and Communities Act

Management Resources:

CDE PUBLICATIONS

On Alert: Gang Prevention in School and Inservice Guidelines, January 1994

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995

(2/94 10/95) 10/96

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: February 11, 2013

Adopted:

King City, CA

Students

Gangs

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

Prevention and Intervention Measures

~~***Note: The following section incorporates components of several violence prevention grant programs and should be modified so as to specify those measures being implemented by the district. Support for district efforts in this area is available through the CDE under the federal Safe and Drug-Free Schools and Communities Act of 1994; through the Office of Criminal Justice Planning pursuant to Penal Code 13826.65; and through the School Safety Consolidated Competitive Grant Program pursuant to Education Code 41510-41514.~~

In order to discourage the influence of gangs, school staff shall take the following measures:

1. Any student displaying behavior, gestures, apparel or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
 - a. The student's parent/guardian shall be contacted and may be asked to meet with school staff.
 - b. The student may be sent home to change clothes if necessary.

(cf. 5132 - Dress and Grooming)
2. Staff members shall be provided with the names of known gang members.
3. Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.

(cf. 1020 - Youth Services)

4. Any gang graffiti on school premises shall be removed, washed down or painted over as soon as discovered.

a. Daily checks for graffiti shall be made throughout the campus.

b. Graffiti shall be photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.

(cf. 3515 - Campus Security)

(cf. 5131.5 - Vandalism and Graffiti)

5. Classroom and after-school programs at each school shall be designed to enhance individual self esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of constructive activities. These programs shall also:

a. Explain the dangers of gang membership

b. Provide counseling for targeted at-risk students

c. Include lessons or role-playing workshops in gang avoidance skills and nonviolent conflict resolution, including communication skills, anger management, ethnic/cultural tolerance, and mediation skills

d. Assign individual gang members to cooperative learning groups in which they may work toward common goals with students who are not members of their gang

e. Provide school-to-career instruction

f. Provide positive interaction with local law enforcement staff

(cf. 5137 - Positive School Climate)

Gang prevention lessons may be taught jointly by teachers and law enforcement staff.

6. Staff shall actively promote membership in authorized student organizations which can provide students companionship, safety, and a sense of purpose and belonging, including:

a. Positive sports and cultural activities and affiliations with the local community

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

b. Structured, goal-oriented community service projects

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

Community Outreach

~~***Note: The following section is offered for districts that wish to provide gang education programs for parents/guardians or the community.~~

When feasible Gang prevention classes or counseling offered for parents/guardians shall address the following topics:

1. The dangers of gang membership
2. Warning signs which may indicate that children are at risk of becoming involved with gangs
3. The nature of local gang apparel and graffiti
4. Effective parenting techniques
5. Conflict resolution techniques

Community programs shall address:

1. The scope and nature of local gang problems
2. Strategies by which each segment of the community may alleviate gang problems

(2/94 10/95) 10/96

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: February 11, 2013

Adopted:

King City, CA

Students

Conflict Resolution/Peer Mediation

~~***Note: Research has indicated that school-based conflict resolution/peer mediation (CR/PM) programs effectively reduce violence and promote safe learning environments at school sites. School districts that have integrated CR/PM programs into existing disciplinary procedures have reported reductions in suspensions, expulsions and student-to-student conflict. In addition, CR/PM programs can help to promote personal responsibility and citizenship among students.***~~

~~***Note: The following optional policy may be used by districts wishing to encourage the development of CR/PM programs at the school site.***~~

To promote student safety and contribute to the maintenance of a positive school climate, the Governing Board encourages the development of school-based conflict resolution programs designed to help students learn constructive ways of handling conflict. The Board believes that such programs can reduce violence and promote communication, personal responsibility and problem-solving skills among students.

Conflict resolution strategies shall be considered as part of each school's comprehensive safety plan and incorporated into other district discipline procedures as appropriate. Conflict resolution programs shall not supplant the authority of staff to take appropriate action as necessary to prevent violence, ensure student safety, maintain order in the school, and institute disciplinary measures.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)

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

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

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Schoolwide programs may include curriculum in conflict resolution, including, but not limited to, instruction in effective communication and listening, critical thinking, problem-solving processes and the use of negotiation to find mutually acceptable solutions. In addition, the curriculum may address students' ethical and social development, respect for diversity, and interpersonal and behavioral skills.

(cf. 6141 - Curriculum Development and Evaluation)

Conflict resolution programs may incorporate peer mediation strategies in which selected students are specially trained to work with their peers in resolving conflicts.

~~***Note: It is important that students voluntarily enter the mediation process in order to-~~

~~secure acceptance of the program. Confidentiality by all involved parties, including the program coordinator, is essential in maintaining the integrity of the peer mediation program.***~~

Students' participation in any peer mediation program shall be voluntary and kept confidential by all parties involved.

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

(cf. 5125 - Student Records)

In developing a conflict resolution and/or peer mediation program, school-site teams shall address, as appropriate:

1. The grade levels and courses in which the conflict resolution curriculum shall be delivered

(cf. 6143 - Courses of Study)

2. Staff development related to the implementation of the curriculum and modeling of appropriate behaviors and communication skills

(cf. 4131 - Staff Development)

3. The selection of peer mediators involving, to the extent possible, a cross-section of students in terms of grade, gender, race, ethnicity, and socioeconomic status, and including some students who exhibit negative leadership among peers

4. Training and support for peer mediators, including training in mediation processes and in the skills related to understanding conflict, communicating effectively and listening

5. The process for identifying and referring students to the peer mediation program

6. The types of conflicts suitable for peer mediation

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.4 - Student Disturbances)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5145.7 - Sexual Harassment)

7. Scheduling and location of peer mediation sessions
8. Methods of obtaining and recording agreement from all disputants
9. The appropriate involvement of parents/guardians, the community and staff, including counseling/guidance and security staff

(cf. 1020 - Youth Services)

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

(cf. 3515.3 - District Police/Security Department)

(cf. 6020 - Parent Involvement)

(cf. 6164.2 - Guidance/Counseling Services)

10. Communications to students, parents/guardians and staff regarding the availability of the program
11. Methods of following up with students to determine the effectiveness of the process
12. Development of assessment tools to periodically evaluate the success of the program including, but not limited to, measurements of whether there has been a reduction in violence at the school and whether the school's suspension rates have fallen since the program has been introduced

Legal Reference:

EDUCATION CODE

32280-32288 School safety plans

32295.5 Teen court programs

35291-35291.5 Rules

44807 Duty concerning conduct of students

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to safe schools

Management Resources:

CSBA PUBLICATIONS

Protecting Our Children: Governing Board Strategies to Combat School Violence, revised 1999

CDE PUBLICATIONS

Safe Schools: A Planning Guide for Action, 1995

USDE PUBLICATONS

Creating Safe and Drug-Free Schools: An Action Guide, 1996

WEB SITES

U.S. Department of Education, Safe and Drug-Free Schools Program:

<http://www.ed.gov/offices/OESE/SDFS/>

California Department of Education, Safe Schools and Violence Prevention Office:

<http://www.cde.ca.gov/lss/>

7/99

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: February 11, 2013

Adopted:

King City, CA

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

SUBJECT: School Accountability Report Card (SARC)
For Portola-Butler Continuation High School

MEETING: 2/11/13

AGENDA SECTION:

XX 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
- X Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The School Accountability Report Card (SARC) is required to be approved and posted for each school site. This is the SARC for Portola-Butler Continuation High School for 2010-2011.

Recommendation:

Approval of the Portola-Butler SARC.


Fiscal Impact:

None

Submitted By:



Approved:



Daniel R. Morao, Ed.D.
State Administrator

Executive Summary School Accountability Report Card, 2011–12

For Portola-Butler Continuation High

Address: 760 Broadway St., King City, CA, 93930	Phone: (831) 385-4661
Principal: Carolyn McCombs, Principal	Grade Span: 10-12

This executive summary of the School Accountability Report Card (SARC) is intended to provide parents and community members with a quick snapshot of information related to individual public schools. Most data presented in this report are reported for the 2011–12 school year. School finances and school completion data are reported for the 2010–11 school year. Contact information, facilities, curriculum and instructional materials, and select teacher data are reported for the 2012–13 school year. For additional information about the school, parents and community members should review the entire SARC or contact the school principal or the district office.

About This School

Portola-Butler High School is the continuation high school for the South Monterey County Joint Union High School District. Students attend Portola-Butler Continuation High School in order to recover credits that were not earned at the comprehensive high school, as an alternative path to completing high school.

Student Enrollment

Group	Enrollment
Number of students	124
Black or African American	0.8%
American Indian or Alaska Native	0.0%
Asian	0.0%
Filipino	0.0%
Hispanic or Latino	95.2%
Native Hawaiian or Pacific Islander	0.0%
White	4.0%
Two or More Races	0.0%
Socioeconomically Disadvantaged	72.6%
English Learners	76.6%
Students with Disabilities	4.8%

Teachers

Indicator	Teachers
Teachers with full credential	4
Teachers without full credential	0
Teachers Teaching Outside Subject Area of Competence	1
Misassignments of Teachers of English Learners	0
Total Teacher Misassignments	0

Student Performance

Subject	Students Proficient and Above on STAR* Program Results
English-Language Arts	4%
Mathematics	0%
Science	0%
History-Social Science	6%

*Standardized Testing and Reporting Program assessments used for accountability purposes include the California Standards Tests, the California Modified Assessment, and the California Alternate Performance Assessment.

Academic Progress*

Indicator	Result
2012 Growth API Score (from 2012 Growth API Report)	480
Statewide Rank (from 2011 Base API Report)	B
Met All 2012 AYP Requirements	Yes
Number of AYP Criteria Met Out of the Total Number of Criteria Possible	Met 4 of 4
2012–13 Program Improvement Status (PI Year)	

*The Academic Performance Index is required under state law. Adequate Yearly Progress is required by federal law.

School Facilities

Summary of Most Recent Site Inspection

The Williams facility review is not conducted at Portola-Butler. The District provides a consultant to do an annual site inspection.

Repairs Needed

The classroom doors and ramps need to be painted and improved.

Corrective Actions Taken or Planned

The repairs needed are included on the District maintenance list of corrective actions planned.

Curriculum and Instructional Materials

Core Curriculum Area	Pupils Who Lack Textbooks and Instructional Materials
Reading/Language Arts	0
Mathematics	0
Science	0
History-Social Science	0
Foreign Language	
Health	
Visual and Performing Arts	
Science Laboratory Equipment (grades 9-12)	

School Finances

Level	Expenditures Per Pupil (Unrestricted Sources Only)
School Site	\$7,382
District	N/A
State	\$5,455

School Completion

Indicator	Result
Graduation Rate (if applicable)	77.42

Postsecondary Preparation

Measure	Percent
Pupils Who Completed a Career Technical Education Program and Earned a High School Diploma	N/A
Graduates Who Completed All Courses Required for University of California or California State University Admission	0.0%

School Accountability Report Card

Reported Using Data from the 2011–12 School Year

Published During 2012–13

Every school in California is required by state law to publish a School Accountability Report Card (SARC), by February 1 of each year. The SARC contains information about the condition and performance of each California public school.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For additional information about the school, parents and community members should contact the school principal or the district office.

I. Data and Access

Ed-Data Partnership Web Site

Ed-Data is a partnership of the CDE, EdSource, and the Fiscal Crisis and Management Assistance Team (FCMAT) that provides extensive financial, demographic, and performance information about California's public kindergarten through grade twelve school districts and schools.

DataQuest

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

Internet Access

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

II. About This School

Contact Information (School Year 2012–13)

School		District	
School Name	Portola-Butler Continuation High	District Name	South Monterey County Joint Union High
Street	760 Broadway St.	Phone Number	(831) 385-0606
City, State, Zip	King City, CA, 93930	Web Site	www.kingcity.k12.ca.us

Phone Number	(831) 385-4661	Superintendent	Daniel Moirao
Principal	Carolyn McCombs, Principal	E-mail Address	dmoirao@kingcity.k12.ca.us
E-mail Address	cmccombs@kingcity.k12.ca.us	CDS Code	27660682730083

School Description and Mission Statement (School Year 2011–12)

Portola-Butler is the continuation high school for the South Monterey County Joint Union High School District, which also includes two comprehensive high schools. The District enrollment is 2183.

Portola-Butler Continuation High School is located in King City, a primarily agricultural community in the southern part of the Salinas Valley in Monterey County. The school was established at the district offices in 1971, but has since moved to portable classrooms situated in back of King City High School. Portola-Butler High School was formerly Los Padres High School, then was renamed in memory of one of the school's founding teachers, Candy Butler, and in 2010 was renamed Portola-Butler Continuation High School. Students attend Portola-Butler Continuation High School in order to recover credits that were not earned at the comprehensive high school, as an alternative path to completing high school. The educational programs at the school are individualized for students to work at their own pace and at their skill levels. In the 2011-2012 school year, an average of 120 students were enrolled at Portola-Butler with 4 classroom teachers and a 10% Resource Specialist to serve the Special Education students.

The mission of Portola-Butler Continuation High School is to provide a safe, challenging environment where students become a community of learners who develop knowledge, confidence, and independence to realize their academic and creative potential, develop respect and tolerance for others, and become involved and responsible citizens.

Opportunities for Parental Involvement (School Year 2011–12)

Portola-Butler Continuation High School encourages parents to be active in their student's education. Parents are invited to attend parent conferences and to call and/or visit the school. The local community is supportive of Portola-Butler, accepting students to do Community Service hours with local companies and organizations.

Student Enrollment by Grade Level (School Year 2011–12)

Grade Level	Number of Students	Grade Level	Number of Students
Kindergarten	0	Grade 8	0
Grade 1	0	Ungraded Elementary	0
Grade 2	0	Grade 9	0
Grade 3	0	Grade 10	1
Grade 4	0	Grade 11	40
Grade 5	0	Grade 12	83
Grade 6	0	Ungraded Secondary	0
Grade 7	0	Total Enrollment	124

Student Enrollment by Student Group (School Year 2011-12)

Group	Percent of Total Enrollment
Black or African American	0.8%
American Indian or Alaska Native	0.0%
Asian	0.0%
Filipino	0.0%
Hispanic or Latino	95.2%
Native Hawaiian or Pacific Islander	0.0%
White	4.0%
Two or More Races	0.0%
Socioeconomically Disadvantaged	72.6%
English Learners	76.6%
Students with Disabilities	4.8%

Average Class Size and Class Size Distribution (Elementary)

Grade Level	Avg. Class Size	2009-10 Number of Classes*			Avg. Class Size	2010-11 Number of Classes*			Avg. Class Size	2011-12 Number of Classes*		
		1-20	21-32	33+		1-20	21-32	33+		1-20	21-32	33+
K												
1												
2												
3												
4												
5												
6												
Other												

* Number of classes indicates how many classes fall into each size category (a range of total students per classroom).

Average Class Size and Class Size Distribution (Secondary)

Subject	Avg. Class Size	2009-10 Number of Classes*			Avg. Class Size	2010-11 Number of Classes*			Avg. Class Size	2011-12 Number of Classes*		
		1-23	23-33	33+		1-23	23-33	33+		1-23	23-33	33+

		22	32			22	32			22	32	
English	16	1	0	0	0.0	0	0	0	52.8	1	1	0
Mathematics	16	1	0	0	21.0	2	1	0	32.6	4	0	0
Science	16	1	0	0	0.0	0	0	0	18.5	1	0	0
Social Science	16	1	0	0	18.0	1	0	0	56.3	0	0	0

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

III. School Climate

School Safety Plan (School Year 2011–12)

The Portola-Butler Continuation High School Safety Plan is incorporated with that of King City High School (KCHS) as the school is located at the back of the KCHS campus. Regular fire, earthquake, reverse, and evacuation drills are coordinated with the comprehensive high school.

Discipline and Climate for Learning

Students at Portola-Butler High School are guided by specific rules and classroom expectations that promote respect, cooperation, courtesy and acceptance of others. The school's discipline philosophy promotes a safe, warm, friendly classroom environment. Parents and students are informed of discipline policies at the beginning of each school year through classroom orientation and individual student handbooks. A personal interview between the student, parent, and principal is also required before a student may enroll at Portola-Butler.

Suspensions and Expulsions

Rate*	School 2009–10	School 2010–11	School 2011–12	District 2009–10	District 2010–11	District 2011–12
Suspensions	.03	.13	.09	.22	.36	.41
Expulsions	0	0	0	0.8	.22	26

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

IV. School Facilities

School Facility Conditions and Planned Improvements (School Year 2012–13)

The classroom doors and ramps need to be painted and repaired.

School Facility Good Repair Status (School Year 2012–13)

System Inspected	Repair Status				Repair Needed and Action Taken or Planned
	Exemplary	Good	Fair	Poor	

Systems: Gas Leaks, Mechanical/HVAC, Sewer			X	
Interior: Interior Surfaces	X			
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation			X	
Electrical: Electrical	X			
Restrooms/Fountains: Restrooms, Sinks/ Fountains			X	
Safety: Fire Safety, Hazardous Materials	X			
Structural: Structural Damage, Roofs			X	
External: Playground/School Grounds, Windows/ Doors/Gates/Fences				X
Overall Rating			X	

Note: Cells shaded in black do not require data.

V. Teachers

Teacher Credentials

Teachers	School 2009-10	School 2010-11	School 2011-12	District 2011-12
With Full Credential	3	4	4	71
Without Full Credential	0	0	0	11
Teaching Outside Subject Area of Competence (with full credential)	2	0	1	5

Teacher Misassignments and Vacant Teacher Positions

Indicator	2010-11	2011-12	2012-13
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments*	0	0	0
Vacant Teacher Positions	0	0	0

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

* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Core Academic Classes Taught by Highly Qualified Teachers (School Year 2011-12)

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

Location of Classes	Percent of Classes In Core Academic Subjects Taught by Highly Qualified Teachers	Percent of Classes In Core Academic Subjects Not Taught by Highly Qualified Teachers
This School	60.7%	39.3%
All Schools in District	90.9%	9.1%
High-Poverty Schools in District	90.9%	9.1%
Low-Poverty Schools in District	N/A	N/A

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

VI. Support Staff

Academic Counselors and Other Support Staff (School Year 2011–12)

Title	Number of FTE* Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	0	0
Counselor (Social/Behavioral or Career Development)	0	
Library Media Teacher (librarian)	0	
Library Media Services Staff (paraprofessional)	0	
Psychologist	0	
Social Worker	0	
Nurse	0	
Speech/Language/Hearing Specialist	0	
Resource Specialist (non-teaching)	0	
Other	0	

Note: Cells shaded in black do not require data.

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

VII. Curriculum and Instructional Materials

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2012–13)

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

Year and month in which data were collected: _____

Core Curriculum Area	Textbooks and instructional materials/year of adoption	From most recent adoption?	Percent students lacking own assigned copy
Reading/Language Arts	Glencoe (2002)		0
Mathematics	AGS Basic Math Skills (2003) AGS Consumer Math (2003) AGS Algebra (2004)		0
Science	Glencoe/McGraw Hill (2002) McDougal/Littell (2006) AGS Biology (2004) AGS Earth Science (2004)		0
History-Social Science	McDougal/Littell (2006) AGS World History (2008) AGS US History (2005) AGS Economics (2005) AGS US Government (2001)		0
Foreign Language	Holt (2003)		
Health	Pearson (2001)		
Visual and Performing Arts			
Science Laboratory Equipment (grades 9-12)			

VIII. School Finances

Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2010–11)

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Supplemental / Restricted)	Expenditures Per Pupil (Basic / Unrestricted)	Average Teacher Salary
School Site	\$7,651	\$269	\$7,382	\$92,268
District			\$7,382	\$77,437

Percent Difference – School Site and District		0	42%
State		\$5,455	\$69,265
Percent Difference – School Site and State		38%	25%

Note: Cells shaded in black do not require data.

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

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

Types of Services Funded (Fiscal Year 2011–12)

Types of services funded include: salaries, instructional materials, equipment, materials and supplies, maintenance agreements, leases and rentals, communications, professional development.

Teacher and Administrative Salaries (Fiscal Year 2010–11)

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	\$36,058	\$41,866
Mid-Range Teacher Salary	\$73,581	\$66,197
Highest Teacher Salary	\$102,188	\$85,232
Average Principal Salary (Elementary)		
Average Principal Salary (Middle)		
Average Principal Salary (High)	\$115,765	\$116,591
Superintendent Salary	\$201,606	\$151,264
Percent of Budget for Teacher Salaries	*33.00%	36.00%
Percent of Budget for Administrative Salaries	8.00%	6.00%

Note: For detailed information on salaries, see the CDE Certificated Salaries & Benefits Web page at <http://www.cde.ca.gov/ds/fd/cs/>.

*The percent of the budget for teacher salaries was not calculated by the district. It reflects salaries only and does not include statutory and health benefits (statutory and health), and also does not include certain types of teachers represented by a union.

IX. Student Performance

Standardized Testing and Reporting Program

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

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

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

For detailed information regarding the STAR Program results for each grade and performance level, including the percent of students not tested, see the CDE STAR Results Web site at <http://star.cde.ca.gov>.

Standardized Testing and Reporting Results for All Students – Three-Year Comparison

Subject	Percent of Students Scoring at Proficient or Advanced (meeting or exceeding the state standards)								
	School			District			State		
	2009–10	2010–11	2011–12	2009–10	2010–11	2011–12	2009–10	2010–11	2011–12
English-Language Arts	4%	2%	4%	36%	34%	33%	52%	54%	56%
Mathematics	0%	0%	0%	15%	22%	19%	48%	50%	51%
Science	0%	0%	0%	30%	30%	30%	54%	57%	60%
History-	0%	0%	6%	34%	40%	37%	44%	48%	49%

**Social
Science**

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

Standardized Testing and Reporting Results by Student Group – Most Recent Year

Group	Percent of Students Scoring at Proficient or Advanced			
	English- Language Arts	Mathematics	Science	History- Social Science
All Students in the LEA	33%	19%	30%	37%
All Students at the School	4%	0%	0%	6%
Male	7%	0%	0%	9%
Female	0%	0%	0%	0%
Black or African American	0%	0%	0%	0%
American Indian or Alaska Native				
Asian				
Filipino				
Hispanic or Latino	2%	0%	0%	5%
Native Hawaiian or Pacific Islander				
White	0%	0%	0%	0%
Two or More Races				
Socioeconomically Disadvantaged	5%	0%	0%	6%
English Learners	0%	0%	0%	0%
Students with Disabilities	0%	0%	0%	0%
Students Receiving Migrant Education Services				

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

California High School Exit Examination

The California High School Exit Examination (CAHSEE) is primarily used as a graduation requirement. However, the grade ten results of this exam are also used to establish the percentages of students at three proficiency levels (not proficient, proficient, or advanced) in ELA and mathematics to compute AYP designations required by the federal ESEA, also known as NCLB.

For detailed information regarding CAHSEE results, see the CDE CAHSEE Web site at <http://cahsee.cde.ca.gov/>.

California High School Exit Examination Results for All Grade Ten Students – Three-Year Comparison (if applicable)

Subject	Percent of Students Scoring at Proficient or Advanced								
	School			District			State		
	2009–10	2010–11	2011–12	2009–10	2010–11	2011–12	2009–10	2010–11	2011–12
English-Language Arts	*N/A	*N/A	*N/A	40%	42%	32%	54%	59%	56%
Mathematics	*N/A	*N/A	*N/A	38%	42%	37%	54%	56%	58%

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

California High School Exit Examination Grade Ten Results by Student Group – Most Recent Year (if applicable)

Group	English-Language Arts			Mathematics		
	Not Proficient	Proficient	Advanced	Not Proficient	Proficient	Advanced
All Students in the LEA	68%	18%	13%	63%	30%	7%
All Students at the School	*N/A	*N/A	*N/A	*N/A	*N/A	*N/A
Male						
Female						
Black or African American						
American Indian or Alaska Native						
Asian						
Filipino						
Hispanic or Latino						
Native Hawaiian or Pacific Islander						
White						
Two or More Races						
Socioeconomically Disadvantaged						

English Learners				
Students with Disabilities				
Students Receiving Migrant Education Services				

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

California Physical Fitness Test Results (School Year 2011–12)

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

Grade Level	Percent of Students Meeting Fitness Standards		
	Four of Six Standards	Five of Six Standards	Six of Six Standards
5			
7			
9	*N/A	*N/A	*N/A

Note: * Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy. There are no 9th grade students at Portola-Butler Continuation High School.

X. Accountability

Academic Performance Index

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

Academic Performance Index Ranks – Three-Year Comparison

This table displays the school’s statewide and similar schools’ API ranks. The **statewide API rank** ranges from 1 to 10. A statewide rank of 1 means that the school has an API score in the lowest ten percent of all schools in the state, while a statewide rank of 10 means that the school has an API score in the highest ten percent of all schools in the state.

The **similar schools API rank** reflects how a school compares to 100 statistically matched “similar schools.” A similar schools rank of 1 means that the school’s academic performance is comparable to the lowest performing ten schools of the 100 similar schools, while a similar schools rank of 10 means that the school’s academic performance is better than at least 90 of the 100 similar schools.

API Rank	2009	2010	2011
Statewide		B	B
Similar Schools		B	B

Academic Performance Index Growth by Student Group – Three-Year Comparison

Group	Actual API Change 2009–10	Actual API Change 2010–11	Actual API Change 2011–12
All Students at the School	B	148	-182
Black or African American			
American Indian or Alaska Native			
Asian			
Filipino			
Hispanic or Latino			
Native Hawaiian or Pacific Islander			
White			
Two or More Races			
Socioeconomically Disadvantaged			
English Learners			
Students with Disabilities			

Note: "N/D" means that no data were available to the CDE or LEA to report. "B" means the school did not have a valid API Base and there is no Growth or target information. "C" means the school had significant demographic changes and there is no Growth or target information.

Academic Performance Index Growth by Student Group – 2012 Growth API Comparison

This table displays, by student group, the number of students included in the API and the 2012 Growth API at the school, LEA, and state level.

Group	2012 Growth API					
	Number of Students	School	Number of Students	LEA	Number of Students	State
All Students at the School	33	125	1,381	676	4,664,264	788
Black or African American	1		3		313,201	710
American Indian or Alaska Native	0		4		31,606	742
Asian	0		7		404,670	905

Filipino	0		17	791	124,824	869
Hispanic or Latino	84	125	1,250	663	2,425,230	740
Native Hawaiian or Pacific Islander	0		1		26,563	775
White	2	125	97	826	1,221,860	853
Two or More Races	0		0		88,428	849
Socioeconomically Disadvantaged	23	125	1,125	657	2,779,680	737
English Learners	51	125	900	626	1,530,297	716
Students with Disabilities	10	125	167	494	530,935	607

Adequate Yearly Progress

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

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

For detailed information about AYP, including participation rates and percent proficient results by student group, see the CDE *AYP Web page* at <http://www.cde.ca.gov/ta/ac/ay/>.

Adequate Yearly Progress Overall and by Criteria (School Year 2011–12)

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

Federal Intervention Program (School Year 2012–13)

Schools and districts receiving federal Title I funding enter Program Improvement (PI) if they do not make AYP for two consecutive years in the same content area (ELA or mathematics) or on the same indicator (API or graduation rate). After entering PI, schools and districts advance to the next level of intervention with each additional year that they do

not make AYP. For detailed information about PI identification, see the CDE *PI Status Determinations Web* page: <http://www.cde.ca.gov/ta/ac/ay/tidetermine.asp>.

Indicator	School	District
Program Improvement Status	N/A	In PI
First Year of Program Improvement	N/A	2010-2011
Year in Program Improvement	N/A	Year 3
Number of Schools Currently in Program Improvement		2
Percent of Schools Currently in Program Improvement		50.0%

Note: Cells shaded in black do not require data.

XI. School Completion and Postsecondary Preparation

Admission Requirements for California's Public Universities

University of California

Admission requirements for the University of California (UC) follow guidelines set forth in the Master Plan, which requires that the top one-eighth of the state's high school graduates, as well as those transfer students who have successfully completed specified college course work, be eligible for admission to the UC. These requirements are designed to ensure that all eligible students are adequately prepared for University-level work.

For general admissions requirements, please visit the *UC Admissions Information Web* page at <http://www.universityofcalifornia.edu/admissions/>. (Outside source)

California State University

Eligibility for admission to the California State University (CSU) is determined by three factors:

- Specific high school courses
- Grades in specified courses and test scores
- Graduation from high school

Some campuses have higher standards for particular majors or students who live outside the local campus area. Because of the number of students who apply, a few campuses have higher standards (supplementary admission criteria) for all applicants. Most CSU campuses have local admission guarantee policies for students who graduate or transfer from high schools and colleges that are historically served by a CSU campus in that region. For admission, application, and fee information see the *CSU Web page* at <http://www.calstate.edu/admission/admission.shtml>. (Outside source)

Dropout Rate and Graduation Rate

Indicator	School			District			State		
	2008-	2009-	2010-	2008-	2009-	2010-	2008-	2009-	2010-

	09	10	11	09	10	11	09	10	11
Dropout Rate		18.2	13.9		18.2	13.9		16.6	14.4
Graduation Rate		81.86	80.87		78.4	77.42		74.72	76.26

Note: Cells shaded in black do not require data.

Completion of High School Graduation Requirements

This table displays, by student group, the percent of students who began the 2011–12 school year in grade twelve and were a part of the school's most recent graduating class, meeting all state and local graduation requirements for grade twelve completion, including having passed both the ELA and mathematics portions of the CAHSEE or received a local waiver or state exemption.

Group	Graduating Class of 2012		
	School	District	State
All Students	49	384	N/D
Black or African American	0	3	N/D
American Indian or Alaska Native	1	3	N/D
Asian	0	5	N/D
Filipino	0	0	N/D
Hispanic or Latino	45	333	N/D
Native Hawaiian or Pacific Islander	0	0	N/D
White	2	39	N/D
Two or More Races	0	0	N/D
Socioeconomically Disadvantaged	37	271	N/D
English Learners	33	267	N/D
Students with Disabilities	1	61	N/D

Note: "N/D" means that no data were available to the CDE or LEA to report.

Career Technical Education Programs (School Year 2011–12)

There are no Career Technical Education Programs offered at Portola-Butler Continuation High School.

Career Technical Education Participation (School Year 2011–12)

Measure	CTE Program Participation
Number of pupils participating in CTE	0
Percent of pupils completing a CTE program and earning a high school diploma	0

Percent of CTE courses sequenced or articulated between the school and institutions of postsecondary education

0

Courses for University of California and/or California State University Admission

UC/CSU Course Measure	Percent
2011-12 Students Enrolled in Courses Required for UC/CSU Admission	59.5%
2010-11 Graduates Who Completed All Courses Required for UC/CSU Admission	0.0%

Advanced Placement Courses (School Year 2011–12)

Subject	Number of AP Courses Offered*	Percent of Students In AP Courses
Computer Science	0	
English	0	
Fine and Performing Arts	0	
Foreign Language	0	
Mathematics	0	
Science	0	
Social Science	0	
All courses	0	0.0%

Note: Cells shaded in black do not require data. *Where there are student course enrollments.

XII. Instructional Planning and Scheduling

Professional Development

This section provides information on the annual number of school days dedicated to staff development for the most recent three-year period.

The District has allocated one day for professional development district-wide for the past two years. In addition, the district has provided individual teacher release days for specific training and professional development.

Portola-Butler Continuation High

School Accountability Report Card, 2011-2012

South Monterey County Joint Union High

Provided by the Ed-Data Partnership

For more information visit www.ed-data.org

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

SUBJECT: Approval of Resolution #16:12-13
Week of the School Administrator

MEETING: February 11, 2013

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 contributions of all district employees are to be recognized and appreciated. March 4-10, 2013 is acknowledged as the week of the School Administrator and a time to express our gratitude for the work they have done in moving student achievement forward. The attached resolution makes public the South Monterey County Joint Union High School District Board of Education and the State Administrator's recognition of our district's administrator's contributions.

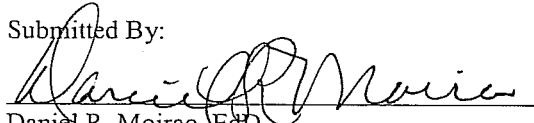
Recommendation:

It is recommended that the State Administrator accept Resolution 16:12-13 recognizing the week of March 4, - 10, 2013, as the Week of the School Administrator.


Fiscal Impact:

None

Submitted By:


Daniel R. Moirao, Ed.D.
State Administrator

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

RESOLUTION #16:12/13

Week of the School Administrator

March 4-10, 2013

WHEREAS, Leadership Matters for California’s public education system and the more than 6 million students it serves;

WHEREAS, School administrators are passionate, lifelong learners who believe in the value of quality public education, and

WHEREAS, the title “school administrator” is a broad term used to define many education leadership posts. Superintendents, assistant superintendents, principals, assistant principals, special education and adult education leaders, curriculum and assessment leaders, school business officials, classified educational leaders, and other school district employees are considered administrators; and

WHEREAS, providing quality service for student success is paramount for the profession; and

WHEREAS, Most school administrators began their careers as teachers. The average administrator has served in public education for more than a decade. Most of California’s superintendents have served in education for more than 20 years. Such experience is beneficial in their work to effectively and efficiently lead public education and improve student achievement; and

WHEREAS, Public schools operate with lean management systems, Across the nation, public schools employ fewer managers and supervisors than most public and private sector industries including transportation, food service, manufacturing, utilities, construction, publishing and public administration; and

WHEREAS, School leaders depend on a network of support from school communities – fellow administrators, teachers, parents, students, businesses, community members, board trustees, colleges and universities, community and faith-based organizations, elected officials and district and county staff and resources – to promote ongoing student achievement and school success; and

WHEREAS, Research shows great schools are led by great principals, and great districts are led by great superintendents. These site leaders are supported by extensive administrative networks throughout the state; and

WHEREAS, the State of California has declared the first full week of March as the “Week of the School Administrator” in Education Code 44015.1; and

WHEREAS, the future of California’s public education system depends upon the quality of its leadership; now therefore

BE IT RESOLVED, by the State Administrator and Board of Education of the South Monterey County Joint Union High School District that all school leaders be commended for the contributions they make to successful student achievement.

I, Daniel Moirao, Ed.D., State Administrator of the South Monterey County Joint Union High School District, hereby declare March 4 – 10, 2013 as the Week of the School Administrator, adopted by the State Administrator at the meeting held on the 11th day of February, 2013.

Daniel R. Moirao, Ed.D.
State Administrator
South Monterey County Joint Union High School District
County of Monterey, State of California

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

SUBJECT: Approval of Greenfield High School Safety Plan

MEETING: February 11, 2013

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- _____ Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
- X _____ 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
- X _____ Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The State Administrator and the Board of Trustees recognizes staff and students have the right to a safe and secure campus. Greenfield High School is submitting their school safety plan for approval. The information has been reviewed and approved by the School Site Council.

The plan is presented for approval.

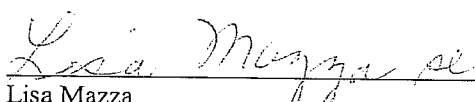
Recommendation:

The recommendation is to approve the Greenfield High School Safety Plan.

Fiscal Impact:


None.

Submitted By:



Lisa Mazza
Principal

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

GHS EMERGENCY REACTION PLAN

1. **BETWEEN CLASS SCENARIO:** Students should immediately report to the evacuation area assigned to their scheduled class. (i.e. between 1st and 2nd - report to the assigned evacuation area for 1st)
2. **DURING LUNCH SCENARIO:** Students should immediately report to the evacuation area assigned to their previously scheduled class (i.e. 4th period on a regular day, 5th period on a Wednesday).

Teachers, even if at lunch, must immediately report to their assigned evacuation area, gather their students together and submit a classroom report form to the zone commander for missing/injured students. Checking in with the zone commander is important because we will know your location and that you are supervising your students - your written report can be submitted on a piece of paper if you do not have a report form.

Teachers who leave the campus during lunch, as a courtesy, should consider notifying the main office before leaving and upon returning – this is how zone commanders and response teams will know that you are not injured or trapped inside a building on campus and that your students will need supervision during a lunch emergency.

3. **Teachers on Prep** must immediately report to the command center (front flagpole) and check in with the site secretary. Your services may be required and if so, you will be requested to assist via notification through the secretary's walkie-talkie. Your presence must be accounted for as well.
4. **AN OFFICIAL DECLARATION THAT THE EMERGENCY SITUATION HAS ENDED:** During an actual emergency, the school's designated time schedule will be suspended. Only a formal administrative declaration of "All clear" through the walkie-talkie along with motioning of classroom teachers by admin. and campus supervisor to return to class will terminate the adherence to the emergency procedures. Bells, class schedules and other school personnel do not determine or signify the end of the drill or the emergency.

GREENFIELD HIGH SCHOOL

FIRE/EVACUATION DRILLS

FORMAL FIRE/EVACUATION DRILLS are usually conducted at least once per month. When the fire alarm bell goes off, we will proceed with the evacuation drill.

Please adhere to the following procedures:

1. When the Fire/Evacuation Drill bell sounds, please have your students move out of your classroom in a quiet and orderly fashion down the corridor to the nearest exit in the direction indicated by the attached evacuation map. (Please post the map in your classroom-preferably near the door).
2. When the bell sounds and the students begin to exit, **please take your emergency folder** and your emergency backpack and **carry** them with you to the evacuation location.
3. Make sure **EVERY** student leaves your classroom and is exiting the building in the proper direction and moving toward the designated class assembly evacuation area.
4. **Follow your class** down the corridor and out the exit to insure that none of your students remain inside the building.
5. When you and your class have exited from the building, please have your students line up in the evacuation area assigned to your class.
6. When your class arrives at its assigned evacuation area, immediately take attendance and complete the required **status report** if you are missing students who were already present and/or if you have injured students. Hold up the appropriate status card at the front of the line: green card (all is well and all accounted for) or red card (missing or injured students). The **Zone Commander** will collect the status report from teachers holding up the red card.
7. **Please keep your class outside of the building** and in your evacuation area in an orderly fashion until an administrator signifies that all is clear, indicating that all in the school are accounted for and it is safe to return to your classroom. Please return to the classroom in an orderly fashion.

11/07/2012

GREENFIELD HIGH SCHOOL LOCKDOWN PROCEDURES

During the lockdown, do not respond for any reason to bells, PA announcements, or people knocking on your door, as doing so could further jeopardize your safety. Remain in the lockdown location until police or school authorities arrive to evacuate you from that area or to let you know that all is clear. School authorities and police will use a key to enter your room. Again, do not open the door for anyone, do not release the students if a bell sounds during the lockdown, and remain secured in place until police or school officials enter your room.

It may become necessary for the safety of the staff and students to require that everyone report to and remain in a locked and secured area of the school facility. In the event of such an emergency situation, please strictly adhere to the following procedures:

1. Emergency Alert Warning Signals:
 - a) Initially, a PA announcement will be made using the word "Lockdown" to initiate an immediate securing and locking down of the entire school facility.
 - b) When the students are not in their classrooms, the students should immediately report to the nearest room that can be secured and locked.
2. If anyone is caught in a restroom or an unsupervised area during a Lockdown condition, they should get down on the floor or find a location in the room that cannot be seen from the entry door. They should remain at that location until school officials or police arrive.
3. Staff members should quickly check the immediate area, firmly direct students into the closest room, lock the door, cover the windows, and remain inside the room until school officials or police arrive.
4. Students should remain away from areas located near the door and windows. Students should be directed to immediately get down on the floor; and, if possible, to get under or behind a desk, a table or other item of furniture.
5. Please do not call the office or tie-up the telephone lines. Have students refrain from using cell phones.
6. Anyone in the immediate vicinity of the threatening activity (i.e. campus invasion, person with a gun or weapon, etc.) should lie flat and still on the ground until it is safe to move or school officials or police arrive.
7. Staff members and students are to remain on "Lockdown" status until school officials or police arrive.

GHS Lockdown Drill

Below are instructions for our lockdown drill. The same procedures would be followed if a lockdown were to occur.

Teachers: Please close your blinds

Lock your door

Turn off your lights

Tell all to stay the level of the windows

Students: Remain quiet.

Follow all directions given by your teacher.

This lockdown will last approximately 10 minutes.

Administrators will be moving throughout the campus checking to make sure the campus is quiet and all doors are locked and blinds are pulled.

Remember, the end of the drill is signified by administration stating, "This is an official announcement that the lockdown is over," at which time the instructional day shall continue.

Greenfield High School

EMERGENCY PREPAREDNESS

Teacher's Class Status Report

Teacher/Staff Name: _____

Period: _____ Classroom # _____ Date: _____

Are all students accounted for? Yes _____ No _____	Do not include names of students marked absent prior to the emergency.
If No, please provide the names of the students not accounted for:	Possible location of missing student:
1.	
2.	
3.	
4.	
5.	

Is emergency/medical assistance required? NO _____ YES _____

If YES, please specify needs:

Greenfield High School

EMERGENCY PREPAREDNESS

Teacher's Class Status Report

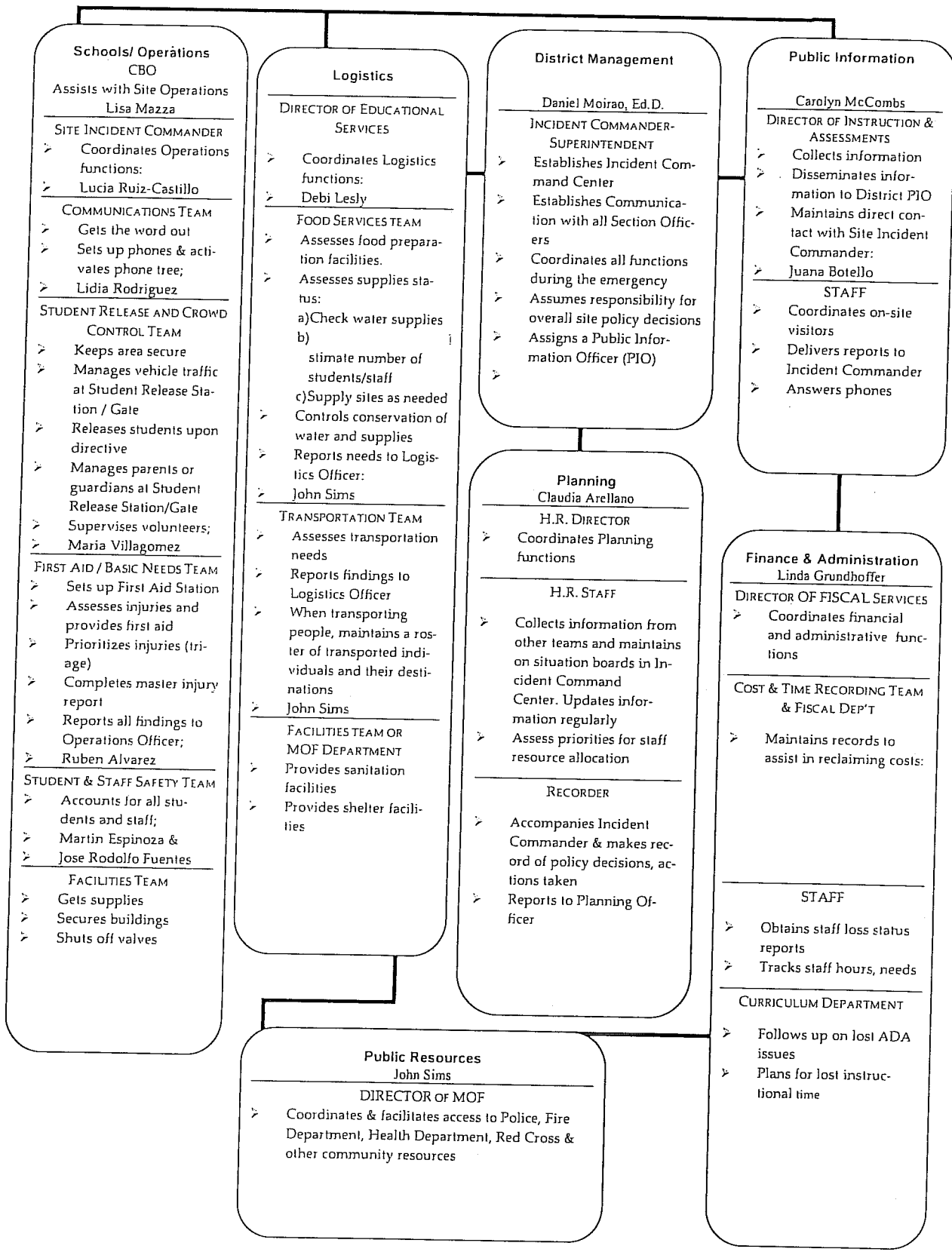
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1.	
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Is emergency/medical assistance required? NO _____ YES _____

If YES, please specify needs:



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

SUBJECT: Approval of King City High School Safety Plan

MEETING: February 11, 2013

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- _____ Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
- X 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
- X Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The State Administrator and the Board of Trustees recognizes staff and students have the right to a safe and secure campus. King City High School is submitting their school safety plan for approval. The information has been reviewed and approved by the School Site Council.

The plan is presented for approval.

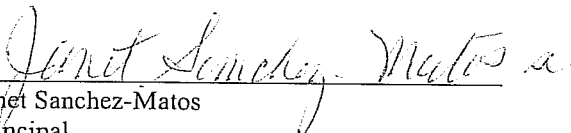
Recommendation:

The recommendation is to approve the King City High School Safety Plan.


Fiscal Impact:

None

Submitted By:


Janet Sanchez-Matos
Principal

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

KCHS EMERGENCY REACTION PLAN

1. **BETWEEN CLASS SCENARIO:** Students should immediately report to the evacuation area assigned to their previously scheduled class (i.e. between 1st and 2nd - report to the assigned evacuation area for 1st).
2. **DURING LUNCH SCENARIO:** Students should immediately report to the evacuation area assigned to their previously scheduled class (i.e. 4th period on a regular day, 5th period on a Wednesday).

Teachers, even if at lunch, must immediately report to their assigned evacuation area, gather their students together and submit a classroom report form to the zone commander for missing/injured students. Checking in with the zone commander is important because we will know your location and that you are supervising your students - your written report can be submitted on a piece of paper if you do not have a report form.

Teachers who leave the campus during lunch, as a courtesy, should consider notifying the main office before leaving and upon returning – this is how zone commanders and response teams will know that you are not injured or trapped inside a building on campus and that your students will need supervision during a lunch emergency.

3. **Teachers on Prep** must immediately report to the command center (front flagpole) and check in with the site secretary. Your services may be required and if so, you will be requested to assist via notification through the secretary's walkie-talkie. Your presence must be accounted for as well.
4. **AN OFFICIAL DECLARATION THAT THE EMERGENCY SITUATION HAS ENDED:** During an actual emergency, the school's designated time schedule will be suspended. Only a formal administrative declaration of "All clear" through the walkie-talkie along with motioning of classroom teachers by admin. and campus supervisor to return to class will terminate the adherence to the emergency procedures. Bells, class schedules and other school personnel do not determine or signify the end of the drill or the emergency.

KING CITY HIGH SCHOOL

FIRE/EVACUATION DRILLS

FORMAL FIRE/EVACUATION DRILLS are usually conducted at least once per month. When the fire alarm bell goes off, we will proceed with the evacuation drill.

Please adhere to the following procedures:

1. When the Fire/Evacuation Drill bell sounds, please have your students move out of your classroom in a quiet and orderly fashion down the corridor to the nearest exit in the direction indicated by the attached evacuation map. (Please post the map in your classroom-preferably near the door).
2. When the bell sounds and the students begin to exit, **please take your emergency folder** and your emergency backpack and **carry** them with you to the evacuation location.
3. Make sure **EVERY** student leaves your classroom and is exiting the building in the proper direction and moving toward the designated class assembly evacuation area.
4. **Follow your class** down the corridor and out the exit to insure that none of your students remain inside the building.
5. When you and your class have exited from the building, please have your students line up in the evacuation area assigned to your class.
6. When your class arrives at its assigned evacuation area, immediately take attendance and complete the required **status report** if you are missing students who were already present and/or if you have injured students. Hold up the appropriate status card at the front of the line: green card (all is well and all accounted for) or red card (missing or injured students). The **Zone Commander** will collect the status report from teachers holding up the red card.
7. **Please keep your class outside of the building** and in your evacuation area in an orderly fashion until an administrator signifies that all is clear, indicating that all in the school are accounted for and it is safe to return to your classroom. Please return to the classroom in an orderly fashion.

11/07/2012

KING CITY HIGH SCHOOL LOCKDOWN PROCEDURES

During the lockdown, do not respond for any reason to bells, PA announcements, or people knocking on your door, as doing so could further jeopardize your safety. Remain in the lockdown location until police or school authorities arrive to evacuate you from that area or to let you know that all is clear. School authorities and police will use a key to enter your room. Again, do not open the door for anyone, do not release the students if a bell sounds during the lockdown, and remain secured in place until police or school officials enter your room.

It may become necessary for the safety of the staff and students to require that everyone report to and remain in a locked and secured area of the school facility. In the event of such an emergency situation, please strictly adhere to the following procedures:

1. Emergency Alert Warning Signals:
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 - b) When the students are not in their classrooms, the students should immediately report to the nearest room that can be secured and locked.
2. If anyone is caught in a restroom or an unsupervised area during a Lockdown condition, they should get down on the floor or find a location in the room that cannot be seen from the entry door. They should remain at that location until school officials or police arrive.
3. Staff members should quickly check the immediate area, firmly direct students into the closest room, lock the door, cover the windows, and remain inside the room until school officials or police arrive.
4. Students should remain away from areas located near the door and windows. Students should be directed to immediately get down on the floor; and, if possible, to get under or behind a desk, a table or other item of furniture. Place a green status card in your window/under the door if all is well; a red one if injured or missing students.
5. Please do not call the office or tie-up the telephone lines. Have students refrain from using cell phones.
6. Anyone in the immediate vicinity of the threatening activity (i.e. campus invasion, person with a gun or weapon, etc.) should lie flat and still on the ground until it is safe to move or school officials or police arrive.
7. Staff members and students are to remain on "Lockdown" status until school officials or police arrive and unlock your door or until you hear a public address announcement that the lockdown has officially ended.

02/05/2013

KCHS Lockdown Drill

Below are instructions for our lockdown drill. The same procedures would be followed if a lockdown were to occur.

Teachers: Please close your blinds
Lock your door
Turn off your lights
Tell all to stay the level of the windows

Students: Remain quiet.
Follow all directions given by your teacher.

This lockdown will last approximately 10 minutes.
Administrators will be moving throughout the campus checking to make sure the campus is quiet and all doors are locked and blinds are pulled.

Remember, the end of the drill is signified by administration stating, ""This is an official announcement that the lockdown is over," at which time the instructional day shall continue.

King City High School

EMERGENCY PREPAREDNESS

Teacher's Class Status Report

Teacher/Staff Name: _____

Period: _____ Classroom # _____ Date: _____

Are all students accounted for? Yes _____ No _____	Do not include names of students marked absent prior to the emergency.
If No, please provide the names of the students not accounted for:	Possible location of missing student:
1.	
2.	
3.	
4.	
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Is emergency/medical assistance required? NO _____ YES _____

If YES, please specify needs:

King City High School

EMERGENCY PREPAREDNESS

Teacher's Class Status Report

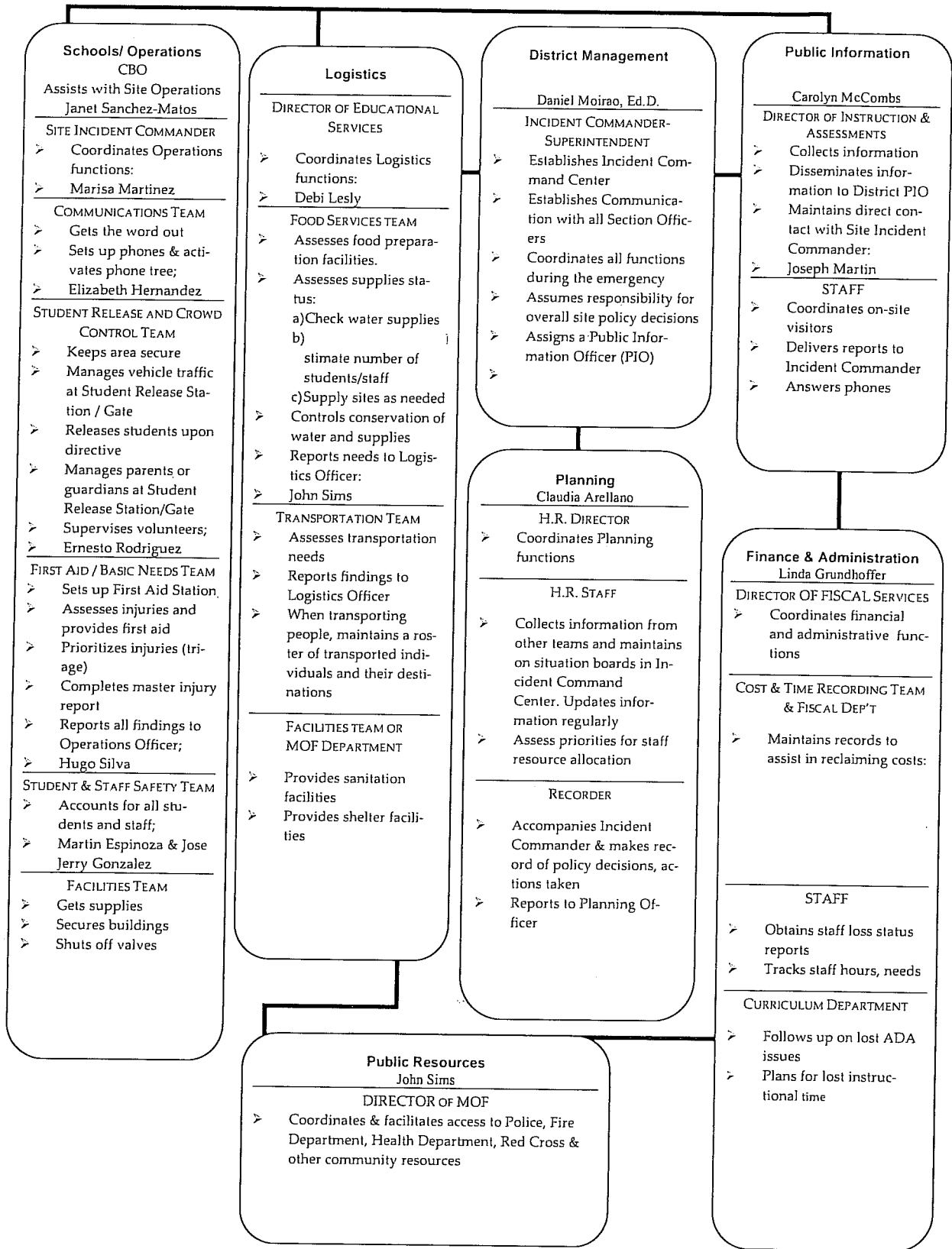
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If No, please provide the names of the students not accounted for:	Possible location of missing student:
1.	
2.	
3.	
4.	
5.	

Is emergency/medical assistance required? NO _____ YES _____

If YES, please specify needs:



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

SUBJECT: Consider Electing a Representative to the 2013
CSBA Delegate Assembly

MEETING: February 11, 2013

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:

Each year a representative is elected to the CSBA Delegate Assembly. There is one candidate from the Salinas Union High School District running for the 2013 year. Attached is the biographical sketch of the candidate.


Recommendation:

The decision can be made to vote for this individual or submit a write-in candidate.

Fiscal Impact:


None.

Submitted By:



Daniel R. Moirao, Ed.D.
State Administrator

Approved:



Daniel R. Moirao, Ed.D.
State Administrator



California School Boards Association

**TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE FRIDAY, MARCH 15, 2013**

January 31, 2013

MEMORANDUM

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

From: Cindy Marks, President

Re: 2013 CSBA Delegate Assembly Election
U.S. Postmark Deadline – Friday, March 15, 2013

Enclosed is the ballot material for election of a representative to the CSBA Delegate Assembly from your region or subregion. The material consists of the ballot (on red paper), required candidate biographical sketch form, and if submitted, résumé for each candidate. In addition, we are including a “copy” of the ballot on white paper so that it may be included in board agenda packets, if you choose to do so. **Only the ballot on red paper is to be completed and returned.**

The board as a whole may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies in the region or subregion, the board may vote for up to three individuals. Regardless of the number of vacancies, each board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district’s stationery; please write **DELEGATE ELECTION** prominently on the envelope with the region or subregion number on the bottom left corner. **Ballots must be postmarked by the U.S. Post Office on or before Friday, March 15. No exceptions are allowed.**

Election results will be available no later than Monday, April 1. If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2013 – March 31, 2015. The next meeting of the Delegate Assembly is on Saturday, May 18 – Sunday, May 19 at the Hyatt Regency in Sacramento.

The names of all Delegates will be available on CSBA’s website no later than Monday, April 1. Please do not hesitate to contact Charlyn Tuter in the Leadership Services Department at (800) 266-3382 ext. 3281 should you have any questions. Thank you.

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **FRIDAY, MARCH 15, 2013**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2013 DELEGATE ASSEMBLY BALLOT
SUBREGION 9-B
(Monterey County)

Number of vacancies: 1 (Vote for no more than 1 candidate)

Delegates will serve two-year terms beginning April 1, 2013 – March 31, 2015

**denotes incumbent*

Lila Cann (Salinas Union HSD)

Provision for Write-in Candidate Name

School District

Signature of Superintendent or Board Clerk

Title

School District/COE Name

Date of Board Action



2013 Delegate Assembly Candidate Biographical Sketch Form

Due: Monday, January 7, 2013 (U.S. Postmark or fax - 916.669.3305 or 916.371.3407)

Please complete, sign and date this **required** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this candidate form will **not** be accepted.

Name: <u>Lila Cann</u>	CSBA Region/Subregion: <u>9 /B</u>
District or COE: <u>Salinas Union High School District</u>	Years on board: <u>7</u> ADA: <u>12,750</u>
Contact Number: <u>(831) 261-9631</u>	E-mail: <u>cannlila547@gmail.com</u>
Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, how long have you served as a Delegate? _____	

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

My three priorities are: 1) Student Achievement - Students should be given the opportunity to attend college if they so desire. It is our responsibility to see that students receive a good education and help them achieve their educational goals. CSBA needs to continue to provide the leadership so, as board members, we can see that our students have these opportunities; 2) Insufficient Funding for Education - Through the filing of Robles-Wong, et al vs. State of California, CSBA is helping to try and solve the inefficient funding of education in California. CSBA needs to continue supporting these types of efforts. Our students deserve a better education, and being competitive by retaining our good teachers is an example of what decent funding could do; and 3) Accountability - We need one system for accountability instead of having two systems, the Federal Adequate Yearly Progress (AYP) requirement and the State Academic Performance Index (API), which conflict with one another. CSBA needs to continue to be at the forefront on this issue and continue to advocate for a more efficient system.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

I have lived in Monterey County since 1959 and have always remained very active within my community. I have been a school board member for seven years and a seven-year member of the Monterey County School Boards Association. I have been a member of the Monterey County Education Foundation and an ex officio member of the Salinas Union High School District's Education Foundation. I attend Monterey County School Boards Member training. I am involved as a board of trustee in partnership meetings with Harnell College. At these meetings, I have the opportunity to share my views on local and statewide education concerns and achievements as well as hearing the opinions of other school board trustees. I am also a member of the Sunrise House Board which offers counseling and assistance in personal matters that students may need an advocate for.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

I served on the PACE committee for CSEA for 5 years. Currently, I work as a service area manager for the Head Start Program. My service areas include South Monterey County, the Monterey Peninsula, Salinas and North Monterey County. I enjoyed working with legislators on various education bills. My experience at the local and state level is a clear indication of my dedication to serving education and our youth.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Lila Cann Date: 12-5-12

Lila Cann

California School Boards Association

Masters in Governance Graduate 2007
Presenter Annual Education Conference
CSBA,s Board Presidents Workshop
New Board Members Orientation

Community Involvement

Salinas Union High School District Board of Trustees
Monterey County School Boards Association Member
Past Member California Latino School Board Association
California Association of Regional Occupational Centers/Programs Member
Member National School Boards Association
Salinas Union High School District Education Foundation Ex-Officio Board Member
Sunrise House Board Member
Conference Presenter
President National Little League Salinas 13 years
PACE Committee Member Area C for School Employees Association 5years
I Help Volunteer for the homeless

Work Experience

Owner Operator Restaurant in Salinas 1974-1993
Food Service Consultant than permanent employee for Salinas Adult School 1990-2001
Owner Retail Business C&K Liquidations 2001-2008
Food and Nutrition Services Manager Monterey County Head Start Program 2009-Present

Honors and Awards

Resolution from Assemblyman Rusty Areas for receiving State Employee of the Year Award - 1994
Recognition as Board of Trustees President 2 years
Recognition as Board of Trustees Vice President 1 Year
Recognition as Board of Trustees Clerk 1 year
Recognition for service as Political Action Committee Member for Area C Monterey County, San Benito County
Recognition as Regional Representative Region 70 CSEA

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of Board Policies (second reading)

MEETING: February 11, 2013

AGENDA SECTION:

X 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
- X Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The following Board Policies were presented as a first reading at the January 16, 2013 board meeting. The policies are presented as a second reading for final approval.

AR3514.1 Hazardous Substances

BP4119.42 Exposure Control Plan for Blood Borne Pathogens (new)
AR4119.42 Exposure Control Plan for Blood Borne Pathogens (new)

AR4154, 4254, 4354 Health and Welfare Benefits

E4319.21 Professional Standards

BP5142 Student Safety (new)
AR 5142 Student Safety (new)

BP5112.3 Student Leave of Absence (new)
AR5112.3 Student Leave of Absence (new)

BP5117 Interdistrict Attendance
AR5117 Interdistrict Attendance


Recommendation:

The recommendation is to approve the second reading of the policies.

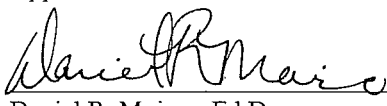
Fiscal Impact:

None.

Submitted By:


Daniel R. Moirao, Ed.D.
State Administrator

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

AR 3514.1 Business and Noninstructional Operations

Hazardous Substances

This administrative regulation is intended to provide guidance to control the types and quantities of hazardous substances purchased, stored, handled, or removed from work areas, including chemicals purchased for use in science classrooms throughout the school district. This policy establishes guidelines for these types of uses and includes a description of the District Hazard Communication Program.

This regulation governs all requests for chemical purchases for science-related curriculum in the school district.

The disposal of chemicals may be accomplished in accordance with removal and disposal systems established by the County Office of Education or by permission of the County Superintendent of Schools. (Education Code 49411)

Hazard Communication Program

The district is required to have a written hazard communication program. This AR details the requirements of maintain compliance with local, state and federal laws and guidelines related to the purchase, handling, and disposal of hazardous substances.

The written hazard communication program shall be available upon request to all employees and their designated representatives. (8 CCR 5194)

The following materials are exempted from the hazard communication program and this district regulation: hazardous wastes; tobacco products; wood and wood products; manufactured articles; food, drugs and cosmetics intended for personal consumption by employees while in the workplace; and substances used in compliance with regulations issued by the Department of Pesticide Regulation pursuant to Food and Agricultural Code 12981.

1. Container Labeling

Except for consumer products, pesticides, alcoholic beverages, and food, drug and additive products which are already labeled in compliance with federal law, no container of hazardous substance shall be accepted by schools or the district unless labeled by the supplier with the following information:

- a. Identity of the hazardous substance(s)
- b. Hazard warning statements
- c. Name and address of the chemical manufacturer or importer

Whenever hazardous substances are transferred from their original containers to other containers, the secondary containers shall likewise be labeled with the identity and hazard warning statement.

2. Material Safety Data Sheets

Upon receiving a hazardous substance or mixture, the Superintendent or designee shall ensure that the manufacturer has also furnished a Material Safety Data Sheet (MSDS) as required by law. If the MSDS is missing or obviously incomplete, the Superintendent or designee shall request a new MSDS from the manufacturer and shall notify the California Occupational Safety and Health Division (Cal/OSHA) if a complete MSDS is not received.

- a. The Superintendent or designee shall maintain copies of the MSDS for all hazardous substances and ensure that they are kept up to date and available to all affected employees during working hours. He/she shall review each incoming MSDS for new and significant health or safety information and shall disseminate this information to affected employees.

3. Employee Information and Training

Employees shall receive inservice training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. This training shall include but is not limited to: (8 CCR 5194)

- a. An overview of the requirements of California's Hazard Communication Regulation (8 CCR 5194), including employee rights described therein
- b. The location, availability and content of the district's written hazard communication program
- c. Information as to any operations in the employees' work area where hazardous substances are present
- d. The physical and health effects of the hazardous substances in the work area
- e. Techniques and methods of observation that may determine the presence or release of hazardous substances in the work area
- f. Methods by which employees can lessen or prevent exposure to these hazardous substances, such as appropriate work practices, use of personal protective equipment and engineering controls
- g. Steps the district has taken to lessen or prevent exposure to these substances

- h. Instruction on how to read labels and review the MSDS for appropriate information
- i. Emergency and first aid procedures to follow if exposed to the hazardous substance(s)

In addition, employees shall receive training on how to operate the computers or fax machines that provide access to MSDS files.

4. List of Hazardous Substances

For specific information about the hazardous substances known to be present in the district and schools, employees may consult the MSDS.

5. Hazardous Nonroutine Tasks

When employees are required to perform hazardous nonroutine tasks, they shall first receive information about the specific hazards to which they may be exposed during this activity and the protective/safety measures which must be used. They shall also receive information about emergency procedures and the measures the district has taken to lessen the hazards, including ventilation, respirators, and the presence of another employee.

6. Hazardous Substances in Unlabeled Pipes

Before starting to work on unlabeled pipes, employees shall contact their supervisors for information as to the hazardous substance(s) contained in the pipes, the potential hazards, and safety precautions which must be taken.

(cf. 3514 - Environmental Safety)

7. Informing Contractors

To ensure that outside contractors and their employees work safely in district buildings and schools, the Superintendent or designee shall inform these contractors of hazardous substances which are present on the site and precautions that employees may take to lessen the possibility of exposure. It shall be the contractor's responsibility to disseminate this information to his/her employees and subcontractors.

8. Classroom Materials

The potential hazards, special storage methods, and high disposal costs associated with some chemical products outweighs the educational value of the material.

Therefore:

- a. All employees involved in the purchase of chemicals for related curriculum will be trained as to the content of this policy.
 - b. Before a request for a chemical purchase is made, the requesting employee must check the chemical for inclusion on the Prohibited Chemicals. The list follows the guidelines of the most current Science Safety Handbook for California Schools. If the chemical is listed as prohibited, the employee must seek an alternative or substitute chemical not on the Prohibited Chemicals Lists. A requesting employee may appeal to the District Safety Committee if there is no alternative and the educational value of using the chemical outweighs the hazards association with it.
 - c. All requests for District purchases of chemicals for science classrooms will follow the standard District purchasing process that includes approval by the Department Chair, Principal, and the District Purchasing Office.
 - d. Prohibited Chemicals Lists: The criteria for determining the acceptance of a chemical purchase will be based on the most current Science Safety Handbook for California Public Schools (www.cde.ca.gov/ci/SciSafety.pdf).
 - e. Chemicals included in Tables 1 (Explosives) and 2 (Extremely Hazardous Chemicals) are strictly prohibited from purchase. Purchases listed in the Science Safety Handbook as “hazard risk outweighs educational value” and “those known to the State to cause cancer and “those known of the State to cause cancer or reproductive toxicity” are prohibited.
 - a. Appeal Process A requestor who has had a chemical purchase request denied may appeal the denial to the District Safety Committee or appropriate Science Safety Sub Committee as prescribed by the Business Manager. The instructor will appear before the Safety Committee to state their case for the purchase. Information as to why the need for the purchase may outweigh the intent of this policy must be presented. Issues to consider should include educational value versus the potential hazards of the material, the use/handling/storage of the material, and costs associate with purchase and disposal. The ruling of the committee may be appealed to the State Administrator/Superintendent or his/her designee.
9. Hazardous Material Disposal
The removal and disposal of chemicals shall be accomplished by the district Maintenance Department to ensure compliance with local, state, and federal safety laws and guidelines.

10. Notifications

The district maintenance department shall annually notify parents and staff of certain hazardous materials information (Healthy Schools Act 200). Two specific letters will be distributed annually:

Record Retention

MSDS Sheet: Discard once material is no longer on premises

Waste Manifest Form: Maintain for five years

Personnel

Exposure Control Plan For Bloodborne Pathogens

As part of its commitment to provide a safe and healthful work environment, the Governing Board recognizes the importance of developing an exposure control plan. The Superintendent or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace to protect employees from possible infection due to contact with bloodborne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV).

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

(cf. 4157/4257/4357 - Employee Safety)

The Superintendent or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's exposure control plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

The Superintendent or designee may exempt designated first aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations. (8 CCR 5193(f))

Any employee not identified by the Superintendent or designee as having occupational exposure may submit a request to the Superintendent or designee to be included in the training and hepatitis B vaccination program. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with any infectious material.

Legal Reference:

LABOR CODE

142.3 Authority of Cal/OSHA to adopt standards

144.7 Requirement to amend standards

CODE OF REGULATIONS, TITLE 8

3204 Access to employee exposure and medical records

5193 California bloodborne pathogens standards

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

Management Resources:

CDE PROGRAM ADVISORIES

1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with

HIV-Infected Persons in School Settings

WEB SITES

BP 4119.42, 4219.42, 4319.42 (b)

OSHA: <http://www.osha.gov>

Cal/OSHA: http://www.dir.ca.gov/occupational_safety.html

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

(3/93) 7/99

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: February 11, 2013

King City, CA

Personnel

Exposure Control Plan For Bloodborne Pathogens

Definitions

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193(b))

Exposure incident means a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties. (8 CCR 5193 (b))

Parenteral contact means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions. (8 CCR 5193(b))

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

A sharps injury is any injury caused by a sharp, including but not limited to cuts, abrasions or needlesticks. (8 CCR 5193(b))

Work practice controls are controls that reduce the likelihood of exposure by defining the manner in which a task is performed. (8 CCR 5193(b))

Engineering controls are controls, such as sharps disposal containers, needleless systems, and sharps with engineered sharps injury protection, that isolate or remove the bloodborne pathogens hazard from the workplace. (8 CCR 5193(b))

Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))

Exposure Control Plan

The district's exposure control plan shall contain at least the following components: (8 CCR 5193(c))

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials

The district's exposure determination shall be made without regard to the use of personal protective equipment and shall include a list of:

- a. All job classifications in which all employees have occupational exposure
 - b. Job classifications in which some employees have occupational exposure
 - c. All tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure occurs and which are performed by employees listed in item #b above
2. The schedule and method of implementing:
 - a. Methods of compliance required by 8 CCR 5193(d), such as universal precautions, general and specific engineering and work practice controls, and personal protective equipment

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

- b. Hepatitis B vaccination
 - c. Bloodborne pathogen post-exposure evaluation and follow-up
 - d. Communication of hazards to employees, including labels, signs, information and training
 - e. Recordkeeping
3. The district's procedure for evaluating circumstances surrounding exposure incidents
 4. An effective procedure for gathering information about each exposure incident involving a sharp, as required for the log of sharps injuries
 5. An effective procedure for periodically determining the frequency of use of the types and brands of sharps involved in exposure incidents documented in the sharps injury log
 6. An effective procedure for identifying currently available engineering controls and selecting such controls as appropriate for the procedures performed by employees in their work areas or departments
 7. An effective procedure for documenting instances when a licensed healthcare professional directly involved in a patient's care determines, in the reasonable exercise of clinical judgment, that the use of an engineering control would jeopardize an individual's safety or the success of a medical, dental or nursing procedure involving the individual
 8. An effective procedure for obtaining the active involvement of employees in reviewing and updating the exposure control plan with respect to the procedures performed by employees

in their respective work areas or departments

The exposure control plan shall be reviewed and updated at least annually and whenever necessary to: (8 CCR 5193(c))

1. Reflect new or modified tasks and procedures affecting occupational exposure
2. To the extent that sharps are used in the district, reflect progress in implementing the use of needleless systems and sharps with engineered sharps injury protection
3. Include new or revised employee positions with occupational exposure
4. Review and evaluate the exposure incidents which occurred since the previous update
5. Review and respond to information indicating that the exposure control plan is deficient in any area

The district's exposure control plan shall be accessible to employees upon request. (8 CCR 3204(e))

Preventive Measures

The Superintendent or designee shall use engineering and work practice controls to eliminate or minimize employee exposure, and shall regularly examine and update controls to ensure their effectiveness. (8 CCR 5193(d))

Hepatitis B Vaccination

The hepatitis B vaccination and vaccination series shall be made available at no cost to all employees who have occupational exposure. The hepatitis B vaccination shall be made available after an employee with occupational exposure has received the required training and within 10 working days of initial assignment, unless the employee has previously received the complete hepatitis B vaccination series, or antibody testing has revealed that the employee is immune, or vaccination is contraindicated by medical reasons. (8 CCR 5193(f))

Employees who decline to accept the vaccination shall sign the hepatitis B declination statement. (8 CCR 5193(f))

The Superintendent or designee may exempt designated first aid providers from the pre-exposure hepatitis B vaccine in accordance with 8 CCR 5193 (f).

Information and Training

The Superintendent or designee shall ensure that all employees with occupational exposure

participate in a training program containing the elements required by state regulations, during working hours and at no cost to the employee. This program shall be offered at the time of initial assignment to tasks where occupational exposure may take place, at least annually thereafter, and whenever a change of tasks or procedures affects the employee's exposure. (8 CCR 5193(g))

Designated first aid providers shall receive training that includes the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious. (8 CCR 5193(g))

Reporting Incidents

All exposure incidents shall be reported as soon as possible to the Superintendent or designee.

Unvaccinated designated first aid providers must report any first aid incident involving the presence of blood or other potentially infectious material, regardless of whether an exposure incident occurred, by the end of the work shift. The full hepatitis B vaccination series shall be made available to such employees no later than 24 hours after the first aid incident. (8 CCR 5193(f))

Sharps Injury Log

The Superintendent or designee shall establish and maintain a log recording each exposure incident involving a sharp. The exposure incident shall be recorded within 14 working days of the date the incident is reported to the district. (8 CCR 5193(c))

The information recorded shall include the following, if known or reasonably available: (8 CCR 5193(c))

1. Date and time of the exposure incident
2. Type and brand of sharp involved in the exposure incident
3. A description of the exposure incident, including:
 - a. Job classification of the exposed employee
 - b. Department or work area where the exposure incident occurred
 - c. The procedure that the exposed employee was performing at the time of the incident
 - d. How the incident occurred
 - e. The body part involved in the incident

- f. If the sharp had engineered sharps injury protection, whether the protective mechanism was activated and whether the injury occurred before, during or after the protective mechanism was activated
- g. If the sharp had no engineered sharps injury protection, the injured employee's opinion as to whether and how such a mechanism could have prevented the injury
- h. The employee's opinion about whether any other engineering, administrative or work practice could have prevented the injury

Post-Exposure Evaluation and Follow-up

Following a report of an exposure incident, the Superintendent or designee shall immediately make available to the exposed employee, at no cost, a confidential medical evaluation, post-exposure evaluation and follow-up. The Superintendent or designee shall, at a minimum: (8 CCR 5193(f))

1. Document the route(s) of exposure and the circumstances under which the exposure incident occurred
2. Identify and document the source individual, unless that identification is infeasible or prohibited by law
3. Provide for the collection and testing of the employee's blood for hepatitis B, hepatitis C and HIV serological status
4. Provide for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service
5. Provide for counseling and evaluation of reported illnesses

The Superintendent or designee shall provide the health care professional with a copy of 8 CCR 5193; a description of the employee's duties as they relate to the exposure incident; documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual's blood testing, if available; and all medical records maintained by the district relevant to the appropriate treatment of the employee, including vaccination status. (8 CCR 5193(f))

The district shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. (8 CCR 5193(f))

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

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

Records

Upon an employee's initial employment and at least annually thereafter, the Superintendent or designee shall inform employees with occupational exposure of the existence, location and availability of related records; the person responsible for maintaining and providing access to records; and the employee's right of access to these records. (8 CCR 3204)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Medical records for each employee with occupational exposure shall be kept confidential and not disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by law. (8 CCR 5193(h))

Upon request by an employee, or a designated representative with the employee's written consent, the Superintendent or designee shall provide access to a record in a reasonable time, place and manner, no later than 15 days after the request is made. (8 CCR 3204(e))

Records shall be maintained as follows: (8 CCR 3204(d), 5193(h))

1. Medical records shall be maintained for the duration of employment plus 30 years.
2. Training records shall be maintained for three years from the date of training.

Note: Pursuant to 8 CCR 5193(h), as amended, the sharps injury log must be maintained for five years as described in item #3 below.

3. The sharps injury log shall be maintained five years from the date the exposure incident occurred.
4. Exposure records shall be maintained for at least 30 years.
5. Each analysis using medical or exposure records shall be maintained for at least 30 years.

(3/93) 7/99

Policy Reference UPDATE Service

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Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: February 11, 2013

King City, CA

AR 4154, 4254, 4354 Personnel

Health And Welfare Benefits

Retired Certificated Employees

Any former certificated employee who retired from the district under any public retirement system and his/her spouse/domestic partner shall be permitted to enroll in the health and welfare and/or dental care benefit plan currently provided for certificated employees. The plan also shall be available to any surviving spouse/domestic partner of a former certificated employee who either retired from the district or was, at the time of death, employed by the district and a member of the State Teachers' Retirement System. (Education Code 7000)

A retired certificated employee or surviving spouse/domestic partner shall be allowed to enroll in the coverage within 30 days of losing active employee coverage. If he/she does not enroll during this initial enrollment period, he/she may be denied further opportunity to do so. (Education Code 7000)

Continuation Coverage

Covered district employees, and their qualified beneficiaries shall be offered the opportunity to continue health and disability insurance coverage when they otherwise would lose coverage due to one of the following qualifying events: (Health and Safety Code 1366.21, 1366.23, 1373; Insurance Code 10128.51, 10128.53, 10277; 26 USC 4980B; 26 CFR 54.4980B-4)

1. Death of the covered employee
2. Termination or reduction in hours of the covered employee's employment, other than termination by reason of the employee's gross misconduct

(cf. 4117.4 - Dismissal)

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

3. Divorce or legal separation of the covered employee
4. Covered employee's becoming entitled to Medicare benefits
5. A dependent child ceasing to be a dependent child of the covered employee

Continuation health coverage shall be the same as provided to similarly situated individuals under the group benefit plan. (Health and Safety Code 1366.23; Insurance Code 10128.53; 26 USC 4980B)

The Superintendent or designee shall notify the health care service plan administrator of a qualifying event listed in item #1, 2, or 4 above, within 30 days of the event. A covered

employee or qualified beneficiary shall notify the service plan administrator of a qualifying event listed in item #3 or 5 above within 60 days of the event or of the date that the beneficiary would lose coverage, whichever is later. (26 USC 4980B; 29 USC 1163, 1166; 26 CFR 54.4980B-6)

Continuation coverage shall be terminated in accordance with the district's insurance plan and federal and state law. (26 USC 4980B; 26 CFR 54.4980B-6; Health and Safety Code 1373.621; Insurance Code 10116.5)

The Superintendent or designee shall notify covered employees and qualified beneficiaries of the availability of conversion and continuation coverage. This notification shall include the statement in Labor Code 2800.2 encouraging individuals to examine their options carefully before declining such coverage. (Labor Code 2800.2)

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

Disability Insurance

The Superintendent or designee shall give notice of disability insurance rights and benefits to each new employee and each employee leaving work due to pregnancy, nonoccupational illness or injury, or the need to provide care for any sick or injured family member, or the need to bond with a minor child within the first year of the child's birth or placement in connection with foster care or adoption. (Unemployment Insurance Code 2613)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 4261.1 - Personal Illness and Injury Leave)

Note: Education Code 7008, reflected below, does not apply to employees of districts that have contracted for health care coverage through PEMHCA, Government Code 22750-22944.

When disabled by an injury resulting from a violent act sustained while performing duties within the scope of employment and performing creditable employment, a certificated or classified employee may continue in the district health and dental care plans upon meeting criteria specified by law. The employee shall pay all employer and employee premiums and related administrative costs. (Education Code 7008)

(3/06 7/09) 3/10

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

Adopted: February 11, 2013

King City, California

E 4319.21 Personnel

Professional Standards

CALIFORNIA PROFESSIONAL STANDARDS FOR EDUCATIONAL LEADERS

Preamble

The administrator(s) at a school site have numerous responsibilities that ultimately lead to the improvement of the performance of all students in the school. By acquiring the skills, attitudes and behaviors as outlined in the following Professional Standards for School Leaders, students have the best opportunity to achieve the mission and vision of the district and to meet the expectations of high standards for student learning.

Standards

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

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

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

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

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

1. Shape a culture in which high expectations are the norm for each student as evident in

rigorous academic work.

2. Promote equity, fairness, and respect among all members of the school community.
3. Facilitate the use of a variety of appropriate content-based learning materials and learning strategies that recognize students as active learners, value reflection and inquiry, emphasize the quality versus the amount of student application and performance, and utilize appropriate and effective technology.
4. Guide and support the long-term professional development of all staff consistent with the ongoing effort to improve the learning of all students relative to the content standards.
5. Provide opportunities for all members of the school community to develop and use skills in collaboration, distributed leadership, and shared responsibility.
6. Create an accountability system grounded in standards-based teaching and learning.
7. Utilize multiple assessments to evaluate student learning in an ongoing process focused on improving the academic performance of each student.

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

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

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

1. Recognize and respect the goals and aspirations of diverse family and community groups.
2. Treat diverse community stakeholder groups with fairness and respect.
3. Incorporate information about family and community expectations into school decision-making and activities.
4. Strengthen the school through the establishment of community, business, institutional, and civic partnerships.
5. Communicate information about the school on a regular and predictable basis through a variety of media.
6. Support the equitable success of all students and all subgroups of students by mobilizing and leveraging community support services.

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

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

motivation.

10. Sustain personal motivation, commitment, energy, and health by balancing professional and personal responsibilities.

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

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

Exhibit: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: February 11, 2013

King City, CA

Students

Safety

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 3320 - Claims and Actions Against the District)
- (cf. 3514 - Environmental Safety)
- (cf. 3514.1 - Hazardous Substances)
- (cf. 3514.2 - Integrated Pest Management)
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)
- (cf. 3530 - Risk Management/Insurance)
- (cf. 3542 - School Bus Drivers)
- (cf. 3543 - Transportation Safety and Emergencies)
- (cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
- (cf. 4119.43/4219.43/4319.43 - Universal Precautions)
- (cf. 5131 - Conduct)
- (cf. 5131.1 - Bus Conduct)
- (cf. 5141 - Health Care and Emergencies)
- (cf. 5141.22 - Infectious Diseases)
- (cf. 5142.1 - Identification and Reporting of Missing Children)
- (cf. 5143 - Insurance)
- (cf. 5144 - Discipline)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)
- (cf. 6145.2 - Athletic Competition)
- (cf. 6161.3 - Toxic Art Supplies)
- (cf. 6163.2 - Animals at School)
- (cf. 7111 - Evaluating Existing Buildings)

Staff shall be responsible for the proper supervision of students during school hours, during school-sponsored activities, and while students are using district transportation to and from school.

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety, as well as injury and disease prevention.

- (cf. 5141.7 - Sun Safety)
- (cf. 6142.8 - Comprehensive Health Education)

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety Program
17280-17317 Building approvals (Field Act)
17365-17374 Fitness of school facilities for occupancy
32001 Fire alarms and drills
32020 School gates; entrances for emergency vehicles
32030-32034 Eye safety
32040 First aid equipment
32225-32226 Two-way communication devices in classrooms
32240-32245 Lead-free schools
32250-32254 CDE school safety and security resources unit
32280-32289 Safety plans
44807 Duty of teachers concerning conduct of students
44808 Exemption from liability when students are not on school property
44808.5 Permission for students to leave school grounds; notice (high school)
45450-45451 Crossing guards
48900 Hazing
49300-49307 School safety patrol
49330-49335 Injurious objects
49341 Hazardous materials in school science laboratories
51202 Instruction in personal and public health and safety

GOVERNMENT CODE

810-996.6 California Tort Claims Act

HEALTH AND SAFETY CODE

115725-115735 Playground safety
115775-115800 Wooden playground equipment
115810-115816 Playground safety and recycling grants

PENAL CODE

245.6 Hazing

PUBLIC RESOURCES CODE

5411 Purchase of equipment usable by physically disabled persons

VEHICLE CODE

21100 Rules and regulations; crossing guards
21212 Use of helmets
42200 Fines and forfeitures, disposition by cities
42201 Fines and forfeitures, disposition by counties
CODE OF REGULATIONS, TITLE 5
202 Exclusion of students with a contagious disease
570-576 School safety patrols
5531 Supervision of social activities
5552 Playground supervision
5570 When school shall be open and teachers present
14103 Bus driver; authority over pupils

COURT DECISIONS

Wiener v. Southcoast Childcare Centers, (2004) 32 Cal.4th 1138
Kahn v. East Side Union High School District, (2003) 31 Cal.4th 990
Hoyem v. Manhattan Beach City School District, (1978) 22 Cal. 3d 508
Dailey v. Los Angeles Unified School District, (1970) 2 Cal 3d 741

Management Resources:

AMERICAN SOCIETY FOR TESTING AND MATERIALS

F 1487-05, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, 2005

U.S. CONSUMER PRODUCT SAFETY COMMISSION PUBLICATIONS

Handbook for Public Playground Safety, Pub. No. 325, 1994, rev. 1997

WEB SITES

American Society for Testing and Materials: <http://www.astm.org>

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

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

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

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

U.S. Consumer Product Safety Commission: <http://www.cpsc.gov>

U.S. Department of Education, Safe Schools:

<http://www.ed.gov/about/offices/list/osers/osep/gtss.html>

(7/00 - 11/02) 7/06

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: February 11, 2013

King City, CA

Students

Safety

Each principal or designee shall establish school rules for the safe and appropriate use of school equipment and materials and for student conduct consistent with law, Board policy, and administrative regulation. Copies of the rules shall be distributed to parents/guardians and shall be readily available at the school at all times.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

Release of Students

Students shall be released during the school day only to the custody of an adult if:

1. The adult is the student's custodial parent/guardian.

(cf. 5021 - Noncustodial Parents)

2. The adult has been authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult's identity.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. The adult is an authorized law enforcement officer acting in accordance with law.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

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

4. The adult is taking the student to emergency medical care at the request of the principal or designee.

(cf. 5141 - Health Care and Emergencies)

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students not less than 15 minutes before the time when school starts. (5 CCR 5570)

Every teacher shall hold students accountable for their conduct on the way to and from school, on the playgrounds, and during passing periods. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert in spotting dangerous conditions, promptly report any such conditions to the principal or designee, and file a written report on such conditions as appropriate.

(cf. 3530 - Risk Management/Insurance)

In arranging for appropriate supervision on school grounds, the principal or designee shall:

1. Where supervision is not otherwise provided, provide for certificated employees to supervise the conduct and safety, and direct the activities, of students who are on school grounds before and after school and during recess and other intermissions (5 CCR 5552)
2. Clearly identify supervision zones on the school grounds and require all campus supervisors to remain outside at a location from which they can observe their entire zone of supervision
3. Consider the size of the campus area, the number of areas that are not immediately visible, and the age of the students to determine the ratio of playground supervisors to students

The Superintendent or designee shall ensure that teachers, teacher aides, campus supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help them to forestall problems and resolve conflicts. Such training shall be documented and kept on file.

(cf. 1240 - Volunteer Assistance)

(cf. 3515.2 - Disruptions)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 5131.4 - Student Disturbances)

(cf. 5138 - Conflict Resolution/Peer Mediation)

Activities with Safety Risks

Because of concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters

4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
6. Snow trips
7. Motorcycling
8. Target shooting
9. Horseback riding
10. Rodeo
11. Other activities determined by the principal to have a high risk to student safety

(cf. 5143 - Insurance)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6153 - School-Sponsored Trips)

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates. (Vehicle Code 21212)

Laboratory Safety

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to implement and regularly review these procedures.

Hearing Protection

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee also may provide hearing conservation education to teach students ways to protect their hearing.

Eye Safety Devices

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed their actual cost to the district. (Education Code 32030, 32031, 32033)

(cf. 3260 - Fees and Charges)

Protection Against Insect Bites

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, under the supervision of school personnel, and in accordance with the manufacturer's directions, when engaging in outdoor activities.

(11/02 7/06) 7/07

Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: February 11, 2013

King City, CA

Students

Student Leave Of Absence

Note: Pursuant to Education Code 48232 and 48416, the Governing Board is mandated to adopt policy if it wishes to allow student leaves of absence for students age 15 or higher, or continuation education students ages 16-18, under the conditions described in the accompanying administrative regulation.

The Governing Board recognizes the importance of regular school attendance in promoting student achievement. However, the Board also recognizes that, in rare circumstances, it may be beneficial for a student to participate in opportunities outside the school which contribute to his/her educational experience.

The Superintendent or designee may grant student leaves of absence for the purpose of supervised travel, study, training, or work not available to the student under another educational option. Such leave may be granted to a student 15 years of age or older in the regular program and to a student age 16-18 in the continuation education program. (Education Code 48232, 48416)

(cf. 6184 - Continuation Education)

No more than one percent of the students enrolled and attending a school shall be granted a leave of absence during any school year. (Education Code 48232, 48416)

When feasible, students shall be encouraged to instead enroll in the district's independent study program to allow for greater contact and coordination with district staff.

(cf. 6158 - Independent Study)

Legal Reference:

EDUCATION CODE

48232 Leave of absence for students age 15 at time of commencement of leave

48410 Exemption from continuation education

48416 Leave of absence for students age 16 to 18 inclusive

FAMILY CODE

7000-7002 Emancipation of minors law

7050 Purposes for which emancipated minor considered an adult

(12/88) 7/12

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: February 11, 2013

King City, CA

Students

Student Leave Of Absence

Upon request, the Superintendent or designee may grant a student a leave of absence from school for the purpose of supervised travel, study, training, or work. To be eligible for such leave, the student shall, at the time the leave of absence is to begin, be at least 15 years of age or, if he/she is enrolled in continuation education classes or exempted from continuation education classes pursuant to Education Code 48410, be 16-18 years of age. (Education Code 48232, 48416)

A written agreement shall be entered into that is signed by the student's parent/guardian, the principal or designee of the school which the student would otherwise attend, a classroom teacher familiar with the student's academic progress, and the district's supervisor of child welfare and attendance. In the case of a continuation education student, the student also shall sign the written agreement. The agreement shall include: (Education Code 48232, 48416)

1. The purpose of the leave
2. The length of the leave
3. Provision for a meeting or contact between the student and a designated school official at least once a month while the student is on leave
4. A statement that the leave is for the purpose of supervised travel, study, training, or work not available to the student under another educational option

The length of the leave may be up to one semester, or up to two semesters for a continuation education student. The leave may be extended for an additional semester upon approval of all parties to the written agreement and the local school attendance review board. No leave of absence may be taken that would continue past the end of the school year in which the leave is taken. (Education Code 48232, 48416)

(cf. 5113.1 - Chronic Absence and Truancy)

The student shall be permitted to return to school at any time and shall not be prevented from completing his/her academic requirements within a time period equal to that of his/her classmates who did not take leave, plus a period of time equal to the leave of absence. If the student reenrolls at a time other than the beginning of a semester, the school shall not be required to provide make-up sessions for classes missed. (Education Code 48232, 48416)

If the student does not contact the designated school official as required by the written agreement, the leave shall be nullified. The agreement also may be nullified for cause at any time by any party to the agreement. (Education Code 48232, 48416)

(12/88) 7/12

Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: February 11, 2013

King City, CA

Students

INTERDISTRICT ATTENDANCE

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons.

(cf. 5116.1 - Intradistrict Open Enrollment)

The Board desires to communicate with parents/guardians and students regarding the district's educational programs and services.

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

Note: Pursuant to Education Code 46600, it is the responsibility of the attendance supervisor of the district of residence, subject to Board policies of the district of residence and terms of the agreement, to issue an individual permit verifying the district's approval of an interdistrict transfer out of the district. The permit shall become valid when endorsed by the board's designee in the district of proposed attendance.

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

The Superintendent or designee shall maintain a record of requests for admittance that contains all of the following: (Education Code 48313)

1. The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial
2. The number of students transferred out of and transferred into the district pursuant to this program
3. The race, ethnicity, gender, self-reported socio-economic status, and the district of residence for each student in item #2 above

4. The number of students in item #2 above who are classified as English learners or students with disabilities

The Superintendent or designee shall report to the Board, at a regularly scheduled meeting, the information specified in items #1-4 above. By May 15 of each year, the Superintendent or designee shall provide the same information, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, the California Department of Education, and the Department of Finance. (Education Code 48313)

The report to the Board and other agencies shall also include a summary of audit exceptions, if any, resulting from the compliance review of components of the district of choice program conducted as part of the annual district audit. (Education Code 48301, 48313)

The district shall not provide transportation beyond any school attendance area.-Upon request, the Superintendent or designee may authorize transportation for interdistrict transfer students to and from designated bus stops within the attendance area if space is available.

Limits on Student Transfers Out of the District to a School District of Choice

The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

Note: Education Code 48307 authorizes a district of residence that has a negative status on the most recent budget certification made by the County Superintendent of Schools to limit the number of student transfers out of the district during that fiscal year to other districts that have designated themselves as a school district of choice. In addition, when a County Superintendent has determined that the district would not meet the state's standards and criteria for fiscal stability for the subsequent fiscal year exclusively as a result of the impact of student transfers under the school district of choice program, Education Code 48307 allows the district of residence to limit the number of transfers out of the district. The limitation is based on the County Superintendent's determination of the number of additional transfers that would exclusively result in a qualified or negative fiscal certification. However, Education Code 48307 provides that these limitations do not apply to students who, prior to June 30, 2009, had already transferred out and were already attending a school district of choice.

In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional occupational center/program, enrollment of students, interdistrict attendance

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: February 11, 2013

King City, California

Students

INTERDISTRICT ATTENDANCE

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

1. When a student has a sibling(s) attending school in the receiving district, to avoid splitting the family's attendance
2. To allow a student to complete a school year when his/her parents/guardians have moved out of the district during that year
3. To allow students to remain with a class graduating that year from a senior high school
4. To let high school seniors attend the same school they attended as juniors, even if their families moved out of the district during the junior year
5. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district
6. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.
7. When recommended by the School Attendance Review Board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence

(cf. 5113.1 - Truancy)

8. When there is valid interest in a particular educational program not offered in the district of residence
9. To provide a change in school environment for reasons of personal and social adjustment
10. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit. (Education Code 46600)

(cf. 5131.2 - Bullying)

11. To meet the child care needs of the student. Such a student may be allowed to continue to attend district schools only as long as he/she continues to use a child care provider within district boundaries.
12. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.

(cf. 6159 - Individualized Education Program)

13. When the student will be living out of the district for one year or less.

Interdistrict attendance permits or applications shall not be required for students enrolling in a regional occupational center or program. (Education Code 52317)

Every interdistrict attendance permit shall stipulate the terms and conditions under which the permit may be revoked. (Education Code 46600)

The Superintendent or designee may deny initial requests for interdistrict attendance permits if school facilities are overcrowded at the relevant grade level or based on other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

The Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

(cf. 5145.6 - Parental Notifications)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

The district may revoke a student's interdistrict enrollment if he/she is recommended for expulsion pursuant to Education Code 48918. (Education Code 48309)

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

Within 30 days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

Once a student is admitted to a school on the basis of an interdistrict attendance permit, **he/she**

shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) he/she has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress. (Education Code 48309)

(cf. 6146.3 - Reciprocity of Academic Credit)

The district may revoke a student's enrollment if he/she is recommended for expulsion pursuant to Education Code 48918. (Education Code 48309)

Transportation

The district shall not provide transportation outside the school's attendance area. However, upon request, the Superintendent or designee may authorize transportation for students living outside the attendance area to and from designated bus stops within the attendance area if space is available. Priority for such transportation shall be based on demonstrated financial need.

(7/04 11/05) 11/07