

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

Thursday, September 12, 2013

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

BOARD OF EDUCATION

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

STATE ADMINISTRATOR

Daniel Moirao, Ed.D.

STUDENT BOARD MEMBER

Alex Hernandez - KCHS
Roosevelt Sosa - GHS

OPEN SESSION: 5:25 PM

A. CALL TO ORDER

B. PUBLIC COMMENT

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

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

CLOSED SESSION: 5:30 PM

- A. Public Employment
- B. Employee Discipline/Dismissal Release
- C. Negotiations with Employee Organizations
- D. Threatened/Potential Litigation
- E. Student Matters
 - Recommendation to Expel Student #01:13/14
 - Recommendation to Expel Student #02:13/14

OPEN SESSION: 6:30 PM

A. CALL TO ORDER

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS

D. APPROVAL OF AGENDA

- E. PUBLIC COMMENT: *The public may address the Board regarding general school district topics or a specific agenda item. The person wishing to speak is asked to complete a Request to be Heard Form prior to the meeting, indicating whether they wish to address a non-agenda item or a specific item and present it to the Executive Assistant. This is an opportunity to address the Board when that item is acted upon. Unless otherwise determined by the Board/State Administrator, each person is limited to 3 (three) minutes. If a large number wish to speak on a specific item, there is a limit of 20 minutes total input on an item. For matters that are not listed on the agenda, the Board may refer the matter to the Superintendent or designee, or take it under advisement, but shall not take action at that time except as allowed by law.*

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

F. REPORT FROM STATE ADMINISTRATOR

G. STUDENT BOARD MEMBER REPORT

H. PRESENTATION

1. Presentation from the GHS FFA Students

I. BOARD MEMBER COMMENTS

J. EMPLOYEE ORGANIZATIONS

K. CONSENT AGENDA

1. Approval of Minutes: August 14, 2013 (Pages 1-9)
2. Approval of Personnel Report Dated September 12, 2013 (*Daniel Moirao, Ed.D., State Administrator*)
3. Approval of Contract with Asset WORKS (*Duane Wolgamott, Business Manager*) (Pages 10-17)
4. Approval for the KCHS Wrestling Team to Attend Overnight Tournaments (*Janet Sanchez-Matos, Principal*) (Pages 18-19)
5. Approval of Student Teaching and Practicum Agreement with National University (*Daniel Moirao, Ed.D., State Administrator*) (Pages 20-25)
6. Approval of Agreement for Regional Operation of Special Education Programs and Services with the Soledad Unified School District and SMCJUHSD (*Daniel Moirao, Ed.D., State Administrator*) (Pages 26-34)
7. Approval of Contract with the Parent Institute for Quality Education (PIQE) and SMCJUHSD to Provide Services to KCHS (*Wendy Pospichal, Ed.D., Assistant Superintendent, Administrative Services*) (Pages 35-38)
8. Approval of Calendar of Events for GHS FFA (*Lisa Mazza, Principal*) (Pages 39-41)
9. Approval of the following Job Descriptions: (*Daniel Moirao, Ed.D., State Administrator*) (Pages 42-66)
 - Lead Food Services Worker
 - Food and Nutrition Services Worker
 - Library Clerk Job Description
 - Data Systems Analyst
 - Director of Alternative Education Programs
 - Registrar
 - Student Services Technician
 - Receptionist/Human Resources Assistant
 - School Office Assistant
 - Assistant Superintendent Administrative Services

L. CONSENT ITEMS REMOVED FOR COMMENT/QUESTIONS

M. PUBLIC HEARING

1. Sufficiency of Instructional Materials for Use Starting with School Year 2013-2014

N. INFORMATION ITEMS

1. Cash Flow Report from July 1, 2013 through August 31, 2013 (*Duane Wolgamott, Business Manager*) (Pages 67-95)
2. Revenue and Expenditure Report for July 2013 through August 2013

Wolgamott, Business Manager) (Pages 96-102)

3. Common Core Update (*Wendy Pospichal, Assistant Superintendent Administrative Services*)
4. School Enrollment, Attendance, and Referrals Statistics (Pages 103-108)
5. Board Policies (First Reading) (*Daniel Moirao, Ed.D., State Administrator*) (Pages 109-206)
 - BP 1330 Use of School Facilities (revised)
 - AR 1330 Use of School Facilities (revised)
 - E 1330 Use of School Facilities Form (information only)
 - BP 3100 Budget (revised)
 - BP 3460 Financial Reports and Accountability (revised)
 - AR 3460 Financial Reports and Accountability (revised)
 - BP 3580 District Records (revised)
 - AR 3580 District Records (revised)
 - AR 4117.14 Postretirement Employment (revised)
 - BP 5030 Student Wellness (revised)
 - E 5145.6 Parental Notifications (revised)
 - BB 9130 Board Committees (revised)

O. ACTION ITEMS

1. Approval of AB1200 - CSEA (*Duane Wolgamott, Business Manager*) (Pages 207-228)
2. Approval of Ratified CSEA Contract (*Duane Wolgamott, Business Manager*) (Pages 229-290)
3. Approval of Resolution #02:13/14 Sufficiency of Instructional Materials for 2013-1014 (*Wendy Pospichal, Ed.D., Assistant Superintendent Administrative Services*) (Pages 291-317)
4. Approval of Resolution #03:13/14 Recalculated 2012-2013 and 2013-2014 GANN Limit (*Duane Wolgamott, Business Manager*) (Pages 318-322)
5. Approval of FCMAT Report (*Daniel Moirao, Ed.D., State Administrator*) (Pages 323-344)
6. Approval of Portola-Butler Continuation High School Single Plan (*Wendy Pospichal, Ed.D., Assistant Superintendent Administrative Services*) (Pages 345-365)
7. Approval of Tucci Learning Center for Services (*Duane Wolgamott, Business Manager*) (Page 366)
8. Approval of Block Grant Application (*Duane Wolgamott, Business Manager*) (Pages 367-368)
9. Approval Warrants from July 1, 2013 to August 31, 2013 (*Duane Wolgamott, Business Manager*) (Pages 369-377)
10. Approval of Copier Lease Contract with Dataflow Business Systems, Inc. (*Duane Wolgamott*) (Pages 378-381)
11. Approval of Unaudited Actuals Fiscal Year 2012-2013 (*Duane Wolgamott, Business Manager*) (Pages 382-522)
12. Approval of the Donations of Backpacks for the Greenfield Lions Club (*Daniel Moirao, Ed.D., State Administrator*) (Pages 523-524)
13. Approval of the \$500 Donation for Special Students Program at GHS from Green Valley Harvest Club (*Daniel Moirao, Ed.D., State Administrator*) (Page 525)
14. Board Policies (Second Reading) (*Daniel Moirao, Ed.D., State Administrator*) (Pages 526-556)
 - BP 1325 – Advertising and Promotion
 - E 4312.9 – Employee Notifications
 - BP 5131.2 – Bullying
 - BP 5145.3 – Nondiscrimination/Harassment
 - BP 6112 – School Day
 - AR 6112 – School Day
 - BB 9220 – Governing Board Elections

P. FUTURE AGENDA ITEMS/MEETING DATES

- October 9, 2013 – Regular Board Meeting at the District Office
- November 13, 2013 – Regular Board Meeting at Greenfield High School
- December 11, 2013 – Regular Board Meeting at the District Office

Q. SIGNING OF PAPERS

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

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

Wednesday, August 14, 2013

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

BOARD OF EDUCATION

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

STATE ADMINISTRATOR

Daniel Moirao, Ed.D.

STUDENT BOARD MEMBER

Alex Hernandez - KCHS
TBD - GHS

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

The meeting was called to order at 6:34 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 approved the agenda.

Public Comment

There were not any comments from the public.

Report from State Administrator

Dr. Moirao said he is very pleased to report he now has a full staff. Wendy Pospichal, Ed.D., is the Assistant Superintendent Administrative Services. Mike Onderko is the Director of Alternative Education and will cover special education as well.

Mike Foster inquired if these positions had been budgeted for the school year. Dr. Moirao responded yes.

Dr. Moirao said one of the areas which will be focused on is student data and instructional strategies. Dr. Moirao also said at the end of last year Math 1 was approved.

Candy McCarthy, who assisted us last year, will be our Program Improvement consultant and will be working closely with Wendy Pospichal, Ed.D.

Mike Foster suggested the Board be given an update on how Program Improvement is progressing. Dr. Moirao responded he would provide that information.

Mike Foster suggested having a Board study session and be given an update on how the sub groups are doing. Dr. Moirao said the sub group information will not be available, only by grade level until mid-September. Math 1 is very much in alignment with the plan. The focus will continue to be on Common Core.

Debra McAlahney-Dodson inquired if Candy McCarthy will be working with data. Dr. Moirao said he anticipates the data gathered now will be very useful and expects dramatic changes in the classrooms by the end of the year.

Dr. Moirao reminded the Board this will be the last year for STAR testing. In the 2014 school year we will all be using the Common Core State Standards.

Debra McAlahney-Dodson said her only concern with math is the overall effect it will have on the students who may not have the basic math skills.

Dr. Moirao said he has been informed the incoming freshman have some good math skills, which will help us.

Dr. Moirao said our ASL teacher resigned the last week of the 2012-13 school. Wendy Pospichal, Ed.D., has been working with Renata Funke, the Dean of Hartnell in South County and Dr. William Lewallen, President of Hartnell. They have made arrangements for one of their teachers from Hartnell to provide ASL instruction on Wednesdays from 4:20 PM to 8:30 PM at no charge to the students. The only cost to the district will be to purchase a textbook for \$10.00. Those students from Greenfield who want to attend will be bused to King City for the class. Dr. Moirao said the district is very appreciative to Hartnell for offering this service and the Board expressed their appreciation!

Dr. Moirao said there was a very nice article in the local newspaper last week regarding the Link Crew at the schools. Students who were part of the Link Crew all wore the same tee shirts, this way the freshman could recognize who they could go to for assistance. This seemed to be a great assistance to the freshman and making them feel welcomed. Dr. Moirao said he wanted to acknowledge Chris Houston, Monika Myking, and Nathan Moreno at KCHS and Ray Green and Jessica Mendoza from GHS for their leadership in this new program. The staff attended training during the spring to get the program up and running.

Dr. Moirao said the Board just recently received the FCMAT report on our Independent Study and Home Hospital Programs. It will be formally accepted at the next board meeting.

Dr. Moirao said the district was recently monitored on the CAHSEE process. He thanked Katie Trujillo and Shirley Laws for meeting with the individual. The district has not heard about any issues which means the individual who conducted the review was pleased with the process. Had there been an issue the district would have been informed.

Dr. Moirao said the district has reached tentative agreement with CSEA on their contract. Their members will be having a ratification meeting on August 22. The contract will be approved at the next Board meeting. Dr. Moirao said he wanted to commend both CTA and CSEA for their good work and appreciated all of their efforts in working with the district.

Paulette Bumbalough suggested a letter from the Board be sent to all members indicating their appreciation in working with the district in coming to an agreement.

Dr. Moirao said Common Core will be part of the agenda each month starting with the September agenda.

Student Board Member Report

Alex Hernandez distributed the KCHS girls volleyball, football, and cross country schedule. He said the registration went very well, comments were made, it was the smoothest in years. He felt the new Link Crew was as assistance to the freshman, positive feedback has been received. He hoped the freshman no longer have any fears.

ASB put up posters the first day of school addressing school spirit and music was played during the first week of school on campus.

On August 23 there will be a rally and freshman officers will be selected. The first scrimmage will take place on August 23. KCHS will be hosting the track invitational this year.

Homecoming week is October 14 with the homecoming game with Greenfield High School on Friday, October 18, 2013.

The Board welcomed Alex Hernandez as the student board representative and complimented him on his presentation.

Presentation from the KCHS FFA Students

The officers were introduced and distributed their program of work for the 2013-14 school year. They expressed their excitement for the year ahead. There are 475 members in the club, which is the largest club on campus. The theme for the year is Up Up and Away with FFA. The members pointed out the pages covering the budget, historical facts and the calendar of events for the year which they are requesting approval to attend. This chapter represents 9 schools in Monterey County. King City High School hosts all of the competitions.

On October 29 Ms. Benson and 7 FFA students will be traveling to the National FFA Convention in Indianapolis. The members are also requesting permission to attend the event. The chapter will be publishing a quarterly letter. They appreciated the support received from the Board and administration.

Paulette Bumbalough said she is always impressed with the students and how well they represent the community. She also recognized the advisors for their excellent guidance. Dr. Moirao introduced Patrick Smith as the new Ag Mechanic instructor. Dr. Moirao added this is a very popular class; Mr. Smith has 46 students in one of classes.

Raul Rodriguez said he has noticed in the last couple of years all of the FFA officers are females. The comment was made the males are shy.

Mike Foster complimented the FFA members for their great dinner. He added this is a great program and encourages leadership. He thanked everyone for making the program such a success.

The Board thanked the FFA members for their presentation.

Board Member Comments

Paulette Bumbalough said she loved to see the students back in school. She is very happy to have a full administrative staff. King City Rotary has brought in a youth exchange student from Belgium who is staying with a family. His dream is to play basketball. He started basketball practice the day he registered. Ms. Bumbalough inquired if he could play basketball. Dr. Moirao said since he was 18 when he started school there will not be a problem, he turns 19 in February. Ms. Bumbalough said he is very pleased with his classes and especially enjoys Mr. Munoz's economics class.

Bob White complimented the administrative staff for the smooth startup of school. He was sorry Paulette Bumbalough and Debra McAlahney-Dodson chose not to run for the Board after this year. He also congratulated administration and the negotiating teams for coming to agreement on their outstanding issues and agreeing on their respective contracts. Dr. Moirao said it was a team effort.

Debra McAlahney-Dodson announced Sharon Albert is the new leader of ROP; she comes from the Monterey Peninsula school district and is very knowledgeable about the program.

Raul Rodriguez said he has a good feeling about this year. He thanked the leadership staff. He said our scores are still challenging and realizes this is only one way to gage students. These scores are also what the public see. Mr. Rodriguez said he felt the Alisal School District has a very similar student body as ours including demographics. He suggested a graph of both districts comparing all of the scores.

Mr. Rodriguez said he looked at the GHS football schedule and the jamboree is scheduled for August 30. He was just wondering since we have only been in school for several weeks will the athletics be conditioned for the game and was concerned about student safety. He has read a number of articles about students participating in football and receiving concussions.

Dr. Moirao said the scrimmage is scheduled for August 30, but the students have been conditioning themselves over the summer.

Mr. Rodriguez complimented the Athletic Directors for putting the athletic packet together. He said the insurance form was not in the packet this year. He does understand parents can go on line to get the form, but some parents may not have access to a computer. It is a lot more convenient if parents are given the form. He added he understands the form is available at the office, but he is not sure if parents are aware.

Raul Rodriguez said the back to school event is very important. He said in the past students from the advanced Spanish class provided the translating services to parents if needed.

He asked if the syllabi's were going to be translated for the parents. Dr. Moirao responded yes, but he was not certain if they would be completed in time for open house. Mr. Rodriguez said this sets the tone for parents and hoped the Spanish translating service can be provided. If parents do not understand what is being said, they will not get as much out of the event.

Raul Rodriguez said he has reviewed the Vista Verde scores, which are very good. He has heard a lot of good things about the 8th grade class.

A comment was made the elementary schools in the Soledad school district are doing very good, Soledad High School is struggling.

Debra McAlahney-Dodson inquired if the district was going to continue their outreach to the feeder schools. Dr. Moirao responded yes. In fact, some of our math teachers met with the King City Union School District over the summer regarding Common Core and what it means to math.

Dr. Moirao said he will include the dates of the sites open house in his Friday Update.

Mike Foster said he has been on the Board for 6 years; he is excited about what is happening. We seem to be prepared for the school year.

Mike Foster reminded Board members about educating themselves on the Common Core State Standards. This way they will be prepared when approached from members of the community who may be opposed to the change. He suggested the internet may be a resource for the Board. We need to do what is best for students and the Common Core.

Paulette Bumbalough said some of the community is paying attention to the new Common Core State Standards.

Paulette Bumbalough suggested Megan Munoz give a presentation again at Rotary on the Common Core State Standards.

Mike Foster encouraged Board members to visit the classrooms and talk to the teachers, see the changes which are being made.

Employee Organizations

There were not any comments from the employee organizations.

CONSENT AGENDA

1. Approval of Minutes: June 11, 2013 and June 25, 2013
2. Approval of Personnel Report Dated August 14, 2013
3. Approval of Contract with Lincoln Hatch
4. Approval for Professional Services with Dannis, Woliver, Kelley Attorneys at Law
5. Approval for Regional Operation of Special Education Programs
6. Approval of Contract for Consulting Services with Sandra Madrid
7. Approval of Contract for Consulting Services with Susan Brooks – Food Service Consultant
8. Approval Contract with MCOE for Professional Development Services
9. Approval of Williams Quarterly Report
10. Approval of Williams and Valenzuela County Report
11. Approval of Contract with MCOE for School Services of California
12. Approval of Contract with NTD Architecture for the KCHS Gymnasium Modernization
13. Approval of National FFA Convention Out of State Travel
14. Approval of Calendar of Events for KCHS FFA

Consent Items Removed for Comment/Questions

Members of the Board requested items #3, 5, 6, 7, 8, 11, and 12 pulled for further discussion.

Dr. Moirao approved items #1, 2, 4, 9, 10, 13 and 14.

Paulette asked if #3, contract with Lincoln Hatch, was the same amount as last year. The response was yes. Dr. Moirao said the Southern Monterey County for the Performance Arts group does a very good job in maintaining the theatre. They recently removed some trees around the theatre; it has enhanced the architecture of the structure.

Paulette Bumbalough suggested mentioning, in the board cover sheet, the amount paid out last year. Mr. Wolgamott agreed.

Dr. Moirao approved item #3.

Paulette said #5 addressing Special Education, a cost was not indicated. Dr. Moirao said the cost will vary depending on the needs of the students. The question was asked where the funding comes from. Dr. Moirao responded the General Fund. He added we receive this contract once a year and we are mandated to cover the services for the students.

Dr. Moirao approved item #5.

Mike Foster said item #6 addressing the contract with Sandra Madrid does not indicate a specific goal. Dr. Moirao said with the new reorganization and we have a new Aeries person. We don't know what we don't know. This individual has extensive knowledge in Aeries and can provide the necessary direction needed. Dr. Moirao said teachers are putting grades into the system. We know we will be able to get more reports. Ms. Madrid will assist us to fully utilize all of the functions Aeries can provide, which includes reports.

Wendy Pospichal, Ed.D., said we will be able to pull up sub groups from Aeries and set perimeters. We are anticipating this individual providing training to staff and they in turn will be able to train others.

Mike Foster said this Board has always talked about the number of students who are not on track to graduate. He is hopeful with this training students will be monitored to insure they are on track. Mr. Foster inquired who puts the data into Aeries. Wendy Pospichal, Ed.D., commented a lot of the data is already in the system such as English Learners, Special Ed information, teaches enter grade information and the administrators also enter information into the students records. In other words, there are a lot of people submitting the information.

A suggestion was made for the Board to be given Aeries training at a Board study session.

Debra McAlahney-Dodson said, if the system can produce reports, it is an early intervention tool.

The question was asked if all of the teachers are using Aeries, Dr. Moirao said most of them. Wendy Pospichal, Ed.D., said some of the teachers need to be trained in grade book.

Dr. Moirao approved item #6.

Mike Foster inquired about item #7. Dr. Moirao said food service is up and running thanks to the work of King City Union School District Food Service Department and Duane Wolgamott. Thus far things have been running smoothly. Susan Brooks will be able to give the district support and provide the specialized staff member.

Mike Foster said the last several years food service has been an encroachment to the district. Duane Wolgamott said the staffing will be reduced and we no longer have a Food Services Manager, this will bring a savings to the district.

Dr. Moirao approved item #7.

Paulette Bumbalough inquired about item #8. Dr. Moirao said this is a one day math training provided from an individual from MCOE. Mike Foster asked if this was at GHS only. Dr. Moirao responded it will include staff from both comprehensive sites.

Dr. Moirao approved item #8.

Paulette Bumbalough inquired why item #11, Contract with MCOE for School Services of California, is going through MCOE. Dr. Moirao said the district gets a better deal by going through MCOE.

Dr. Moirao approved item #8.

Debra McAlahney-Dodson inquired on item #12 why the costs did not add up. On Exhibit A there is a listing of items to be completed, are we picking and choosing.

Dr. Moirao said last spring, John Sims, Linda Grundhoffer and himself established the list. Some of the items have already been completed and others are scheduled to be completed during winter break. The safety issues were address first.

Bob White said he had a hard time understanding the fee calculation on page 47. Dr. Moirao said he will follow up and clarify the numbers in his Friday Update.

Mike Foster said it was good to know this firm will be doing the follow up, not like in the past where projects were done and no approval by the state was obtained.

Dr. Moirao approved item #12.

INFORMATION ITEMS

45 Day Budget Revision Reporting

Duane Wolgamott said in June the Board approved and adopted a budget. The revision now reflects the Local Control Funding Formula. We are paid a base amount for students. We receive a 20% supplement for the socioeconomic students. We had been receiving \$1,500 per students, which has now been increased to \$2,000. With this new formula most of the state categorical funding has been eliminated.

There is an increase in the LCFF revenues in the 45 day budget revision in the amount of \$2,143,555. This is not all new money due to the categorical programs being moved from other state revenue into the base funding. The state is also funding a one-time grant of \$200 per student for Common Core implementation which has been estimated to be \$366,200. The state also budgeted \$200 per student for common core implementation. The federal and other local revenues are estimated to be at the adopted budget amount. We are looking at a balanced budget; we should have the 3% reserve funded by the school district, not using the state loan.

Mike Foster inquired if the loan was included in the budget. Mr. Wolgamott responded no. Mr. Wolgamott added, we are anticipating a positive certification at the first interim.

Debra McAlahney-Dodson asked if the categorical funding may be restored. Mr. Wolgamott said we were given the option to sweep the funds. The Legislature will decide on the funding levels.

Board Policies (First Reading)

BP 1325 – Advertising and Promotion
E 4312.9 – Employee Notifications
BP 5131.2 – Bullying
BP 5145.3 – Nondiscrimination/Harassment
BP 6112 – School Day
AR 6112 – School Day
BB 9220 – Governing Board Elections

Dr. Moirao said this is a new listing of policy updates. This is the first of several which will be reviewed.

Dr. Moirao said BP/AR 6112 is new and was needed because of our furlough days.

Debra McAlahney-Dodson said BP 1325 addresses a court case referencing advertising by a church because the church quoted a scripture from the Bible. The comment was made; any religious affiliation cannot be advertised by the school. Any church advertising must be separate from the religious beliefs. Dr. Moirao said if an issue of this type comes up it will be handled on a case by case basis.

Raul Rodriguez addressed the same policy inquiring if Coke put up a new scoreboard at GHS could they have their name on the scoreboard for advertisement. Dr. Moirao said we would need to give equal rights to all business advertising. If we allowed Coke then we would have to allow Pepsi, etc., etc. Debra McAlahney-Dodson inquired if it could go to the highest bidder. Dr. Moirao responded no; because we have nutritional standards we must follow and soft drinks don't meet those standards.

Paulette Bumbalough said BP 4312.9, page 69, said one of the notifications does not have a time line, whereas the others listed do. Dr. Moirao said he will check the Ed Code.

Debra McAlahney-Dodson said BP 5131.2 is similar to another policy we have. Dr. Moirao said the difference is this policy addresses only bullying. She asked if there was an AR. Dr. Moirao responded no.

Raul Rodriguez said BP 5131.2 addresses if staff witnesses bullying they have to report it. Dr. Moirao responded, yes they did.

Debra McAlahney-Dodson inquired about the AR's. Dr. Moirao said there were not any changes in the Administrative Regulations therefore it would not need to be addressed.

Paulette Bumbalough said in BP 5145 the contact person is lined out. Dr. Moirao said it will be corrected at the second reading.

Debra McAlahney-Dodson commented on page 78 of the same policy, shall cyber bullying be added to the definition.

Raul Rodriguez commented in the student handbook it addresses the complaint form but the form was not included in the handbook. Dr. Moirao said there was a packet of forms given to students at the end of school; this form was included in that packet. The handbook describes the policies and procedures.

Paulette Bumbalough said, on page 86 of the same policy, all of the areas which have ***Note are all lined out except one. Dr. Moirao said it should be been lined out as well.

Paulette Bumbalough said on BB 9220 page 89, in paragraph 5, the note was not lined out. Dr. Moirao said it should have been lined out.

Raul Rodriguez inquired if there is a deadline when the district has to appoint a new board member. Dr. Moirao said no because this is only an advisory Board.

Debra McAlahney-Dodson said the biggest change she saw was if a person is convicted of a felony they cannot be a member of the board.

Paulette Bumbalough said option 2 on page 93, states the district shall assume no part of the cost of printing, handling, translating, or mailing of candidate statements. Dr. Moirao said if the district incurs costs we can bill back to the candidate.

The comment was made it appears as option 1 and 2 say the same thing. Debra McAlahney-Dodson said option 1 references campaigning and option 2 talks about printed material.

ACTION ITEMS

Approval of Contract with Wendy Pospichal, Assistant Superintendent Administrative Services
Mike Foster inquired, with this added position, has it been budgeted. He felt it would be helpful when positions are added to include, in the board cover sheet, how the district would benefit from the position.

Dr. Moirao said this position has been budgeted for 2 years and is now being filled. It was filled with temporary staff all of last year.

Debra McAlahney-Dodson questioned if it was normal for a review of the employee be done at the end of the year. Dr. Moirao responded yes, goals will be set during the course of the year. Debra McAlahney-Dodson said it appears there is some flexibility. Dr. Moirao responded yes, per Ed Code.

Dr. Moirao said once a year administrators have a review as long as there is not a performance issue. If there are issues there are regular reviews.

Dr. Moirao approved the contract for Wendy Pospichal, Ed.D.

Approval of Resolution #01:13/14 Designating Authorized Agent to Sign School Orders
Dr. Moirao said with Wendy Pospichal, Ed.D., as the Assistant Superintendent Administrative Services, she needs to be authorized to sign sc' _ 8' _ orders.

Dr. Moirao approved Resolution #01:13/14

Approval of Declaration of Need for Fully Qualified Teachers

Dr. Moirao said this annual declaration must be submitted to the California Commission on Teacher Credentialing in order for the District to lawfully hire anyone who holds an Internship. It is required in order for the district to petition for an emergency CLAD or its equivalent for employees teaching English Learners and who do not hold the proper authorization. There are several teachers who are completing some of their qualifications. This is something FCMAT will be reviewing.

Dr. Moirao approved Declaration of Need for Fully Qualified Teachers.

Approval of Employment of Marisol Cisneros on the Basis of a Provisional Internship Permit

Dr. Moirao said one of the new teachers hired is coming from another state. Because California has some different requirements this will allow this teacher to fulfill the necessary requirements and still be qualified to teach.

Dr. Moirao approved the Provisional Internship Permit for Marisol Cisneros.

Approval of Revised Greenfield High School and King City High School Single Plans

Dr. Moirao said he was pleased to have the plans submitted early in the school year and appreciated the work that was done.

Raul Rodriguez inquired if this was a new format. Dr. Moirao responded yes.

Dr. Moirao approved the single plans for Greenfield and King City High Schools.

Approval of Consolidated Application

Dr. Moirao said the application needs to be completed each year.

Dr. Moirao approved the Consolidated Application.

Approval of Resolution #27:12/13 Layoff of Classified Staff Due to Lack of Funds and/or Lack of Work

Dr. Moirao said this goes along with the reorganization.

Dr. Moirao approved Resolution #27:12/13.

Future Agenda Items/Meeting Dates

September 12, 2013 – Regular Board Meeting at Greenfield High School
October 9, 2013 – Regular Board Meeting at the District Office
November 13, 2013 – Regular Board Meeting at Greenfield High School
December 11, 2013 – Regular Board Meeting at the District Office

Signing of Papers

Dr. Moirao signed appropriate papers.

Adjournment

The meeting was adjourned at 8:22 PM.

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

Date

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

SUBJECT: Approval of Contract with AssetWORKS

MEETING: September 12, 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:

This contract is to have the land values of the district established so that the State Controller's Office can audit the capital assets of the district.

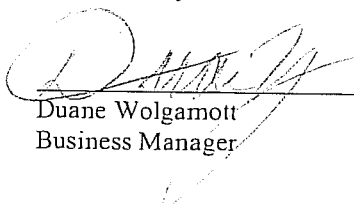
Recommendation:

It is recommended the State Administrator approve the contract with AssetWORKS.

Fiscal Impact:


The total cost will not exceed \$8,000 from the General Fund.

Submitted By:

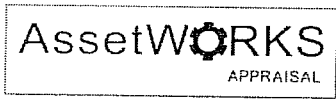


Duane Wolgamott
Business Manager

Approved:



Daniel R. Moirao, Ed.D.
State Administrator



August 28, 2013

Mr. Duane Wolgomatt
Business Manager
South Monterey County Joint Union High School District
800 Broadway
King City, CA 93930

RE: Land Research and Valuation

Dear Mr. Wolgomatt:

AssetWorks, Inc. is pleased to submit our proposal to provide South Monterey County Joint Union High School District (District) comprehensive fixed asset inventory and management services which will include land research and valuation of land owned by the District, certified appraisal reports to meet external audit requirements, the financial reporting requirements of GASB 34/35 and proper asset accountability and stewardship.

AssetWorks is uniquely qualified to provide the inventory and reconciliation services, utilizing significant knowledge of asset reporting and audit compliancy. The goals go beyond counting assets and recording serial numbers, the understanding of the larger picture, populating software systems and the utilization of technology to achieve compliancy on multiple levels. These are the theories AssetWorks employs, taking a proactive stance and taking the initiative to develop ideas and bring new tools and techniques to better serve our clients

Please contact me directly at 800-428-1925x1806 or via e-mail at gregory.friz@assetworks.com with any questions or to schedule a meeting at your convenience.

Respectfully submitted,

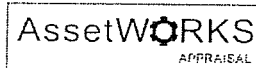
ASSETWORKS, INC.

A handwritten signature in black ink, appearing to read "Gregory N. Friz".

Gregory N. Friz, Director

6404 Wilshire Blvd., Suite 650 | Los Angeles, CA 90048 | 800.428.1925 x1806 | 310.470.4903 Fax | www.assetworks.com

South Monterey County JUHSD
Land Research and Valuation
August 28, 2013



STATEMENT OF QUALIFICATION S

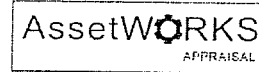
AssetWORKS AssetWorks offers asset management solutions that embrace all aspects of capital asset and asset verification tracking, valuation and reporting. Our innovative solutions help organizations to vastly improve GASB34/35 compliance, generate detailed financial reports, carry out depreciation and capitalization modeling, track property disposal, generate property insurance reports, and much more. AssetWorks federal tax identification number is 46 -0521049.

The District can confidently select AssetWorks as a partner to provide asset management services. Specializing in providing asset management consulting, inventory, reconciliation, valuation and system's we offer:

- Two decades providing Enterprise Asset Management software solutions (EAM) and have the reputation of being the "best of class" provider. We are proud members of the Government Finance Officers Association (GFOA) Association of School Business Officials (ASBO) California Association of School Business Officials (CASBO) and the National Property Management Association (NPMA).
- Our project team consists of full-time employees who are associated with the American society of Appraisers (ASA).
- AssetWorks Appraisal is the technology pioneer in asset management solutions. We have the most advanced enterprise asset solution to support our client's asset management needs.
- We have successfully provided asset management tracking, verification and consulting services for more than 5,000 entities across the United States, Europe, and Puerto Rico including *over 1,000 public entity clients*.

AssetWorks Inc. is a Constellation Software, Inc. company. Constellation Software, Inc. is an international provider of market-leading software and services to a variety of industries, across both public and private sectors. The company was founded in 1995 and has a large, diverse customer base of 16,000 customers, operating in over 30 countries around the world. Constellation is an extremely healthy organization, with consolidated revenues exceeding US \$600 million.

South Monterey County JUHSD
Land Research and Valuation
August 28, 2013



WORK PLAN

PROJECT SCOPE

The scope of this project is to assist the district with property control and accountability over capital land assets, to gather and maintain information needed for the preparation of the Comprehensive Annual Financial Report (CAFR) in conformity with Generally Accepted Accounting Principles and Governmental Accounting Standards Board Statement 34 which requires that all capital assets be reported in the government-wide balance sheet net of accumulated depreciation if applicable.

Land is defined as the surface or crust of the earth, which may be used to support structures or grow crops, grass, shrubs, and trees. Land is characterized as having an inexhaustible life. All expenditures made to acquire land and to ready it for its intended use should be considered as part of the land cost. Examples of expenditures to be capitalized as land:

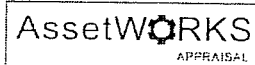
1. Purchase price or, if donated, fair market value at time of donation
2. Commissions
3. Professional fees (title searches, architect, legal, engineering, appraisal, surveying, environmental assessments, etc.)

LAND RESEARCH AND PARCEL IDENTIFICATION

Land will be recorded in our database of information and reports based on AssetWorks research and verification of existing land parcel data. The information will include description, acquisition date and cost, and source of funds. AssetWorks will develop accurate estimates of acquisition dates and cost where information is not available in your records. Our work for this portion of the engagement will include the research necessary to document/estimate cost for all deeded parcels of land. The data to be recorded for each land parcel will include:

- | | |
|--------------------------------------|--------------------------|
| ➤ Owner | ➤ Assessor Parcel Number |
| ➤ Site | ➤ Acquisition Data |
| ➤ Value | ➤ Acreage |
| ➤ Additional Descriptive Information | |

South Monterey County JUHSD
Land Research and Valuation
August 28, 2013



COSTING AND VALUATION METHODOLOGY

The offsite valuation portion of the project entails the research and calculations necessary to formulate historic costs. The project manager and quality control supervisor work hand-in-hand to ensure the integrity of the data. The focus is on completeness, accuracy and proper formatting of all data prior to final processing and delivery.

Our investigation of the property will follow generally accepted appraisal techniques and will include the use of specific techniques necessary to develop valid and acceptable original cost and date of acquisition for each asset. This includes use of the straight-line method of depreciation. We will determine original cost by using the following costing methods:

Direct Costing method will be used where historical data is readily available from District records. The actual purchase cost and acquisition date will be maintained for those assets. While AssetWorks, Inc. is not proposing a detailed line-by-line reconciliation, our staff will work with records as provided by the District to tie back original cost and dates of acquisition on the more material and recent acquisitions.

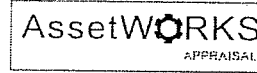
Standard Costing is used when inventoried property units/groups not reconciled to a historical record receive an estimated cost, where possible, based upon a standard cost (a known average installed cost for a like unit) at the estimated acquisition date.

Normal Costing method will be used where no historical information is readily available. These assets will be valued on a current basis and back-trended to an estimated date of acquisition to estimate the original cost. During the costing and valuation procedures, all items will be assigned a useful life. The useful life of an item will determine its approximate replacement year.

During the course of the valuation research, our appraisers will examine all assets to determine original cost, defined as follows:

ORIGINAL COST is the amount originally paid to acquire the asset, including such cost as set-up charges; transportation; taxes; engineering and architectural fees; and title insurance. *If an asset was donated or bought for a nominal sum, GAAP requires that the asset be accounted for at market value as of the date of acquisition.*

South Monterey County JUHSD
Land Research and Valuation
August 28, 2013



PROJECT FEES & AUTHORIZATION

Please return a copy of this executed agreement to the attention of the undersigned via fax to 310-470-4903 and mail the original project fees page mailed back to this office. All professional fees outlined below are in US Dollars and include out-of-pocket expenses. AssetWorks will invoice based on actual days worked on the project plus out of pocket expenses.

Land Research and Valuation

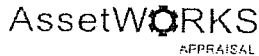
- > Title search of parcels
- > Site address/Owner
- > Parcel Acreage
- > Costing/Valuation
- > Certified Reports

Fee: Not to Exceed \$8,000*

***Time and Material based on 6 days @ \$1,080 per day plus expenses**

This fee is based on the listing of land parcels provided. Thank you for the opportunity to submit our proposal we look forward to working with you on this important project.

RESPECTFULLY OFFERED BY:



Gregory N. Friz, Director
August 28, 2013

ACCEPTED BY:

South Monterey County Joint Union HSD

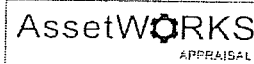
Signature

Name

Title:

Date:

South Monterey County JUHSD
Land Research and Valuation
August 28, 2013



ADDENDUM A-REFERENCES

AssetWorks has been providing fixed asset management and appraisal services to California school districts for over two decades. Similar project references are provided below:

Santa Ana USD, CA – Asset Inventory & Reporting Project performed in 2011

Contact – Mr. Jon Geiszler, 714 -558-5624

Victor Valley Union High School District, CA □ Asset Inventory & Reporting Project performed in 2011

Contact – Mr. Phil Ethridge, 760 -955-3201 x10216

Glendale USD, CA – Asset Inventory & Reporting Project performed in 2011

Contact – Mr. Mike Lee, M.A., M.B.A. 818 -241-3111 x292

Temecula Valley USD, CA □ Asset Inventory & Reporting Project performed in 2009

Contact – Mr. Steve Brizeno, 951 -506-7971

Vallejo City USD, CA □ Asset Inventory & AssetMAXX provided since 2009

Contact – Ms. Cleo Chaney, 707 -556-8921 x50114

Elk Grove USD, CA - Asset Inventory & Reporting Project performed in 2007

District serves 62,000 students at 64 schools

Contact – Ms. Ruth Dew, 916-686-7773 x7802

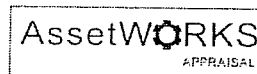
El Rancho SD, CA □ Asset Inventory & Reporting Project performed since 2008

Contact – Mr. Jeff Fitchett, 562 -801-5254

Calexico USD, CA - Asset Inventory & Reporting Project performed since 2007

Contact – Ms. Caroline Przytula, 760 -768-3888 x3022

South Monterey County JUHSD
Land Research and Valuation
August 28, 2013



ADDENDUM B-TERMS AND CONDITIONS

- 1) AssetWorks shall provide guidance to the District in determining the data required for purposes of the contemplated services. The District further agrees to provide all data specifically requested, including documentation and information to AssetWorks in a timely manner. AssetWorks shall assume without incurring liability therefore, that all data so provided is correct and complete.
- 2) In the event that the District provides additional and/or corrected data, documentation and information at a later date, AssetWorks' efforts with respect to such additional and/or corrected data, documentation and information shall be deemed additional services and compensated in addition to the fees set forth herein based on applicable hours, professional fees and expenses.
- 3) The District acknowledges project completion upon delivery of final reports. Final report delivery occurs only upon either acceptance of the preliminary reports data by the District or upon the passing of the two-week (10 business days) period of time after preliminary report delivery, whichever comes first.
- 4) AssetWorks fees are based on the information provided.
- 5) To the extent a claim is not covered by the required insurance, each party agrees that each party's total liability for any and all damages whatsoever arising out of or in any way related to this Agreement from any cause, including but not limited to negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not, in the aggregate, exceed the total amount of this Agreement. To the extent a claim is covered by the required insurance, each party's total liability will be limited to the amount of required insurance.
- 6) The District and AssetWorks shall each retain ownership of, and all right, title and interest in and to, their respective pre-existing Intellectual Property, and no license therein, whether express or implied, is granted by this Agreement or as a result of the Services performed hereunder. To the extent the parties wish to grant to the other rights or interests in pre-existing Intellectual Property, separate license agreements on mutually acceptable terms will be executed.
- 7) AssetWorks will invoice for 70% of fees during the fieldwork portion of the project with the final contract amount invoiced with our draft reports. Invoices are due within 30 days of receipt, and past due amounts may be subject to late fees of 1 ½ percent per month.

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

SUBJECT: Approval for the KCHS Wrestling Team to Attend Overnight Tournaments

MEETING: September 12, 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:

Attached is a listing of tournaments the wrestling team will be participating in for the 2013-2014 school year. There will be 15 to 20 students competing. Depending on the number of students, there will be the required chaperones (1 adult per 10 students).

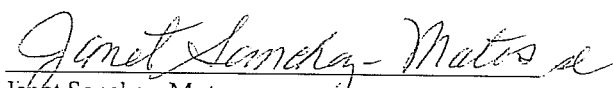
Recommendation:

The recommendation is being made for the State Administrator to approve the Wrestling Teams overnight attendance.

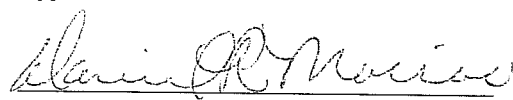
Fiscal Impact:

Any expenses incurred will be covered by the Athletic Department or Fundraisers. There will not be any expenses to the district.

Submitted By:


Janet Sanchez-Matos
Principal

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

KCHS MUSTANG WRESTLING: 2013-2014

August 13, 2013

TO: The SMC Joint Union High School District

FROM: Mike Ciccarelli

KCHS Head Wrestling Coach

Varsity wrestling tournaments are typically two day events with early morning weigh-ins. Of course, this requires overnight trips, which in turn require board approval. Our tournaments that require overnight stays are:

The Chukchansi Invitational in Madera on 12/13,14

The Lemoore Bash at West Hills College on 12/27,28

The Atascadero Revolution in Atascadero on 1/3,4

The Jim Root Invitational in San Jose on 1/11

The C.I.T (California Invitational Tournament) at Morro Bay HS on 1/17,18

The Colt Invitational in S San Francisco on 2/1

Post Season:

The Girls Central Coast Section Championships 1/31/14 - TBD

The Central Coast Section Championships in San Jose on 2/22,23

The Girls Central Coast Section Championship 2/22-2/23/14 - TBD

The California State Championships in Bakersfield on 2/28,3/1

Thank You



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

SUBJECT: Approval of Student Teaching and Practicum
Agreement with National University

MEETING: September 12, 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 district typically enters Student Teaching agreements with various universities as they prepare future teachers for California schools. The benefit to the district is the ability to nurture future staff to work in our schools. At this time there are no student teachers in our schools.


Recommendation:

It is recommended that the State Administrator Sign the Student Teaching and Practicum Agreement with National University

Fiscal Impact:

No fiscal impact

Submitted By:



Daniel R. Moirao, Ed.D.
State Administrator

Approved:



Daniel R. Moirao, Ed.D.
State Administrator



NATIONAL UNIVERSITY

STUDENT TEACHING AND PRACTICUM AGREEMENT

This agreement, effective on August 1, 2013, made by and between National University, a California non-profit public benefit corporation (the "University") and South Monterey County Joint Union High School District, a public entity (the "District"), with reference to the following facts:

ARTICLE 1
RECITALS

1.1 Section 35160 of the California Education Code provides that the governing board of any school district may initiate and carry on any program or activity, or may otherwise act in any manner which is not in conflict with, or inconsistent with, or pre-empted by, any law and which is not in conflict with the purposes for which school districts are established.

1.2 An agreement by a school district to provide student teaching or practicum experience to students enrolled in an education credential program offered by an institution of higher education approved by the California Commission on Teacher Credentialing (the "Commission") is not inconsistent with the purposes for which schools districts are established.

1.3 The University is accredited by the Western Association of Schools and Colleges, and its education credential programs have been approved by the Commission.

1.4 The University desires that the District provide student teaching to students enrolled in the University's teacher training curricula and/or practicum experience to students enrolled in the University's student counseling and other credential curricula. The District agrees to provide such student teaching and/or practicum experience on the terms and conditions specified in this Agreement.

ARTICLES 2
DEFINITIONS

2.1 "Student" shall refer to a student enrolled in a program at the University which is approved by the commission and which leads to an education credential

2.2 "Master Teacher" shall refer to an employee of the District holding a valid, clear teaching credential issued by the Commission typically with three or more years teaching experience.

2.3 "Student Teaching" shall refer to the active participation by a Student in the duties and functions of classroom teaching under the direct supervision and instruction of one or more Master Teachers.

- 2.4 "Student Teaching Assignment" shall typically refer to a full day of Student Teaching, five days a week for nine weeks. Student Teaching Assignments shall satisfy all requirements of the Commission
- 2.5 "Practicum Supervisor" shall refer to an employee of the District holding a valid Pupil Personnel Services or other credential issued by the Commission or equivalent certification recognized by the District typically with three or more years experience as a school counselor, school psychologist, school social worker, or other education specialist.
- 2.6 "Practicum" shall refer to the participation by a Student in the duties and functions of a school counselor, school psychologist, school social worker, or school attendance worker under the direct supervision and instruction of one or more Practicum Supervisors.
- 2.7 "Practicum Assignment" shall consist of between 90 and 600 hours of Practicum depending upon the specific program requirements.
- 2.8 "Quarter Unit" shall refer to the amount of academic credit earned by a Student through the successful completion as determined by the University of approximately 25 hours of Student Teaching or between 20 to 40 hours of Practicum.

ARTICLE 3 TERMS AND CONDITIONS

- 3.1 Student Teaching or Practicum. The District shall provide University students with Student Teaching and/or Practicum in schools and classes of the District under the direct supervision and instruction of a Master Teacher or Practicum Supervisor. The University and the District from time to time shall agree as to the number of students assigned to the District for Student Teaching and/or Practicum.
- 3.2 District Determination. The District at their sole discretion may refuse to accept, or may terminate, any Student assigned to the District for Student Teaching or Practicum based upon its good faith determination that the Student is not performing to the standards of the District. Upon written notification by the District, the University shall promptly terminate the Student's assignment to the District.
- 3.3 University Determination. The University shall determine the number of units of Student Teaching or Practicum each Student shall receive. Students shall be able to be eligible for more than one Student Teaching Assignment and/or Practicum Assignment at the District.
- 3.4 District Reimbursement. The University shall reimburse the District for the cost of Student Teaching or Practicum services rendered by the District, paying the District \$30.00 per section of Student Teaching and/or Practicum supervised. The District agrees that the issuance of the stipend to the Master Teacher or the Practicum Supervisor will not render the Master Teacher or Practicum Supervisor an employee or agent of the University.
- 3.5 Invoice Procedure. Within a reasonable time following the completion of any Student Teaching Assignment or Practicum Assignment, the District shall submit an invoice, in triplicate, to the University which invoice shall specify the number of Quarter Units of Student Teaching or Practicum provided by the District and the amount of reimbursement calculated at the rate provided in Article 3.4. The University shall pay the reimbursement to

the District within 30 days following the date the District's invoice is received.

3.6 Insurance. The District will obtain and maintain a broad form commercial general liability insurance policy with coverage of at least \$1,000,000 for each occurrence. The District will provide the University with proof of such insurance upon execution of this Agreement. For purposes of this Agreement, each of the District and the University will provide workman's compensation insurance coverage for their own employees, and Students are not employees of either the District or the University.

University agrees to maintain at least \$1 million per occurrence and \$1 million in General Aggregate Liability Insurance coverage. University agrees to provide District with a Certificate of Insurance including an Endorsement/Additional Covered Party Amendatory Endorsement/Additional Insured naming South Monterey County Joint Union High School District as an additional insured party in conjunction with this Student Teaching and Practicum Agreement.

University agrees that all Students are not employees of the District and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which employees are normally entitled, including but not limited to, State Unemployment Compensation or Workers' Compensation.

3.7 Termination of Assignment. In the event a Student Teaching Assignment or Practicum Assignment is terminated before it is completed, the District shall receive reimbursement of costs at the rate provided in Article 3.4 prorated to the nearest completed Quarter Unit.

3.8 Representations. The University represents that all Students assigned to the District for Student Teaching or Practicum are validly enrolled in a University credential program approved by the Commission. The University makes no other representation, express or implied, about, or assumes any responsibility for, the Student's fitness or qualification to participate in the Student Teaching or Practicum. Nothing in this Agreement shall be construed as a delegation by the District to the University of any of the District's duties and responsibilities for operation or supervision of the schools or classes of the District.

3.9 Certificate of Clearance. In accordance with California Education Code Section 44320(b), each credential candidate prior to assignment to District must obtain at their sole expense a "Certificate of Clearance," which includes a complete Live Scan Service. The University will ensure that student's receive a Certificate prior to beginning their assignment in the district.

3.10 Tuberculosis Clearance. In accordance with California Education Code Section 49406, each credential candidate prior to assignment to District must obtain at the candidate's sole expense an examination by a licensed physician or surgeon within the past 60 days to determine that he or she is free of active tuberculosis, prior to beginning the candidate's assignment in the District.

ARTICLE 4 GENERAL PROVISIONS

4.1 Term. This Agreement shall commence as of the date hereof and shall continue until such time as either party gives the other party written notice of its intent to terminate the Agreement. The termination of the Agreement shall be effective upon the date specified in such written notice. Provided, however, all Students receiving Student Teaching or

Practicum from the District as of the date of such notice shall be permitted to complete their Student Teaching Assignment or Practicum Assignment so long as said student is not the cause of the termination of the agreement.

4.2 Attorney's Fees. In the event any party hereto commences litigation for the interpretation, specific performance, or damages for the breach of this Agreement, the prevailing party shall be entitled to a judgment or award against the other in an amount equal to reasonable attorney's fees and expenses incurred, together with all other appropriate legal or equitable relief.

4.3 Notices. All notices, demands, or other communications given under this Agreement shall be in writing and shall be deemed to have been duly given as of the second business day after mailing by United States mail, postage pre-paid addressed to the addresses on page four hereof, or to such other address or to such other person as any party hereto shall designate to the other for such purposes in the manner hereinabove set forth. Personal delivery of such notice, demand, or communication may also be made to the above-described addressees and shall be deemed given as of the date of such delivery.

4.4 Integration Clause. This Agreement contains the entire agreement between the parties relating to the transactions contemplated hereby and all prior or contemporaneous agreements, understandings, representations, and statements, whether oral or written, are merged herein. No modification, waiver, amendment, discharge, or change to the Agreement shall be valid unless the same is in writing and signed by the party against which the enforcement of such modification, waiver, amendment, discharge, or change is or may be sought.

4.5 General Provisions. This Agreement (i) shall be binding upon and inure to the benefit and be enforceable by the parties hereto and their respective legal representatives, successors, or assigns, (ii) may be executed in any number of counterparts, each of which may be deemed to be an original, but all of which together shall constitute one and the same instrument, (iii) shall be construed and enforced in accordance with the laws of the State of California, and (iv) has been executed at San Diego, California as of the last date set forth below.

4.6 Mutual Indemnification. University shall defend, indemnify and hold District, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University its officers, agents, or students.

District shall defend, indemnify and hold University, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its officers, agents, or employees.

NATIONAL UNIVERSITY, a California
non-profit public benefit corporation

South Monterey County Joint Union
High School District

By _____
Randy C. Frisch, Esq.
Vice Chancellor, Business and
Administration

By _____
Signature

Date _____
National University
School of Education
11255 N. Torrey Pines Road
La Jolla, CA 92037

By _____
Name Typed or Printed

Title _____

Date _____

For contact/contract return:
Jason Garchie
Contract Coordinator
National University
11255 N. Torrey Pines Road
La Jolla, CA 92037
(858) 642-8300
credcontracts@nu.edu

District Address/Telephone:

Street

City State Zip

Phone

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

SUBJECT: Contract Agreement with Soledad Unified School District for Regional Operation of Special Education Programs and Services

MEETING: September 12, 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 agreement for Regional Operation of Special Education Programs and Services under the Monterey County Special Education Area Local Plan is an annual agreement with the Soledad Unified School District to provide specific special education services that are beyond the scope that the South Monterey County Joint Union High School District can provide. Currently we have two students enrolled in the program run by the Soledad USD.

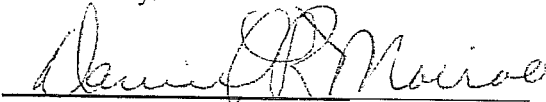
Recommendation:

It is recommended that the State Administrator approve the Agreement for Regional Operation of Special Education Programs and Services under the Monterey County Special Education Area Local Plan

Fiscal Impact:

Depends on the number of students served by this program. No exact cost can be provided until all services have been provided.

Submitted By:

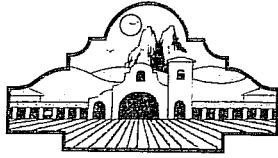


Daniel R. Moirao Ed.D.
State Administrator

Approved:



Daniel R. Moirao Ed.D.
State Administrator



SOLEDAD UNIFIED SCHOOL DISTRICT

Rupi Boyd, Ed. D., Superintendent

July 5, 2013

Wendy Propichal, Director of Special Education
South Monterey County Joint Union High School District
800 Broadway Street
King City, CA 93930

Dear Ms. Propichal,

Please review the enclosed document: Agreement for the Regional Operation of Special Education Programs and Services under the Monterey County SELPA between the Soledad Unified School District (SUSD) and South Monterey County Joint Union High School District (SMCJUHSD) for school year of 2013-2014.

Following your review, please return the original document signed by your district's superintendent/designee to the Office of Support Services and specifically to the attention of the Special Education Department. The enclosed agreement is identical in cost and in substance to the most recent service agreement for 2012-2013. Within the Agreement, wherever noted, **Soledad Unified School District is the District of Operation and the District of Residence is the South Monterey County Joint Union High School District.**

In summary, within the Monterey County Special Education Local Plan Area (SELPA) of which SUSD is a member, service agreements and Memorandums of Understanding (MOUs) are initiated between individual school Districts of Operation for specific programs and services not available in the District of Residence. Therefore, the continuum of services available to students with disabilities extends and includes programs outside of the school/district of residence. The Special Education Local Plan Area (SELPA) assists to govern and to guide the process and agreements among the districts under its purview within Monterey County.

Financially, procedures and costs for payment for services is explained under section number eight (8) of the attached Agreement. The LEA/District of Residence is responsible for payment to the LEA/District of Operation for serving their students in the Moderate/Severe SDC placement provided by Soledad Unified. Each LEA of Residence is responsible for the full cost of services to each of their individual students, as outlined by the students' IEPs. The LEA of Operation (SUSD) will invoice the LEA of Residence on a monthly basis for the number of students enrolled in the program by the LEA of Residence. The LEA of Residence shall remit payment to the LEA of Operation within thirty (30) days.

If you have any questions or concerns, please contact the Office of Support Services immediately at 831-678-1496.

Sincerely,

Michelle C. Archuleta
Director, Special Projects/Special Education

"Education for Life"

Soledad High School
425 Gabilan Drive
Soledad, CA 93960
(831) 678-6400

Community Education Center
690 Main Street
Soledad, CA 93960
(831) 678-6300

Main Street Middle School
441 Main Street
Soledad, CA 93960
(831) 678-6460

K-6

ELEMENTARY SCHOOLS

Gabilan School
330 N. Walker Drive
Soledad, CA 93960
(831) 678-6440

Rose Ferrero School
400 Entrada Drive
Soledad, CA 93960
(831) 678-6480

San Vicente School
1300 Metz Road
Soledad, CA 93960
(831) 678-6420

Frank Ledesma School
973 Vista de Soledad
Soledad, CA 93960
(831) 678-6320

Jack Franscioni School
779 Orchard Lane
Soledad, CA 93960
(831) 678-6340



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SOLEDAD UNIFIED SCHOOL DISTRICT

AGREEMENT FOR THE REGIONAL OPERATION OF SPECIAL EDUCATION PROGRAMS AND SERVICES UNDER THE MONTEREY COUNTY SPECIAL EDUCATION AREA LOCAL PLAN

THIS AGREEMENT is entered into pursuant to the provisions of Part 30 of the Education Code of the State of California (commencing with Section 56000 et seq.) concerning the statewide operation of the Master Plan for Special Education, and in accordance with the provisions of the Individuals with Disabilities Education Act and Section 504 of Public Law 93-112, as amended, and state and federal regulations relating thereto. This Agreement is made by and between the **Soledad Unified School District**, hereinafter referred to as LEA of Operation, and the **South Monterey County High School District**, hereinafter referred to as the LEA of Residence, participants in the Monterey County Special Education Local Plan Area, hereinafter referred to as SELPA.

The governing board of each participating LEA has approved this Agreement, and has authorized the execution of this Agreement by an authorized agent.

WHEREAS, each participating LEA's governing board has approved the *Monterey County Special Education Local Plan* and WHEREAS, this Agreement is written in furtherance of, and in accordance with said plan;

NOW THEREFORE, the aforesaid parties do hereby agree as follows:

1. Period Of Agreement

This Agreement is effective for the period beginning July 1, 2013 and ending June 30, 2014, the end of the four-year commitment made by the LEA of Operation. This Agreement may be renewed at the end of that period. This agreement may be amended by mutual consent of the parties.

2. Purpose Of Agreement

This Agreement governs the maintenance of a system for delivery of specified services to individuals with exceptional needs whose primary disability is intellectual disability and who reside within the SELPA, and in accordance with the requirements of Education Code Section 56300 et seq.

This Agreement establishes the vehicle for the education of individuals with the above exceptional needs who reside within the SELPA in programs and classes conducted by the LEA of Operation without any additional attendance agreements. However, the purpose of this Agreement is not to shift the responsibility of the LEA of Residence in its obligation to offer and provide a free appropriate public education to the herein stated



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SOLEDAD UNIFIED SCHOOL DISTRICT

individuals with exceptional needs, and as such this Agreement establishes that the LEA of Operation is only a service provider to the student from LEA of Residence.

This Agreement defines the duties and responsibilities of each district for all program activities as specified in Education Code Section 56200 et seq.

3. Definitions

For the purposes of this Agreement the following definitions shall apply:

- a. LEA of Operation - the LEA within the SELPA conducting special education programs and classes for individuals with exceptional needs on behalf of all LEAs within the SELPA or on behalf of several LEAs within a geographical region within the SELPA. The LEA of Operation remains through the duration of this Agreement a mere service provider to student who reside in the LEA of Residence.
- b. LEA of Residence - the LEA where the pupils attending classes conducted by the LEA of Operation reside.

4. Compliance Assurances

Each of the SELPA's participating LEAs, by signature to the SELPA local plan has already certified that the LEA will comply with the provisions of state and federal laws and regulations related to special education, participation in state program reviews, and participation in state-wide assessments. The provisions of any new laws that may become effective during the period of this Agreement which relate to special education program delivery shall be incorporated herein. In addition, the LEA of Residence agrees to utilize the appropriate resources of regular education in accordance with California Education Code 56303 and California Code of Regulations, Title 5, Section 3021 et seq., prior to referral for special education services as specified herein.

5. Responsibilities of the LEA of Operation

The LEA of Operation shall be a service provider and responsible for the following:

- a. Implementation of the procedures for referrals, placements, IEP reviews, and reevaluations as specified in part II, chapter 8 of the *Monterey County SELPA Procedural Handbook*;
- b. Administrative support for the purposes of developing and implementing the regional program;



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SOLEDAD UNIFIED SCHOOL DISTRICT

- c. Preparation of all required federal, state and local reports, and related accounting services;
- d. Provision of classrooms and other facilities as required to appropriately house the programs and classes;
- e. Cooperate with the LEA of Residence in the LEA of Residence's investigation of and response to compliance and due process complaints filed by any student placed in the LEA of Operation program; and
- f. Provision of food services to pupils attending regional programs conducted hereunder consistent with food services provided to all students within the LEA of Operation.

6. Responsibilities Of The LEA Of Residence

The LEAs of Residence are responsible for the following:

- a. Implementation of the procedures for referrals, placements, IEP reviews, and reevaluations as specified in chapter 8 of the *Monterey County SELPA Procedural Handbook, Administrative Procedures*;
- b. Arrange and provide for special transportation for those pupils with exceptional needs who are enrolled in classes conducted hereunder;
- c. Respond, coordinate and follow up on investigation of compliance and due process complaints;
- d. Retain ultimate authority and responsibility for the provision of educational programs and services to its pupils regardless of who provides the programs and services. Specifically, the LEA of Residence maintains all duties to its individuals with exceptional needs attending an LEA of Operation program and this Agreement in no way shifts this obligation to the LEA of Operation.
- e. Retains the duties, as the district of residence, to make all decisions, consistent with the law and the procedures of the SELPA, regarding the provisions of a FAPE for students attending an LEA of Operation program, and moreover, retains the duty to supervise the administration of students educational program while the student is attending the LEA of Operation program.
- f. Fund the LEA of Operation program consistent with paragraph 8 of this Agreement.



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SOLEDAD UNIFIED SCHOOL DISTRICT

7. Suspensions And Expulsions

When a student is being considered for disciplinary action that may result in a change of placement (suspension in excess of 10 days or expulsion), the LEA of Operation shall notify the LEA of Residence immediately. The LEA of Operation will complete the manifestation determination, review or revise a behavior plan, if appropriate, and schedule an IEP team meeting to review the manifestation determination and behavior plan. Beginning on the 11th day of suspension, the LEA of Residence will offer an alternative interim placement pending the outcome of any expulsion hearing. The LEA of Residence will hold the expulsion hearing within 30 days. If the student is expelled, the LEA of Residence must provide for the student's educational needs during the period of expulsion

In the case of an expulsion, the LEA of Residence shall notify the LEA of Operation when the student has served the terms of his or her expulsion. The two LEAs will collaboratively schedule a re-entry IEP team meeting prior to the student returning to school. A representative from the LEA of Residence will be required to attend the re-entry IEP meeting.

8. Payment For Services

The LEA of Residence shall pay the LEA of Operation for serving students in the Moderate/Severe SDC placement as follows:

The cost per school year per student shall be \$31,000

The cost per year per student receiving related services shall be:

Speech & Language Therapy:	\$3,000
Occupational Therapy:	\$2,000

The cost per school year for 1-on-1 instructional assistance per student, in addition to the placement cost and related services costs shall be:

1-on-1 Instructional Aide SPED – 5.5 hours:	\$21,400
1-on-1 Instructional Aide SPED – 6.0 hours:	\$34,000
1-on-1 Instructional Aide SPED – 6.5 hours:	\$36,000

Each LEA of Residence will be responsible for the full cost of services to an individual student, as outlined in the IEP. The decision to add a 1-on-1 instructional assistant to a student's IEP will only be made following the SELPA-approved process for determining need and with participation of a special education administrator/designee from the student's LEA of Residence. The LEA of Operation will invoice each LEA of Residence



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SOLEDAD UNIFIED SCHOOL DISTRICT

for the number of students enrolled in the program by the LEA of Residence on a monthly basis. Two times per year, the amount per pupil will be adjusted to reflect student exits and entries. The LEA of Residence shall remit payment to the LEA of Operation within 30 days.

The LEA of Residence shall pay the LEA of Operation for services not listed above at a rate to be agreed upon by the parties.

State and federal funds apportioned to and received by the LEA of Operation for the students shall be credited against the amount owed by the LEA of Residence to LEA of Operation for serving students.

9. Hold Harmless And Indemnification

In compliance with the provisions of Section 895.4 of the Government Code of the State of California, the LEA of Residence agrees to indemnify, defend, and hold harmless the LEA of Operation from any and all liability, claims, loss, damages, judgments, penalties, costs, or expenses including, without limitations, attorney's fees and court costs which are imposed upon or incurred by, or asserted against the LEA of Operation, arising out of the performance of this Agreement.

10. Insurance

The LEA of Operation shall maintain a program of liability, property damage, worker's compensation and auto insurance in amounts adequate to protect the LEAs of Residence as their interests may appear.

11. Dispute Resolution

For disputes between the parties related to this Agreement, said dispute shall be resolved by using the following dispute resolution process, also provided in the *Monterey County SELPA Procedural Handbook*:

If an LEA disagrees with a decision or practice of another LEA or the SELPA Office, that LEA has a responsibility to discuss and attempt resolution of the disagreement with the party or parties directly involved. The parties involved will present the issues to their respective superintendents, or designees, who will attempt to resolve the matter. Either party may request the direct assistance of the SELPA Executive Director, or his/her designee. In the event the issue has not been resolved, either party may request review by the Superintendent's Executive Committee. If either party disagrees with the recommendation of the SELPA Executive Committee, either party may request that the issue be placed on the SELPA Governance Council agenda for a decision.



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SOLEDAD UNIFIED SCHOOL DISTRICT

In the event the initiating or other affected agencies disagree with a decision of the Governing Council, the dispute will be resolved through the following alternative dispute resolution procedure.

- a. The dissatisfied party shall issue a written request for formal dispute resolution as described herein. The written request shall include a description of the concerns to be addressed, with sufficient specificity as to permit the receiving party to clearly comprehend the disagreement and to formulate a response to the disagreement. The written request shall be submitted to the SELPA Executive Director.
- b. Within 5 days of receipt of the request, the SELPA Executive Director will request that a mediator be appointed. Mediation shall be offered through a neutral individual or agency as determined appropriate by the Monterey County SELPA Executive Director and acceptable to all parties. The SELPA shall be considered a participating party. Costs for mediation shall be assessed equally between all participating parties.
- c. If the parties are unable to resolve their disagreement through mediation, the parties will request binding arbitration. Request for appointment of an arbitrator shall be made within 15 days following conclusion of the mediation process.

Arbitration shall be provided through neutral staff from American Arbitration Association (AAA) or another neutral agency as determined appropriate by the SELPA Executive Director and acceptable to all parties. The SELPA shall be considered a participating party. The decision of the arbitrator shall be final and binding upon all parties. The arbitration costs shall be assessed equally between all participating parties.

12. Severability/Waiver

- a. If any provision of this Agreement is determined to be illegal, unenforceable, or invalid, such provision shall in no way affect the validity of any other provision in this Agreement.
- b. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

13. Termination Of Agreement

Any party to this Agreement wishing to terminate the Agreement prior to the period identified in item 1 must seek approval from the SELPA Governance Council. If



"Education for Life"

SOLEDAD UNIFIED SCHOOL DISTRICT

approval is received, the program transfer procedures specified in Part II, Chapter 7 of the *Monterey County SELPA Procedural Handbook* must be followed.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by an agent authorized by each party's governing board as set forth below.

Executed this _____ day of _____ 2 _____

Soledad Unified School District
LEA OF OPERATION

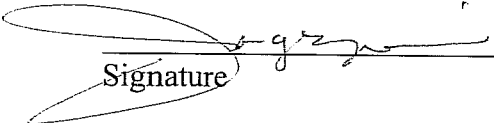
S. Monterey County High School District
LEA OF RESIDENCE

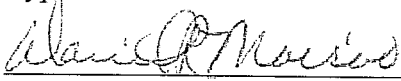
By:

By:

Jorge Z. Guzman
Typed or Printed Name

Typed or Printed Name


Signature


Signature

Interim Superintendent
Title

Superintendent STATE ADMINISTRATOR
Title

6/28/13
Date

Aug 28, 2013
Date

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
GOVERNING BOARD

SUBJECT: Approval of Contract with The Parent Institute for Quality Education (PIQE) and SMCJUHSD to Provide Services to KCHS

MEETING: September 12, 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:

It is the mission of the South Monterey County Joint Union High School District to involve parents and guardians through collaborative partnerships to promote:

- Shared responsibility for high academic student achievement
- Build capacity for involvement
- Make our educational programs accessible
- Provide support and coordination for parents and school personnel to form and sustain a partnership
- Link students and their families with community resources in order to provide educational enrichment and support

Beginning in early October, 2013, The Parent Institute for Quality Education (PIQE) will provide a parent training course for 30 King City High School Parents. PIQE will recruit parents by phone, provide a needs assessment session, and conduct a nine week series of training sessions for parents culminating in a graduation ceremony with certificates given to parents who attend four or more sessions. The training is designed to develop skills and techniques which will enable parents to address the educational needs of their school-age children.

Recommendation:


The recommendation is being made for the State Administrator to approve the contract with PIQE to recruit and provide a nine-week course for 30 King City High School Parents.

Fiscal Impact:

The amount will not exceed \$5,400; the funding for this will come from the King City High School Title I budget.

Submitted By:

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

Wendy Pospichal, Ed. D.
Assistant Superintendent, Administrative Services



“Creating a College-Going Culture!”

About PIQE

MISSION STATEMENT

We are committed to connect families, schools and community as partners to advance the education of every child through parent engagement.

OUR VISION

Parent Institute for Quality Education (PIQE) is working to create a community in which parents and educators collaborate to transform every child's educational environment, both at home and at school, so that all children can achieve their greatest academic potential.

OBJECTIVES

To encourage and support low-income, ethnically-diverse parents of K-12 school children to take a participatory role in their children's education by:

- Creating a home learning environment
- Supporting their child's emotional and social development
- Navigating the K-12 school system
- Engaging and collaborating with teachers, counselors, and principals
- Ensuring their children complete A-G high school requirements
- Encouraging high school and college graduation

PROGRAMS

- K-12 Parent Engagement in Education Program
- Early Childhood Development Program
- Four-Month Follow-Up “Parent Coaches” Program
- Teacher Parent Engagement Workshop
- Family Financial Literacy Education Program
- Parent Leadership Development Program
- Science, Technology, Engineering, and Mathematics (STEM) Program

PIQE

Janine Ramirez, Executive Director

1510 Park Avenue, Suite 200, San Jose, CA 95126

Tel: 408.275.9171 Fax: 408.275.9172 www.piqe.org

jramirez@piqe.org

PIQE ACCOMPLISHMENTS

- Since its inception, PIQE has graduated *more than 533,000 parents.*
- PIQE has enhanced the education of *more than 1.5 million students.*
- Graduates *over 30,000 parents* from PIQE's Parent Engagement in Education Program each year.
- *Serves over 500 K-12 schools* in California each year.
- PIQE works in *36* of California's 58 counties.
- PIQE delivers its Parent Engagement in Education Program in *16 languages.*
- PIQE has operations in *5 states.*

Now Anything is Possible!



PIQE MEASURES STUDENT SUCCESS!

A Proven and Tested Program:

PIQE is committed to evaluating the impact of our programs and using the information gained to more thoroughly and efficiently reach under served parents, at-risk youth, and ethnically and linguistically diverse communities. Program evaluation is an ongoing process of learning, reflecting, and improving that encourages students and families to convey their feelings about the PIQE parent engagement program, as well as the impact it has had on their lives. Independent evaluations of PIQE are performed every two years and to date, results from those studies have shown that:

1. At least **93% of PIQE students graduated from high school**, in contrast to a dropout rate of 50% for other Latino students. **Of those graduating students, 79.2% enrolled in college** following high school graduation. *San Diego State University, 2004*
2. **PIQE's Parent Engagement in Education Program promotes educational improvement** by resulting in less truancy and absenteeism; fewer disciplinary problems; increased parent involvement at school functions; decreased time spent watching television and more emphasis on the importance of reading; a greater number of homework assignments completed and returned to the teacher; and improved grades and better morale on the part of student. *University of Santa Barbara, 2006*
3. **Students whose parents graduated from PIQE's Program took 50% more A-G college preparatory classes**; earned significantly higher grades; completed more school courses; and were absent almost 40% fewer days than the control group. *University of California San Diego, 2006-2008*
4. **PIQE helps schools build student success by promoting parent engagement** that provides opportunities for parents to build skills; overall school performance; school investment in the development of meaningful parent involvement in education; and, school involvement in organizing and mobilizing the community to increase benefits for students. *San Diego State University and Claremont Graduate University, 2008*
5. **Students whose parents completed PIQE's program performed better in high school** with a significantly greater number receiving their high school diploma. In addition, children of **PIQE graduates showed increases in achievement in Math and English**. *California Partnership of Achieving Student Success (Cal-PASS), 2010*

Now Anything is Possible!

David Valladolid, National President & CEO

22 W. 35th Street, Suite 201, National City, CA 91950

T: 619.420.4499, F: 619.420.7385, d.valladolid@piqe.org

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

SUBJECT: Approval of 2013-14 GHS FFA
Calendar of Events

MEETING: September 12, 2013

AGENDA SECTION:

- ACTION
- INFORMATION
- ACTION/CONSENT

GOVERNING BOARD

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:

A listing of the calendar of events for the 2013-14 school year is attached.

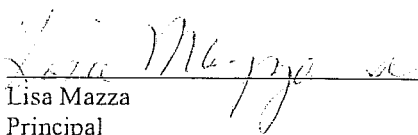
Recommendation:

The recommendation is being made for the State Administrator to approve the GHS FFA calendar.

Fiscal Impact:

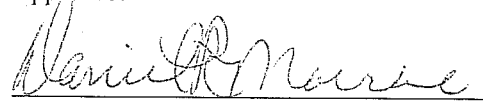
There will not be any expenses to the district.

Submitted By:



Lisa Mazza
Principal

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

2013-2014 Calendar of Events

June

Top 10 Trip (overnight) June 12-13

July

Officer Retreat (overnight) July 25-26

August

Ice cream social Aug 22
Monterey County Fair (Monterey) Aug 27-31

September

Monterey County Fair (Monterey) Sept 1-2
Movie Night/ Pizza Night Sept 19

October

MB Section Opening and Closing (Alvarez HS) Oct 9
South Coast COLC (Hollister HS) (overnight) Oct 12-13
Greenhand Conference Paso Robles Oct 16
Greenhand Banquet Oct 17
Roy' Sausage Fundraiser Oct 19
Greenfield Harvest Festival Oct 20

November

FFA BIG and CO-OPS(Salinas HS) Nov 6
FFA Meeting Nov 14
Manuscripts due Nov 25

December

MB Section Creed, PS, Impromptu, & Extemp- King City Dec 4
Holiday Gram Fundraiser Dec 9-13
FFA Dance/ Winter Wonder Land Dec 13

January

State Degree Scoring Jan 15
FFA Meeting Jan 16
MFE/ALA Conference @ Monterey (overnight) Jan 24-25
Job Interview & Parli-Pro entries due Jan 28

February

Hartnell Field Day	Feb 1
M. Bay Job Interview/Parli- Pro (Gonzales)	Feb 5
Valentine's Day Arrangement Sale	Feb 10-13
Tulare Farm Show	Feb 13
FFA Week	Feb 18-21
Roy's Sausage Fundraiser (give out tickets)	Feb 18-21
FFA Meeting	Feb 20

March

Sacramento Leadership Experience	Mar 4-7
FFA Meeting	Mar 20
South Coast Region Spring FFA Mtg. (King City)	Mar 21
Scrap Book due (King City)	Mar 21
Roy's Sausage Fundraiser	Mar 29
State Degree Banquet	Mar 30

April

Project Competition	Apr 2-3
California State FFA Conference in Fresno (overnight)	Apr 12-15
FFA Meeting-Officer Nominations	Apr 18
Project Competition Banquet	Apr 30

May

SV Fair	May 15-18
FFA Awards Banquet	May 22
FFA Elections for Monterey Bay Section	May 27

June

Top 10 FFA Students- Award Trip (overnight)	June 11-14
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July

Officer Retreat (overnight)	July 24-26
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**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL
DISTRICT**

SUBJECT: Job Descriptions New and Revised

MEETING: September 12,
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:

Recently a reorganization occurred that impacted both classified and certificated staff. Several job descriptions were revised and new positions created. Through the negotiation process all classified positions have been ratified by CSEA.

Recommendation:

It is recommended that the State Administrator approve the revised and newly created job descriptions.

Fiscal Impact:

The reorganization is a cost savings to the district of approximately \$130,000.00

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

LEAD FOOD SERVICES WORKER

BASIC JOB FUNCTIONS:

Under supervision of **Business Manager** the Food and Nutrition Services, Lead performs lead and routine food service activities related to the preparation of food, setting up of serving areas and the serving of food to students and staff. The Food and Nutrition Services, Lead performs cashiering duties in the sale of food items to students and staff and maintains cleanliness of food service facilities.

DISTINGUISHING CHARACTERISTICS, IF APPLICABLE:

Individuals in positions in this classification are required to exercise supervision and provide direction over other Food and Nutrition Service employees who work on a full or part-time basis. Individuals in positions in this classification may make recommendations regarding food service operations, procedures, methods and standards as they apply to the food service program.

ESSENTIAL JOB FUNCTIONS:

- Confers with the **Business Manager or designee** regarding problems related to the Food and Nutrition Services at the school sites
- Performs lead duties and coordinates lunch room activities of staff and volunteers
- Coordinates the preparation and service of food to students and staff according to established procedures
- Reports needed repair work to proper authorities
- **Performs cashiering duties, collects money and sells food items (POS- Point of Sale)**
- Operate a cash register; accept payments for food and pre-purchased meals; record sales.
- Maintains meal count
- Counts cash receipts and prepares deposits and completes associated paper work
- Inspects equipment used on a regular basis to assure that it is maintained in good working-order and reports any malfunctions to the proper personnel
- Maintains inventory of food items to ensure freshness; order items if required
- Prepares eating and serving areas including food, serving areas, serving items and beverages according to established procedures
- Maintains a safe working environment in assigned area(s); takes action to correct potential hazardous conditions and/or notifies appropriate personnel of need for corrective action.
- Assembles items to be served and sold at designated food service area locations; prepares food for transport to other District locations as required, and maintains appropriate records as required
- Transports food items, occasionally, to other sites and provides service at the alternate site
- Remains up-to-date on information/knowledge of proper safety precautions
- Assist in the preparation of food; including but not limited to mix and chop fruits, vegetables, meats and other items; prepares sandwiches and other foods
- Operates dishwasher and wash trays, plates, utensils, and other serving equipment
- Maintain food storage, work and serving areas in a clean, sanitary and safe condition; wash and clean counters and tables; wash and store pots, pans, trays, and kitchen equipment
- Assist in storing unused food and supplies; dispose of unusable leftovers and garbage
- Operates a variety of standard kitchen equipment; report faulty equipment
- Participate in staff development and in-service training activities
- **Trains student workers and substitutes for the purpose of assisting the individuals in the proper methods of performing their functions.**
- Performs food services functions, as required
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, skills and abilities:

Knowledge of:

- General health and safety procedures and practices; applicable codes, safe disposal of food items
- Record-keeping techniques and ordering procedures
- Procedures, methods and techniques necessary to clean and maintain healthy environments
- Standard kitchen equipment, utensils and measurement
- Sanitation practices related to handling and serving food
- Care and maintenance procedures for tools, materials and equipment
- Procedures for safe use and storage of supplies, and materials
- Interpersonal skills using tact, patience and courtesy

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

LEAD FOOD SERVICES WORKER

- Proper lifting techniques
- Oral and written English communication skills

Ability to:

- Perform all essential functions of the position with limited supervision.
- Provide general work training and guidance to other food service employees
- Meet District standards of professional attitude
- Perform lead, routine food service activities
- Serve food in accordance with health and sanitation regulations
- Learn and follow regulations pertaining to health and safety in the cafeteria.
- Maintain food service equipment and areas in a clean and sanitary condition
- Handle money, make change, maintain records, and prepare reports
- **Assure that food items are prepared, served and stored properly.**
- **Operate a computerized cash management system and make change accurately.**
- **Meet schedules and time lines.**
- Read, write, understand and communicate in English at a level necessary for successful job performance
- Understand written procedures, including multi-step written instructions
- Understand and carry-out oral instructions
- Read, interpret and follow rules, regulations, policies and procedures
- Perform basic arithmetic computations (sums; differences) and mathematical calculations using fractions, percents and/or ratios
- Keep basic work records and complete simple reports
- Interpret and prioritize work requests, duties; complete work on schedule
- Establish and maintain cooperative **and effective working** relationships with supervisors, co-workers and other staff members
- Complete assigned duties despite frequent interruptions
- Interact appropriately with students, parents and others
- Assist in maintaining a safe campus environment; report unruly or unsafe behavior by students, intervening when necessary to protect the safety of staff, students, or school property
- **Operate food service equipment safely and efficiently**

PHYSICAL DEMANDS / WORKING CONDITIONS:

- **Physical Demands:** While performing the essential functions and responsibilities of this job, the employee is regularly required to stand and walk for extended periods of time, to sit, push, reach overhead, above shoulders and horizontally, bend at the waist, kneel or crouch, climb and speak and hear effectively. The employee must regularly lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
- **Working Conditions:** School food service environment may be subject to heat from ovens, cold from walk-in refrigerators and freezers; intermittent excessive noise; working around knives, slicers or other sharp objects. Work is performed both indoors and outdoors and requires the employee to operate power equipment. In performing the essential functions and responsibilities of this job, the employee will be exposed to dust, noise from equipment, cleaning chemicals and fumes.

EDUCATION AND EXPERIENCE:

- Any combination of training, experience, and/or education equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed in this position description; preferred some experience in a food preparation environment
- Successful passing of the District's verbal and written English communications skills test
- Ability to speak conversational Spanish desired

LICENSES, CERTIFICATES and CLEARANCES:

Prospective and current employees are expected to possess and maintain the following:

- Current Driver's License issued by the California Department of Motor Vehicles (DMV)
- Current First Aid certificate issued by the Red Cross
- Department of Justice fingerprint clearance processed by the District or District-approved agency
- Certified in safe food handling in compliance with the requirements of Senate Bill 1978

SALARY RANGE: 3

WORK YEAR: 10 months

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

LEAD FOOD SERVICES WORKER

CONDITIONS OF EMPLOYMENT:*

Upon an offer of employment, prospective employees shall meet the following requirements as a condition of employment:

- Department of Justice fingerprint clearance processed by the District or District-approved agency
- TB (Tuberculosis) clearance
- Evidence of that all conditions listed under Licenses, Certificates and Clearances have been met
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

FOOD AND NUTRITION SERVICES: Worker

BASIC JOB FUNCTIONS:

Under supervision of Business Manager the Food and Nutrition Services, Lead performs lead and routine food service activities related to the preparation of food, setting up of serving areas and the serving of food to students and staff. The Food and Nutrition Services, Lead performs cashiering duties in the sale of food items to students and staff and maintains cleanliness of food service facilities.

DISTINGUISHING CHARACTERISTICS, IF APPLICABLE:

Individuals in positions in this classification are required to exercise supervision and provide direction over other Food and Nutrition Service employees who work on a full or part-time basis. Individuals in positions in this classification may make recommendations regarding food service operations, procedures, methods and standards as they apply to the food service program.

ESSENTIAL JOB FUNCTIONS:

- Assists in the preparation and service of food to students and staff according to established procedures
- Performs cashiering duties, collects money and sells food items
- Maintains meal count
- Operate a cash register; accept payments for food and pre-purchased meals; record sales.
- Counts cash receipts
- Assists in maintaining inventory of food items to ensure freshness; order items if required
- Prepares eating and serving areas including food, serving areas, serving items and beverages according to established procedures
- Maintains a safe working environment in assigned area(s); takes action to correct potential hazardous conditions and/or notifies appropriate personnel of need for corrective action.
- Assembles items to be served and sold at designated food service area locations; prepares food for transport to other District locations as required, and maintains appropriate records as required
- Transports food items, occasionally, to other sites and provides service at the alternate site
- Remains up-to-date on information/knowledge of proper safety precautions
- Assist in the preparation of food; including but not limited to mix and chop fruits, vegetables, meats and other items; prepares sandwiches and other foods
- Operates dishwasher and wash trays, plates, utensils, and other serving equipment
- Maintain food storage, work and serving areas in a clean, sanitary and safe condition; wash and clean counters and tables; wash and store pots, pans, trays, and kitchen equipment
- Assist in storing unused food and supplies; dispose of unusable leftovers and garbage
- Operates a variety of standard kitchen equipment; report faulty equipment
- Participate in staff development and in-service training activities
- Trains student workers and substitutes for the purpose of assisting the individuals in the proper methods of performing their functions.
- Performs food services functions, as required
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, skills and abilities:

Knowledge of:

- General health and safety procedures and practices; applicable codes, safe disposal of food items
- Procedures, methods and techniques necessary to clean and maintain healthy environments
- Standard kitchen equipment, utensils and measurement
- Sanitation practices related to handling and serving food
- Care and maintenance procedures for tools, materials and equipment
- Procedures for safe use and storage of supplies, and materials
- Interpersonal skills using tact, patience and courtesy
- Proper lifting techniques
- Oral and written English communication skills

Ability to:

- Perform all essential functions of the position with limited supervision.
- Provide general work training and guidance to other food service employees
- Meet District standards of professional attitude

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

SCHOOL OFFICE ASSISTANT

Ability to:

- Read, write, understand and communicate in English at a level necessary for successful job performance
- Communicate effectively with all individuals contacted during the course of the job in accordance with District policies.
- Prioritize work to maximize productivity
- Read, interpret and follow rules, regulations, policies and procedures
- Perform basic arithmetic computations (sums; differences) and mathematical calculations using fractions, percents and/or ratios
- Perform clerical and office work with speed and accuracy
- Learn, interpret, explain and apply knowledge of district and department organization, operations, programs, functions and terminology
- Plan, organize and prioritize work in order to meet schedules, timelines and deadlines
- Understand and follow written and oral directions and to train and provide work direction to student assistants.
- Complete assigned duties despite frequent interruptions
- Interact appropriately with students, parents and others
- Perform basic to advance keyboarding skills.
- Maintain confidentiality of private and/or sensitive information
- Administer first aid, when necessary

PHYSICAL DEMANDS / WORKING CONDITIONS:

- **Physical Demands:** While performing the essential functions and responsibilities of this job, the employee is regularly required to sit for long periods of time; stand, walk, push, lift, bend, reach, climb; speak and hear effectively; use near vision to read printed materials; auditory ability to carry on conversations in person and over the telephone; manual and finger dexterity to write, use a computer keyboard or other standardized office equipment. Some repetitive motions may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
- **Working Conditions:** Work is performed primarily indoors in an office environment, engaged in work of a primarily sedentary nature.

EDUCATION AND EXPERIENCE:

- Requires a high school diploma or equivalent, supplemented by sufficient training and experience to demonstrate the knowledge and abilities listed above

LICENSES, CERTIFICATES and CLEARANCES:

Prospective and current employees are expected to possess and maintain the following:

- Current Driver's License issued by the California Department of Motor Vehicles (DMV)
- Current First Aid Certificate issued by the Red Cross
- Department of Justice fingerprint clearance at the District or District-approved agency

SALARY RANGE: 10

WORK YEAR: 11 months

CONDITIONS OF EMPLOYMENT:*

Upon an offer of employment, prospective employees shall meet the following requirements as a condition of employment:

- Department of Justice fingerprint clearance processed by the District or District-approved agency
- TB (Tuberculosis) clearance
- Evidence that all conditions listed under Licenses, Certificates and Clearances have been met
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Library Clerk

BASIC JOB FUNCTIONS:

Under the supervision of the Principal or Assistant Principal, the library clerk performs a variety of specialized duties in support of a school library including the acquisition, circulation, maintenance and distribution of books, instructional materials, audio-visual materials and equipment; assist students and teachers in the use of library/media resources. The library clerk assist students and staff in utilizing computers and other technology and equipment for instructional and research purposes.

DISTINGUISHING CHARACTERISTICS, IF APPLICABLE:

Positions in this job classification perform a wide variety of library and organizational tasks; are responsible for a variety of administrative support functions including data entry and record keeping of student fines and volunteer hours.

ESSENTIAL JOB FUNCTIONS:

- Performs a variety of specialized duties in support of a school library media center including the acquisition, circulation, inventory and maintenance and distribution of books, instructional materials (including textbooks), audio-visual materials and equipment
- Responsible for all operations of the Library/Technology Center
- Maintains an orderly and visually appealing learning environment
- Organizes, develops, and prepares library statistical reports and data
- Inputs, maintains, and revises electronic on-line catalog
- Assists individuals and groups of students in the use of basic reference sources, finding and selecting resource materials, books internet on-line searches and other library housed materials
- Monitors student computer usage in the library/technology center
- Manages technology equipment performance by troubleshooting and correcting minor problems; communicates with district technology personnel to resolve site technical problems
- Assist with multimedia presentation set-up
- Operates, maintains, and distributes library and instructional equipment and coordinates repair orders for library/technology center equipment
- Check books and materials in and out of circulation desk
- Responsible for inventory, textbooks and technology equipment at the site level and creates periodic reports
- Order books, magazines, supplies, audio-visual and/or other media collections and online programs for replacement or addition to the existing library/technology center
- Receive and catalog books, paperbacks, periodicals and other media materials; log bar codes, and catalog new books using an electronic cataloging system
- *Register students in district reading programs and assisting teachers with such programs*
- Utilize the current student information system and library management system to record all fines, debts, and payments
- Prepares overdue notices; notify students of fines; prepare and distribute fine list to appropriate school personnel for all fine related issues to the school site
- Develop reports of all student fines for students being dropped from the school
- Maintains accurate student records of volunteer hours
- Inputs and clears student fines
- Post announcements on school marquee
- Creates appropriate documents for student work permits and prepares such documents for administrative signatures
- Maintain a daily attendance log of all students in the library/technology center
- Establish and maintain student behavior in library/technology center
- Coordinates the library/technology center facility usage during the school day
- Assign duties to student assistants and provide the site administrator a report on their progress
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge, skills and abilities:

- Basic terminology, vocabulary and skills used in maintaining a library
- Computer skills including use of student data systems, word processing, and student record keeping
- In-depth knowledge of school district organization, rules and regulations, applicable laws and statutes
- Well-developed skills using the English language, grammar, spelling punctuation and proofreading/editing necessary to prepare professional correspondence, documents and publications
- Requires sufficient human relations skills to present a positive image of the school/district, convey technical information to others

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Library Clerk

and use patience in dealing with difficult individuals or in difficult situations

- Knowledge of shelving and catalog library materials
- Ability to be complete first line troubleshooting of technology equipment
- Ability to work with diverse populations
- Ability to understand and carry out oral and written instructions in English
- Ability to use appropriate software programs; read, understand, apply and explain technical policies and materials
- Ability to prioritize multiple tasks and projects; follow oral and written directions
- Ability to establish and maintain harmonious staff and public relations; work cooperatively and communicate effectively with staff, parents, students and the public; work efficiently as a team member
- Ability to maintain confidentiality of private and sensitive information
- Ability to demonstrate good organizational skills
- Ability and interest in assisting and supporting others in the areas for which this position is responsible
- Ability to work independently and manage time effectively
- Ability to maintain skill level consistent with district technology requirements

PHYSICAL DEMANDS / WORKING CONDITIONS:

- **Physical Demands:** While performing the essential functions and responsibilities of this job, the employee is regularly required to sit for extended periods of time; walk, sit, push, lift, bend, reach, climb; speak and hear effectively. Requires the ability to use near vision to read printed materials. Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. Requires physical mobility sufficient to move about the work environment, transport books and equipment; able to respond to emergency situations; physical strength sufficient to lift 35 pounds.
- **Working Conditions:** Work is performed primarily indoors in an office environment, engaged in work of a primarily sedentary nature.

EDUCATION AND EXPERIENCE:

- Requires a high school diploma or equivalent
- Minimum of two years of post secondary course work (desired) AA degree preferred
- *Experience in working in school setting and/or some library work desired*
- Bilingual and bi-literate in English and Spanish (desired)
-

LICENSES AND OTHER REQUIREMENTS:

Prospective and current employees are expected to possess and maintain the following:

- Current First Aid and CPR certificates issued by the Red Cross
- May require a valid driver's license

SALARY RANGE: 44 12

WORK YEAR: 10.5 months July 30, 2013 – June 12, 2014

CONDITIONS OF EMPLOYMENT:

Upon an offer of employment, prospective employees shall meet the following requirements as a condition of employment:

- Department of Justice fingerprint clearance processed by the District or District-approved agency
- TB (Tuberculosis) clearance
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

DATA SYSTEMS ANALYST

DEFINITION:

Under the supervision of the Director of Technology, perform a variety of complex duties including the planning, developing, analyzing, implementing, and maintaining highly complex computer and database systems and websites; administer and maintain District database applications; provide technical guidance, training and support to end-users.

ESSENTIAL JOB FUNCTIONS:

- Provides technical support for the District's SIS and other databases including but not limited to Destiny, Alert Now, School Plan, Nutrikids, Aries, and Escape.
- Provides required information extracts to governmental and other outside agencies as well as to other internal departments.
- Maintains current data information across multiple SQL databases
- Updates databases and informs staff of the changes relating to updates being released
- Directs data entry for new student registration
- Identifies, analyzes and resolves problems, interacts effectively with users to solve problems and advises on best practices for maintaining data
- Troubleshoots problems by telephone and email in a friendly, timely and accurate manner
- Provides ongoing support and training to teachers, office staff, and administrators on all district databases
- Performs yearly roll over for new year school databases, ABI and Parent Portal
- Sets up assessment tables, etc. for annual state and local tests, and provides assessment analysis data to the site and district personnel
- Develops and provides reports in multiple formats for sites and departments
- Establishment of effective and efficient storage, retrieval, customization and archiving of computerized data
- Establishment and enforcement of data entry standards
- Establishment, enforcement and maintenance of all database security, including staff and teacher user accounts and permissions
- Manages data collection for mandated reporting to various outside agencies
- Uses SQL for backend database support; monitors databases for accuracy and data integrity
- Remains current with updates for all district databases
- Maintains confidentiality of sensitive employee and student information
- Provides user training and often travels to schools sites in support of related duties
- Prepares and uploads files for testing information.
- Loads testing results from various sources into Aeries
- Assist with troubleshooting and repairing software and hardware; assist with work orders
- Maintains district and school site web pages
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of Information Technology Department
- Maintains district local and off site backups of servers, files, e-mail and databases.

Knowledge of:

- Database structures, on-line applications and system capabilities of district computer systems
- Principles, practices and techniques of data base structures, system enhancements and computer programming
- Principles, methods and procedures of operating computer and peripheral equipment
- Computer operating systems and industry standards software used for data tracking and reports
- Record retrieval and storage systems.
- Principles and practices of data processing as applied to automation of office procedures.
- MS Access database programming, script writing in a language such as windows Scripting Host, VB Scripting or JavaScript.
- Visual Basic for Applications to be used to create or edit Excel Macros and MS Access Database programming.
- Converting databases from one version of MS Access to another and importing an MS Access database into a Structured Query Language (SQL) Server database.
- Monitoring and administering DBMS security (adding and removing users, administering quotas, auditing and checking for security problems).
- Utilize helpdesk applications.
- MS SQL Server 2005, 2008 and 2012 databases and application tuning.
- Data modeling, database optimization, understanding and implementation of schemas; backup systems.

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

DATA SYSTEMS ANALYST

Ability to:

- Operate standard office equipment,
- problem solve using logical thinking
- problem solve with minimum supervision
- prepare and maintain accurate records utilizing pertinent software applications
- audit software data
- recognize and foresee technological problems and resolve them in a timely manner
- identify the most cost effective and efficient software programs for district and site use
- effectively and patiently communicate instruction while maintaining professionalism to users
- communicate with persons of varied technical knowledge and backgrounds
- establish and maintain effective working relationships
- work as part of a team
- set priorities, meet deadlines and schedules
- adapt to changing priorities
- work with detailed information/data and apply logical processes and analytical skills.
- able to communicate effectively in English both verbally and written and
- learn new technologies quickly.

PHYSICAL DEMANDS / WORKING CONDITIONS:

Environment: The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will be indoor office and school site work environments.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of light work; and significant finger dexterity
- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands and fingers to operate a computer keyboard and adjust computer equipment.
- Bend at the waist, kneel, or crouch.
- Stand and walk; generally the job requires 75% sitting, 10% walking and 10% standing.
- See to read a variety of materials.
- Sit or stand for extended periods of time.
- Climb a step stool/ladder and reach above shoulders.

Hazards: Sitting and viewing a computer monitor for extended periods of time; and dealing with difficult individuals.

Minimum Qualifications:

- A comprehensive working knowledge of Microsoft Office, including Excel, Access and Word
- Thorough knowledge of SQL programming
- Three (3) years of increasingly responsible experience in database systems design, maintenance, and support
- Direct experience with databases, applications and technology systems used by the District is highly desirable. Experience in a related field beyond the three year requirement may be substituted for the years of education experience on a two-year's experience equals one year of education basis.

EDUCATION:

- Associates Degree or 60 semester units completed in a Bachelor's Degree program from an accredited college or university, with major coursework in computer science, management information systems, or a related field is required.

LICENSES, CERTIFICATES AND CLEARANCES:

- Successful completion of the District's skills test. Current Microsoft Certified Database Administrator (MCDBA), Microsoft Certified Solution Developer (MCSD)
- Microsoft Certified System Engineer (MCSE) or other database certification is highly desirable.

Range: 25

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

DATA SYSTEMS ANALYST

WORK YEAR: 12 months

CONDITIONS OF EMPLOYMENT:

Upon an offer of employment, prospective employees shall meet the following requirements as a condition of employment:

- Pre-employment technical exam
- Department of Justice fingerprint clearance processed by the District or District-approved agency
- TB (Tuberculosis) clearance
- Evidence of that all conditions listed under Licenses, Certificates and Clearances have been met
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

DIRECTOR OF ALTERNATIVE EDUCATION PROGRAMS

BASIC JOB FUNCTIONS:

Under the direction of the State Administrator and/or Superintendent the Director of Alternative Education Programs must be a dynamic educational leader in a rural high school with a strong belief and commitment that all students can succeed and progress to college or other career focused goals. The Director of Alternative Education Programs is a passionate leader who possesses a deep belief that high schools can send all of their students into the 21st century through rigorous instruction, safe campuses, a collaborative school culture, and can facilitate a professional community of adults that drives the school's success. The Director Alternative Education Programs provides leadership to the district and school sites in the development of quality special education programs and services. The Director Alternative Education Programs plans, develops and supervises the effective delivery of special education and services. Understands and works effectively with people from different cultures.

The Director Alternative Education Programs understands models, promotes, and works effectively with people from different cultures.

DISTINGUISHING CHARACTERISTICS, IF APPLICABLE:

This is both a site and district-level administrative position. Individuals in this classification are responsible for overseeing, managing and ensuring the District's compliance with State and Federal Regulations and works within the policies and regulations of the district in Special Education, Continuation High School and other Alternative Education Programs.

In Assigned Programs:

- Ensure the highest of expectations for student learning and achievement in every classroom, everyday
- Ability to create a vibrant and positive school culture that supports student learning and deep relationships between students and staff
- Clearly articulate to internal and external stakeholders the schools goals and programs as well as the vision of the South Monterey County Joint Union High School District
- Serves as the educational leader of the continuation high school, alternative education programs, and Special Education
- Serves as the State Administrator's/Superintendent's representative chairing all expulsion hearings, except those brought forward by the Director Alternative Education Programs and forwards recommendations to the State Administrator/Superintendent for approval

ESSENTIAL JOB FUNCTIONS:

In assigned programs:

- Provides leadership and direction to assigned programs (e.g., Independent Study, Continuation High School, Special Education, expulsions, and credit recovery)
- Establishes and maintains procedures to ensure safety of students, personnel and programs In accordance with district policies and regulations regarding student conduct and student discipline
- Develops and oversees annual budget, processes requests and prepares federal, state and district reports for assigned programs
- Collaborates with school principals and directors of other programs to improve the quality of services; provides program and student outcome data and completes all required evaluation/assessment reports
- Administers and manages an inventory of materials, supplies, texts and equipment necessary for use in program operations of assigned programs
- Schedules classes and supervises instructional activities
- Directs all aspects of the day-to-day operations of the continuation high school
- Reports and monitors student attendance; develop procedures for follow-up action and student/family interventions as needed; facilitates home communications
- Provides supervision on and off campus for students as required
- Maintains student behavior/discipline; provides support and direction to students to assist them in achieving their academic potential; supports students with counseling and guidance
- Schedules, assigns and evaluates teachers and staff, including staff employed on an hourly basis
- Monitors substitute teachers to ensure classes are covered and proper student behavior is maintained
- Works with parents, faculty and students groups to advance educational activities
- Supervises, manages and evaluates alternative programs in accordance with district policies and procedures, state and federal regulations
- Provides assistance and direction to site administrators in the expulsion process; serves as Hearing Officer in expulsion hearings and expulsion readmission hearings. Prepares documentation from Expulsion Hearing Panel's recommendations to the State Administrator and/or the Governing Board. Responsible for securing appropriate placements for expelled students, including students with disabilities.
- Develops/assists in developing data management and data field identifiers to ensure accurate reporting of and district compliance for Special Education program.

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

DIRECTOR OF ALTERNATIVE EDUCATION PROGRAMS

- Establishes internal reporting calendar to monitor and ensure accuracy of data entries into / exports from school/district assessment management or reporting systems, internal and external database systems and/or student information systems, including the County CASEMIS system
- Directs and assists in the supervision of all special education programs in accordance with local policy, state and federal laws and regulations
- Engages in strategic planning through collaboration with school principals and staff; facilitates the inclusion of Special Education in the site vision process; develops goals and objectives for the inclusion of Special Education students in regular education programs/courses; encourages innovation to improve the quality of services to students in Special Education
- Recommends, develops and manages the budget for Special Education Programs
- Provides leadership for School Psychologist(s), Speech and Language Pathologist(s), Adapted Physical Education Specialist(s), Occupational and/or Physical Therapist(s), Education Specialists, Resource Specialists, District Nurse or Health Services personnel, and other support specialists. Monitors case load assignments and classroom enrollments.
- Provides consultative services to schools in the areas of Special Education
- Provides information regarding current laws and regulations related to Special Education
- Maintains relationships with regional, county, state and federal agencies relative to special education; serves as district liaison to the California Department of Education and Monterey County Office of Education for Special Education programs
- Provides a program of staff development for Special Education personnel; assists in site-based staff development and regular education inservice training for students with special needs
- Prepares non-public school contracts and provides information recommendations to the Governing Board/State Administrator regarding such placements; supervises and/monitors non-public placements as required
- Assist's in monitoring the procedures required in a recommendation for expulsion of student(s) with disabilities
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge, skills, and abilities:

- Knowledge of administration, principles and methods of education and instructional services models
- Knowledge of current education programs, curriculum and instruction practices and strategies designed to assist students in alternative education programs
- Knowledge of expulsion procedures, education code requirements, board policies and administrative regulations regarding student expulsions
- Knowledge and identification of teaching and learning theories
- Knowledge of day-to-day operations and appropriate support services necessary to assure operation effectiveness of school programs
- Knowledge of public information principles and techniques, including an awareness of community needs interests and concerns
- Knowledge of and ability to apply effective supervision techniques
- Knowledge of applicable federal and state laws, codes, regulations, policies and procedures related to specially funded programs
- Ability to communicate effectively in English both orally and in writing; prepare narrative reports
- Ability to communicate effectively in Spanish both orally and in writing desired
- Ability to operate a computer and assigned software
- Ability to prioritize workload to meet schedules and timelines
- Ability to establish and maintain an effective relationship with administrators, faculty, staff, students, and parents
- Ability to use tact, patience and courtesy; exercise judgment and discretion
- Ability to facilitate change and collaborate in problem-solving
- Ability to accurately identify problems, define causes and identify appropriate action to reach a resolution
- Ability to supervise and evaluate the performance of assigned staff, including hourly personnel
- Ability to exercise proper discretion in dealing with confidential matters
- Ability to understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Maintains professional confidentiality
- Maintains a commitment to professional growth and lifelong learning
- Maintains open communication and cooperative relationships, inspires individual and team development, and reviews processes for improvement
-

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

DIRECTOR OF ALTERNATIVE EDUCATION PROGRAMS

PHYSICAL DEMANDS / WORKING CONDITIONS:

- **Physical Demands:** While performing the essential functions and responsibilities of this job, the employee is regularly required to sit or stand for extended periods of time; walk, sit, push, lift, bend, reach, climb; speak and hear effectively. Requires the ability to use near vision to read printed materials. Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions
- **Working Conditions:** Work is performed primarily indoors in an office environment, engaged in work of a primarily sedentary nature. Work also involves monitoring school grounds, circumnavigating school grounds in all weather conditions, and attending outdoor activities in all weather conditions.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree required
- A minimum of three years successful teaching experience. Experience in teaching in an alternative education program desired
- School site administrative experience preferred
- Bilingual in English/Spanish desired

LICENSES, CERTIFICATES and CLEARANCES:

- Valid California Teaching Credential authorizing instruction at the secondary level.
- Valid Administrative Services Credential (or certificate of eligibility)
- Valid California Driver's License with evidence of insurability
- Prospective and current employees are expected to possess and maintain the following
- Current CPR certificate issued by the Red Cross

SALARY RANGE: \$90,000 – 114,865.34

WORK YEAR: 220 days

CONDITIONS OF EMPLOYMENT:

- Department of Justice fingerprint clearance processed by the District or District-approved agency
- TB (Tuberculosis) clearance
- Pre-employment physical
- Evidence that all conditions listed under Licenses, Certificates and Clearances have been met
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Registrar

BASIC JOB FUNCTIONS:

Under the direction of administrative staff, performs clerical and customer service duties at a school site. Responsible for processing of student cumulative folders and transcripts; ASB accounting and processing all student fees and fines. Assists with mandated State testing. Supports in the functions of student enrollment, class scheduling and data entry of other students information

DISTINGUISHING CHARACTERISTICS, IF APPLICABLE:

Positions in this job classification perform a wide variety of database entry, maintenance, and organizational tasks as well as perform accounting functions. Maintaining confidentiality of student-specific information is required.

ESSENTIAL JOB FUNCTIONS:

- Greets visitors, students, parents and the public; receives incoming telephone calls and directs them to the appropriate staff member; provides information regarding basic school policies and procedures, bell schedules, school activities and other routine inquiries. Takes messages and/or transfers callers to appropriate contacts/voicemail message boxes
- Provides customer service assistance to staff, parents and/or students
- Maintains ASB records including but not limited to: providing appropriate forms, processing purchase orders, depositing funds in bank account, reconciling bank statements, preparing checks for payment of purchase orders, providing monthly balance statements to each club and leadership and training student treasurer(s) in ASB accounting
- Maintains student cumulative records and transcripts in accordance with State regulations
- Receives and/or mails student cumulative records and/or transcripts
- Processes requests and/or provides student transcripts to other agencies
- Receives student grades and processes student report cards for mailing
- Prepares honor roll list
- Compiles graduation list, works with counselor for accuracy
- Assists with coordination of mandated State testing
- Assists in the preparation for the opening of school as needed
- Generates and mails truancy and unexcused absence notifications
- *Assists with the* review and process Aeries parent portal request forms
- Provide support as needed to parents regarding their parent portal accounts
- Serves as support to other office staff as needed
- Maintains confidentiality of privileged information regarding students, parents and others
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office practices, procedures and equipment, including filing systems, customer service, telephone etiquette, and letter/report writing
- Accounting functions including but not limited to balance sheets
- Basic first aid practices
- Procedures related to processing financial transactions such as purchase orders and budget line-item changes
- Requires a working knowledge of personal computer-based software programs that support this level of work, including, but not limited to, word-processing applications, spreadsheets, presentation graphics, and database software uses in education for data entry and retrieval and the transfer of data from one program to another
- Requires sufficient arithmetic skills to compute sums and statistics
- Requires sufficient skills using the English language, grammar, spelling, punctuation, and proofreading/editing necessary to prepare standardized correspondence
- Requires sufficient human relations skills to present a positive image of the school site/district, maintain harmony among peers, and convey technical information to others and in dealing with difficult situations/people

Ability to:

- Read, write, understand and communicate in English at a level necessary for successful job performance
- Communicate effectively with all individuals contacted during the course of the job in accordance with District policies
- Prioritize work to maximize productivity
- Read, interpret and follow rules, regulations, policies and procedures
- Perform basic arithmetic computations (sums; differences) and mathematical calculations using fractions, percent's and/or ratios
- Perform clerical and office work with speed and accuracy
- Learn, interpret, explain and apply knowledge of district and department organization, operations, programs, functions and terminology
- Plan, organize and prioritize work in order to meet schedules, timelines and deadlines
- Understand and follow written and oral directions and to train and provide work direction to student assistants
- Complete assigned duties despite frequent interruptions

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Registrar

- Interact appropriately with students, parents and others
- Perform basic to advance keyboarding skills.
- Maintain confidentiality of private and/or sensitive information
- Administer first aid, when necessary

PHYSICAL DEMANDS / WORKING CONDITIONS:

- **Physical Demands:** While performing the essential functions and responsibilities of this job, the employee is regularly required to sit for extended periods of time; walk, push, lift, bend, reach, climb; speak and hear effectively. Requires the ability to use near vision to read printed materials. Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
- **Working Conditions:** Work is performed primarily indoors in an office environment, engaged in work of a primarily sedentary nature.

EDUCATION AND EXPERIENCE:

- Requires a high school diploma or equivalent, supplemented by sufficient training and experience to demonstrate the knowledge and abilities listed above.

SALARY RANGE: 14

WORK YEAR: 11 months

CONDITIONS OF EMPLOYMENT:

- Department of Justice fingerprint clearance processed by the District or District-approved agency
- Current driver's license issued by the California Department of Motor Vehicles (DMV)
- Current first aid certificate
- TB (Tuberculosis) clearance
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

STUDENT SERVICES TECHNICIAN

BASIC JOB FUNCTIONS:

Under the direction of the site administrators performs a variety of clerical tasks, and assists site administration Coordinator of Student Services by relieving them of clerical duties. Responsible for organizing, updating, and maintaining student information system (SIS). Enters and verifies data and prepares reports for a variety of purposes. Responsible for data entry and maintenance of SIS records related to student schedules, Responsible for enrolling new students. Assists in registering new students in classes. Assists with coordination of mandated State testing (e.g. STAR, CAHSEE, CELDT, etc.).

DISTINGUISHING CHARACTERISTICS, IF APPLICABLE:

Positions in this job classification perform a wide variety of database entry, maintenance, and organizational tasks. Maintaining confidentiality of student-specific information is required.

ESSENTIAL JOB FUNCTIONS:

- Greets visitors, students, parents and the public; receives incoming telephone calls and directs them to the appropriate staff member; provides information regarding basic school policies and procedures, bell schedules, school activities and other routine inquiries. Takes messages and/or transfers callers to appropriate contacts/voicemail message boxes
- Provides customer services assistance to staff, parents and/or students
- Assists in the preparation for the opening of school, including student registration and preparation/distribution of schedules.
- *Creates and maintains spreadsheets as necessary*
- Processes paperwork related to class changes; enters approved class changes into student database, as required
- Reviews and prepares forms and documents for data-entry purposes; enters and updates information into data forms or data information systems according to standard formats; may extract data from existing databases and convert to other formats
- Reviews reports, records, and other data for accuracy and completeness
- Responsible for enrolling new students. Assists in registering new students in classes
- Assists with coordination of mandated State testing (e.g. STAR, CAHSEE, CELDT, etc)
- ~~May~~ Assist in maintaining student cumulative records/file
- May assist in the preparation of informational booklets, leaflets, and informational handouts related to course offerings, graduation requirements, college entry requirements, student assistance/guidance and other available student services/programs
- Provides students and parents with information regarding the availability of local scholarships; assists in processing local scholarship applications
- Prepares course selection guides and forms; reviews course selection forms for accuracy; advises students and site administration of forms requiring changes/revisions
- Reviews student progress reports and advises site administration of students whose academic progress is in jeopardy
- Coordinates and schedules student and/or parent counseling appointments with appropriate staff, teachers, and/or administrators
- Maintains confidentiality of privileged information regarding students, parents and others
- Performs other duties as assigned: (e.g. withdrawing students, Special Program Codes, Aeries Internet Registration)

MINIMUM QUALIFICATIONS:

Knowledge, skills and abilities:

Knowledge of:

- Requires working knowledge of data entry methods, procedures and equipment, including database programs, student information systems (SIS), word-processing applications, including specialized applications used for student and academic information
- Basic knowledge of District policies and procedures governing student information
- Requires a working knowledge of personal computer-based software programs that support this level of work, including, but not limited to, word-processing applications, spreadsheets, presentation graphics, and database software uses in education for data entry and retrieval and the transfer of data from one program to another
- Requires sufficient mathematical knowledge and skills to compute sums and compile statistics
- Requires organizational and planning skills in order to meet schedules and timelines
- Knowledge of filing systems/techniques
- Basic first aid practices

Ability to:

- Read, write, understand and communicate in English at a level necessary for successful job performance
- Communicate effectively with individuals contacted during the course of the job in accordance with District policies

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

STUDENT SERVICES TECHNICIAN

- Prioritize work to maximize productivity
- Read, interpret and follow rules, regulations, policies and procedures
- Perform basic arithmetic computations (sums; differences) and mathematical calculations using fractions, percents and/or ratios; prepare statistical reports
- Perform clerical and office work with speed and accuracy
- Maintain accurate and complete records, reports, and daily student logs
- Compose and prepare basic informational letters
- Establish and maintain an effective relationship with faculty, staff, students, and parents
- Perform the duties of the position efficiently and effectively with minimal supervision
- Understand and follow written and oral directions and to train and provide work direction to student assistants
- Learn, interpret, explain and apply knowledge of district and department organization, operations, programs, functions and terminology
- Plan, organize and prioritize work in order to meet schedules, timelines and deadlines
- Complete assigned duties despite frequent interruptions
- Administer first aid, when necessary
- Maintain confidentiality of private and/or sensitive information
- Perform basic to advance keyboarding skills

PHYSICAL DEMANDS / WORKING CONDITIONS:

- **Physical Demands:** While performing the essential functions and responsibilities of this job, the employee is regularly required to sit for extended periods of time; walk, sit, push, lift, bend, reach, climb; speak and hear effectively. Requires the ability to use near vision to read printed materials. Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions
- **Working Conditions:** Work is performed primarily indoors in an office environment, engaged in work of a primarily sedentary nature

EDUCATION AND EXPERIENCE:

- Requires a high school diploma or equivalent, supplemented by sufficient training and experience to demonstrate the knowledge and abilities listed above
- Requires experience and/or training in providing administrative support in records, attendance or data entry

LICENSES, CERTIFICATES and CLEARANCES:

Prospective and current employees are expected to possess and maintain the following:

- Current Driver's License issued by the California Department of Motor Vehicles (DMV)
- Current First Aid Certificate issued by the Red Cross
- Department of Justice fingerprint clearance at the District or District-approved agency

SALARY RANGE: 15

WORK YEAR: 11 months

CONDITIONS OF EMPLOYMENT:*

Upon an offer of employment, prospective employees shall meet the following requirements as a condition of employment:

- Department of Justice fingerprint clearance processed by the District or District-approved agency
- TB (Tuberculosis) clearance
- Evidence of that all conditions listed under Licenses, Certificates and Clearances have been met
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Receptionist / Human Resources Assistant

BASIC JOB FUNCTIONS:

Under the supervision of the Human Resources Administrator, performing a variety of clerical and Human Resources Office duties and serves as the district office receptionist. The Personnel Clerk/Receptionist provides administrative support that integrates related, yet unique sub-functions. The Personnel Clerk/Receptionist performs complex secretarial and administrative support duties, including, but not limited to, reception, administrative support to projects and programs, maintenance of document filing and retrieval systems, private employee records and basic record-keeping. The Personnel Clerk/Receptionist works effectively with people from different cultures; establishes and maintains a positive and effective relationship with the school community.

ESSENTIAL JOB FUNCTIONS:

- Types and prepares reports, form letters, memoranda, statistical summaries, and other material
- Maintains and is responsible for the records, files, and other information of an office; maintains confidentiality of sensitive and privileged information
- Answers telephone requests for information and may make personal or telephone contacts to obtain and impart information.
- Serves in the capacity of a receptionist
- Provides exceptional customer service functions for both internal and external clients, establishes solid relationships with all levels of staff
- Searches files for required information, compiles data, and prepares reports
- Assists in the administration of examinations for employment vacancies
- Prepares, types, updates and maintains a variety of materials related to assigned activities; verifies and posts information as assigned; assures completeness and accuracy of materials
- Manage and maintain data base system for all employees; maintain employment application files
- Review employment applications for completeness
- Perform a variety of technical and responsible duties which may include the tracking and recording of employee leaves of absence and time-off
- Disseminate appropriate information and assist public agencies, district employees and applicants in person or by telephone on a wide variety of personnel matters, such as salaries, records, district personnel policies and vacancies
- Schedules and arranges interviews; gathers, types and distributes interview packets
- May be required to interpret and apply District policies pertaining to particular programs and/or projects
- Operates a copying machine, calculating machine, computer, attendance/substitute management system
- Assists employees, applicants and the general public, interpreting employment related information
- Audits employment forms for accuracy and corrects data submitted as needed; interprets and explains terms and conditions for employment, presents documentation to appropriate authority, and distributes related materials
- Receives and verifies tuberculin test results
- *Assists with* calculating employees' sick leave and vacation time entitlements approved by Human Resources Administrator and in accordance with agreements, policies and procedures
- Operate, maintain and update comprehensive automated substitute system; troubleshoot system problems and work with Technology Services staff in the diagnostic investigation of system failures; input employee data as required
- *Assists with distributing* position announcements and application materials; prepares and coordinates published, on-line advertisements, and related materials
- Composes and distributes related forms, lists, and correspondence related to assigned functions
- Maintains databases and record-keeping systems to monitor and report work force demographics, and generate corresponding reports relating to assigned functions
- Operates a desktop computer, utilizing several business and emulation software applications, to input, update, purge, and modify specific personnel data, calculations, and identify discrepancies
- Performs all other related duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office practices and procedures.
- Correct spelling, punctuation, and grammatical usage.
- Operation of various office machines.
- Public relations techniques in providing information to the public in person and on the telephone.
- Basic knowledge of District policies and procedures.
- Requires a working knowledge of personal computer-based software programs that support this level of work, including, but not limited to, word-processing applications, spreadsheets, presentation graphics, and database software

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Receptionist / Human Resources Assistant

- Requires sufficient mathematical knowledge and skills to compute sums and compile statistics
- Requires organizational and planning skills in order to meet schedules and timelines.
- Knowledge of filing systems/techniques

Ability to:

- Perform a wide variety of clerical work
- Write legibly and keep accurate records
- Spell, punctuate, use correct grammar, and proofread
- Set up and maintain filing systems
- Work effectively with employees and the public
- Type at a minimum of 55 words per minute with accuracy
- Perform basic to advance keyboarding skills
- Read, write, understand and communicate in English at a level necessary for successful job performance
- Communicate effectively with individuals contacted during the course of the job in accordance with District policies
- Read, interpret and follow rules, regulations, policies and procedures
- Perform basic arithmetic computations (sums; differences) and mathematical calculations using fractions, percent's and/or ratios
- Perform clerical and office work with speed and accuracy
- Maintain accurate and complete records and reports
- Compose and prepare basic informational letters
- Learn, interpret, explain and apply knowledge of district and department organization, operations, programs, functions and terminology
- Plan, organize and prioritize work in order to meet schedules, timelines and deadlines
- Complete assigned duties despite frequent interruptions
- Maintain confidentiality of private and/or sensitive information

PHYSICAL DEMANDS / WORKING CONDITIONS:

Physical Demands:

- Office environment; occasional work outside buildings.
- Demanding timelines.
- Subject to frequent interruptions and contact with the public and other employees.
- Hearing and speaking to exchange information in person and on the telephone and to hear timer.
- Visual ability to read, prepare/process documents and small figures.
- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.
- Occasional use of step ladders.
- Sitting and/or standing for long periods of time.
- Bending at the waist, stooping, and reaching.
- Carrying, pushing, pulling or lifting light equipment (up to 30 lbs.).
- Reaching overhead, above the shoulders and horizontally.

Working Conditions:

- Some contact with toxic materials.
- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.
- Work is performed primarily indoors in an office environment, engaged in work of a primarily sedentary nature.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: graduation from high school
- *Sufficient training and experience to demonstrate the knowledge and abilities listed above*
- Bilingual in English/Spanish desired

SALARY RANGE: 10

WORK YEAR: 12 month

CONDITIONS OF EMPLOYMENT:

- Department of Justice fingerprint clearance processed by the District or District-approved agency
- TB (Tuberculosis) clearance
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

SCHOOL OFFICE ASSISTANT

BASIC JOB FUNCTIONS:

Under the direction of the site administration performs clerical and customer service duties within a department, program or school site. Responsible for Attendance, demographic information, student health and immunization information; and student emergency contact information. Duties will vary depending on the assignment and will focus on providing clerical support to administrative assistants or technicians within a department, program or school site.

DISTINGUISHING CHARACTERISTICS, IF APPLICABLE:

Positions in this job classification perform a wide variety of database entry, maintenance, and organizational tasks. Maintaining confidentiality of student-specific information is required.

ESSENTIAL JOB FUNCTIONS:

- Greets visitors, students, parents and the public; receives incoming telephone calls and directs them to the appropriate staff member; provides information regarding basic school policies and procedures, bell schedules, school activities and other routine inquiries. Takes messages and/or transfers callers to appropriate contacts/voicemail message boxes.
- Provides customer services assistance to staff, parents and/or students
- Responsible for data entry and maintenance of student information system (SIS) records related to student schedules, attendance, demographic information; student health and immunization information; and, student emergency contact information.
- Generates and mails unexcused absence notifications.
- Serves as support for other office staff, filling in to balance workload
- Provides support to one or more staff members by maintaining files and schedules.
- May compile alphanumeric data; accounts for and posts financial transactions or other data; maintains various department information in established data entry formats; retrieves/researches information in departmental records and/or files
- May maintain financial records for a small or limited scope fund or program.
- Collects and provides information between school, department, and/or the District office to support purchasing, accounts payable, human resources and/or required forms or functions
- Ensures the timely distribution and receipt of a variety of records and reports; requests or provides information as necessary to ensure completeness and accuracy of records and reports
- Reviews and prepares forms and documents for data-entry purposes; enters and updates information into data forms or data information systems according to standard formats; may extract data from existing databases and convert to other formats.
- May assist with student and/or class registration duties such as originating and preparing registration packets, schedules, newsletters and other general informational documents or correspondence.
- Maintains confidentiality of privileged information regarding students, parents or others
- May receive, sort and distribute incoming and outgoing mail, packages or other deliveries
- Performs other duties as assigned: (e.g. coding students to special programs, weekly teacher reports, attendance reporting)

MINIMUM QUALIFICATIONS:

Knowledge, skills and abilities:

Knowledge of:

- Office practices, procedures and equipment, including filing systems, customer service, telephone etiquette, and letter/report writing
- Procedures related to processing financial transactions such as purchase orders and budget line-item changes
- Requires a working knowledge of personal computer-based software programs that support this level of work, including, but not limited to, word-processing applications, spreadsheets, presentation graphics, and database software uses in education for data entry and retrieval and the transfer of data from one program to another.
- Requires sufficient arithmetic skills to compute sums and statistics. Requires sufficient skills using the English language, grammar, spelling, punctuation, and proofreading/editing necessary to prepare standardized correspondence.
- Requires sufficient human relations skills to present a positive image of the school site/district, maintain harmony among peers, and convey technical information to others and in dealing with difficult situations/people.
- Basic first aid practices

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

SCHOOL OFFICE ASSISTANT

Ability to:

- Read, write, understand and communicate in English at a level necessary for successful job performance
- Communicate effectively with all individuals contacted during the course of the job in accordance with District policies.
- Prioritize work to maximize productivity
- Read, interpret and follow rules, regulations, policies and procedures
- Perform basic arithmetic computations (sums; differences) and mathematical calculations using fractions, percents and/or ratios
- Perform clerical and office work with speed and accuracy
- Learn, interpret, explain and apply knowledge of district and department organization, operations, programs, functions and terminology
- Plan, organize and prioritize work in order to meet schedules, timelines and deadlines
- Understand and follow written and oral directions and to train and provide work direction to student assistants.
- Complete assigned duties despite frequent interruptions
- Interact appropriately with students, parents and others
- Perform basic to advance keyboarding skills.
- Maintain confidentiality of private and/or sensitive information
- Administer first aid, when necessary

PHYSICAL DEMANDS / WORKING CONDITIONS:

- **Physical Demands:** While performing the essential functions and responsibilities of this job, the employee is regularly required to sit for long periods of time; stand, walk, push, lift, bend, reach, climb; speak and hear effectively; use near vision to read printed materials; auditory ability to carry on conversations in person and over the telephone; manual and finger dexterity to write, use a computer keyboard or other standardized office equipment. Some repetitive motions may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
- **Working Conditions:** Work is performed primarily indoors in an office environment, engaged in work of a primarily sedentary nature.

EDUCATION AND EXPERIENCE:

- Requires a high school diploma or equivalent, supplemented by sufficient training and experience to demonstrate the knowledge and abilities listed above

LICENSES, CERTIFICATES and CLEARANCES:

Prospective and current employees are expected to possess and maintain the following:

- Current Driver's License issued by the California Department of Motor Vehicles (DMV)
- Current First Aid Certificate issued by the Red Cross
- Department of Justice fingerprint clearance at the District or District-approved agency

SALARY RANGE: 10

WORK YEAR: 11 months

CONDITIONS OF EMPLOYMENT:*

Upon an offer of employment, prospective employees shall meet the following requirements as a condition of employment:

- Department of Justice fingerprint clearance processed by the District or District-approved agency
- TB (Tuberculosis) clearance
- Evidence that all conditions listed under Licenses, Certificates and Clearances have been met
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES

BASIC JOB FUNCTIONS:

Under the direction and supervision of the State Administrator and/or Superintendent the Assistant Superintendent of Administrative Services shall provide leadership, vision, and direction in administering the day-to-day operations of the school district. The Assistant Superintendent performs complex and highly specialized administrative duties related to the curriculum and instruction, Special Education, and maintenance and operations of the district as well as being a strong team builder, possess positive collaborative leadership skills, and has an in-depth knowledge of California public schools operations. The Assistant Superintendent of Administrative Services is responsible for recommending, implementing and coordinating policies and programs covering but not limited to the following: compliance with federal, state and local laws and regulations regarding the instructional operations of the school district. The Assistant Superintendent is a problem solver, exercises informed judgment in dealing with sensitive situations and provides advice or direction to others and to perform related work as required. The Assistant Superintendent of Administrative Services will establish goals, plan, develop, coordinate, implement and evaluate curriculum and instructional programs, Special Education, categorical programs and maintenance and operations in the district, including professional development. The Assistant Superintendent shall exercise informed judgment in dealing with sensitive situations and to provide advice or direction to others, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS, IF APPLICABLE:

- Lead the functions of the Educational Services and Maintenance and Operations division in a manner consistent with serving customers in a professional and direct manner
- Ensure the highest of expectations of self and others who may report to the administrator
- Ability to create a vibrant and positive culture that supports the district mission, student learning and deep relationships among all staff: classified and certificated
- Clearly articulate to internal and external stakeholders the district's goals and programs as well as the vision of the South Monterey County Joint Union High School District

ESSENTIAL JOB FUNCTIONS:

- Serves as a member of Cabinet and the District Leadership Team; upholds board policies and follows administrative regulation guidelines & procedures; attends all Board of Education meetings
- Provides leadership and direction to assigned programs
- Directs the development of Board policies related to assigned programs
- Analyzes recent and pending legislation impacting education and/or funding, in conjunction with local, and State entities
- Supervises the preparation of complex Federal, State and local financial and statistical reports as required
- Communicates with State, County, District departments and personnel to provide information, request information and resolve issues
- Ensures that there is equal access for all students to any district programs related to the educational programs
- Compiles student test data to assist schools in making data driven instructional decisions
- Advances the change process; implements strategies and timeframes to accomplish organizational objectives
- Assumes responsibility for long and short-term planning for instructional materials, curriculum development, staff development, student support services and evaluation/assessment (both program and student)
- Provides direction regarding development and revision of curriculum guides, course outlines, common core standards, benchmark assessments and the adoption of instructional materials
- Provides advice and counsel to the State Administrator/Superintendent, management team and others on all matters relating to the functions of the district's educational services department
- Facilitates the use of research-based teaching strategies and best practices to address the needs of students, teachers and district student achievement goals
- Provides intentional, ongoing support to staff at the school and classroom levels
- Promotes and advocates for the use of Research-Based Practices to increase teacher effectiveness
- Promotes and advocates the concept of Professional Learning Communities teacher reflection, examination of student work, and the development of indicators towards student achievement
- Coordinates, plans, implements and evaluates all district advisory committees as required and others as assigned
- Directs, implements, monitors and evaluates all the District, State, and Federal programs
- Prepares reports and recommendations for the State Administrator/Superintendent including, but not limited to teaching related, and student achievement data covering all aspects of teaching and learning
- Supervises and evaluates all personnel in the Educational Services Department
- Ensures alignment of categorical, LEAP, WASC, ELD plans among those programs and others across the district's schools
- Provides for meaningful and appropriate integration of technology into the teaching and learning program
- Ensures a mirroring of goals, objectives, instructional pedagogy, and curriculum materials across the district
- Oversees student assessment programs and analyzes results; provides leadership for instructional modifications and interventions that enhance student learning
- Provides support to students/parents and schools regarding expulsions and inter-district transfers
- Serves as the appeal officer for both expulsion and inter/intra district transfers
- Serves as the Uniform Complaint Procedures officer

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES

- Administers Board-approved budget for assigned areas of responsibility; approves the purchase of supplies and equipment; ensures that program resources are equitably apportioned
- Works with the Coordinator of Alternative Programs to ensure an, equitable, appropriate and least restrictive learning program for Special Education students.
- Implements and monitors compliance with the provisions of the Williams legislation
- Pursues local, State and Federal funding opportunities and grants
- Supervises and evaluates the expulsion hearing process
- Provides technical assistance to administrators in implementing personnel policies, regulations, and procedures, including evaluation guidelines and procedures, eligibility and qualifications in recruiting and hiring personnel, and monitoring professional growth timelines
- Works cooperatively with business office personnel in the development and monitoring of budgets directly related to Educational Services, including, but not limited to State and Federal programs
- Coordinates the development and implementation of the master plan or capital improvements
- Develops both short and long-range maintenance plans
- Monitors and evaluates the planning and completion of capital improvement projects
- Serves as the State Administrator/Superintendent's designee as needed
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge, skills, and abilities:

- Increasing and maintaining accurate and current knowledge of the Federal and State programs
- Ability to positively interact with employees to facilitate effective relations and proactive problem solving
- Provide support and assistance, to teachers, principals and management staff
- Ability to take initiative and act in accordance with district expectations
- Knowledge of day-to-day operations and appropriate support services necessary to assure effective operation of district programs
- Ability to analyze and present data to educators and non-educators
- Knowledge of public information principles and techniques, including an awareness of district and community needs interests and concerns.
- Knowledge of and ability to apply effective supervision techniques.
- Knowledge of applicable Federal and State laws, codes, regulations, policies and procedures related to specially funded programs
- Ability to communicate effectively in English both orally and in writing; prepare narrative reports
- Ability to communicate effectively in Spanish both orally and in writing desired
- Ability to operate a computer and assigned software
- Ability to prioritize workload to meet schedules and timelines
- Ability to establish and maintain a positive effective relationship with administrators, faculty, staff, students, and parents
- Ability to use tact, patience and courtesy; exercise judgment and discretion
- Ability to facilitate change and collaborate in problem-solving
- Ability to accurately identify problems, define causes and identify appropriate action to reach a resolution
- Ability to supervise and evaluate the performance of assigned staff, including hourly personnel
- Ability to exercise proper discretion in dealing with confidential matters
- Ability to understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Ability to maintain professional confidentiality
- Maintains a commitment to professional growth and lifelong learning
- Ability to provide open communication and cooperative relationships, inspires individual and team development, and reviews processes for improvement.

PHYSICAL DEMANDS / WORKING CONDITIONS:

- **Physical Demands:** While performing the essential functions and responsibilities of this job, the employee is regularly required to sit for extended periods of time; walk, sit, push, lift, bend, reach, climb; speak and hear effectively. Requires the ability to use near vision to read printed materials. Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring repetitive motions. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.
- **Working Conditions:** Work is performed primarily indoors in an office environment, engaged in work of a primarily sedentary nature.

EDUCATION AND EXPERIENCE:

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT ADMINISTRATIVE SERVICES

- Bachelor's and Master's Degree required
- A minimum of three years successful teaching and administration experience or the equivalent of
- Bilingual in English/Spanish desired

LICENSES, CERTIFICATES and CLEARANCES:

- Valid Administrative Services Credential (or certificate of eligibility)
- Principal and central office leadership experience preferred
- File the oath or affirmation of allegiance required by Government Code Sections 3100-3109
- Valid California Driver's License with evidence of insurability

SALARY RANGE: To Be Determined

WORK YEAR: 220 days

- Department of Justice fingerprint clearance processed by the District or District-approved agency
- TB (Tuberculosis) clearance
- Evidence of that all conditions listed under Licenses, Certificates and Clearances have been met

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

SUBJECT: Monthly Cash Flow Report from July 1, 2013 to August 31, 2013

MEETING: September 12, 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
- X 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:

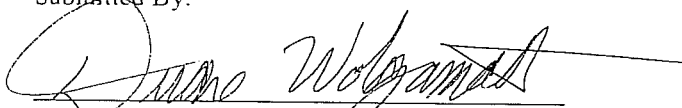
With the changeover to the new County ESCAPE financial system, there is no annual cash flow projection report available at this time. We will be using the ESCAPE Cash flow summary report for the time being. There is not accurate fund beginning balance information in the report at this time. This will come after full closure of the 2012/13 fiscal year.

Recommendation:

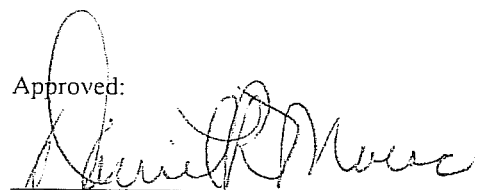
This is an information item only.

Fiscal Impact:

Submitted By:


Duane Wolgamott
Business Manager

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

Month 01 - Actuals through June

Object	Beginning Balance	July	August	September	October	November	December
REVENUES							
9110	.00		1,457,986.27	1,204,892.21	1,204,892.21	1,204,892.21	1,204,892.21
8010-8019		1,228,378.00	1,172,371.00				
8020-8079							
8080-8099							
8100-8299							
8300-8599		35,166.00					
8600-8799			66,965.56				
8910-8929							
8930-8979							
TOTAL RECEIPTS	.00	1,263,544.00	1,239,336.56	.00	.00	.00	.00
EXPENSES							
1000-1999		80,348.05	657,946.37				
2000-2999		101,988.10	282,859.78				
3000-3999		72,883.43	246,090.50				
4000-4999		21,646.90	97,440.02				
5000-5999		174,238.54	102,491.18				
6000-6599							
7000-7499		11,707.90	24,586.59				
7600-7629							
7630-7699							
TOTAL DISBURSEMENTS	.00	462,812.92	1,411,414.44	.00	.00	.00	.00
BALANCE SHEET							
9111-9199		319,785.94	310,785.94				
9200-9299		1,145,951.25	433,732.06				
9310							
9320							
9330							
9340							
TOTAL ASSETS	.00	826,165.31	122,946.12	.00	.00	.00	.00

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 12, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

Object	Beginning Balance	July	August	September	October	November	December
liabilities							
9500-9599							
Accounts Payable		168,922.20-	203,961.67-				
9610							
Due To Other Funds							
9640							
Current Loans							
9650							
Deferred Revenues							
Undefined Objects							
SUBTOTAL LIABILITIES	.00	168,910.12-	203,962.30-	.00	.00	.00	.00
Nonoperating							
9910		12.08	.63-				
Suspense Clearing							
TOTAL BALANCE SHEET TRANSACTIONS	.00	657,255.19	81,016.18-	.00	.00	.00	.00
NET INCREASE/DECREASE		1,457,986.27	253,094.06-	.00	.00	.00	.00
3 - C + D		1,457,986.27	1,204,892.21	1,204,892.21	1,204,892.21	1,204,892.21	1,204,892.21
ENDING CASH (A + E)							
ending Cash, Plus Cash							
reversals and Adjustments							

Cashflow Summary

Fiscal12a

and 01 - Actuals through June

Fiscal Year 2013/14

Object	January 1,204,892.21	February 1,204,892.21	March 1,204,892.21	April 1,204,892.21	May 1,204,892.21	June 1,204,892.21	Total	Budget
BEGINNING CASH								
RECEIPTS								
Revenue Limit								
Principal Apportionment								
Property Taxes							2,400,749.00	6,992,505.00
Miscellaneous Funds								4,802,118.00
Federal Revenues								89,117.00-
Other State Revenues								1,128,698.00
Other Local Revenues							35,166.00	2,544,616.00
Interfund Transfers In							66,965.56	731,500.00
All Other Financing Sources								
Undefined Objects								
TOTAL RECEIPTS	.00	.00	.00	.00	.00	.00	2,502,880.56	16,110,320.00
DISBURSEMENTS								
Certificated Salaries								
Classified Salaries							738,294.42	7,064,342.00
Employee Benefits							384,847.88	1,976,130.00
Supplies							318,973.93	2,658,428.00
Other							119,086.92	667,423.00
Capital Outlays							276,729.72	2,488,956.00
Other Outgo								
Interfund Transfers Out							36,294.49	1,566,845.00
All Other Financing Uses								100,000.00
Undefined Objects								
TOTAL DISBURSEMENTS	.00	.00	.00	.00	.00	.00	1,874,227.36	16,522,124.00
BALANCE SHEET								
ASSETS								
Cash In Treasury								
Accounts Receivable							630,571.88-	
Due From Other Funds							1,579,683.31	
Stores								
Prepaid Expenditures								
Other Current Assets								
Undefined Objects								
TOTAL ASSETS	.00	.00	.00	.00	.00	.00	949,111.43	
(continued)								

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 12, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE

and 01 - Actuals through June Fiscal Year 2013/14

Object	January	February	March	April	May	June	Total	Budget
Liabilities								
9500-9599								
Accounts Payable								
9610							372,883.87-	
Due To Other Funds								
9640								
Current Loans								
9650								
Deferred Revenues								
Undefined Objects								
UBTOTAL LIABILITIES	.00	.00	.00	.00	.00	.00	372,872.42-	
nonoperating								
9910							11.45	
Suspense Clearing								
DTAL BALANCE SHEET	.00	.00	.00	.00	.00	.00	576,239.01	
TRANSACCIONS								
T INCREASE/DECREASE	.00	.00	.00	.00	.00	.00	1,204,892.21	411,804.00-
- C + D	1,204,892.21	1,204,892.21	1,204,892.21	1,204,892.21	1,204,892.21	1,204,892.21		
DING CASH (A + E)								
ding Cash, Plus Cash								
als and Adjustments								

Object	Beginning Balance	July	August	September	October	November	December
BEGINNING CASH	9110	.00	.00	.00	.00	.00	.00
RECEIPTS							
Revenue Limit							
Principal Apportionment	8010-8019						
Property Taxes	8020-8079						
Miscellaneous Funds	8080-8099						
Federal Revenues	8100-8299						
Other State Revenues	8300-8599						
Other Local Revenues	8600-8799						
Interfund Transfers In	8910-8929						
Other Financing Sources	8930-8979						
Undefined Objects							
TOTAL RECEIPTS	.00	.00	.00	.00	.00	.00	.00
DISBURSEMENTS							
Artificiated Salaries	1000-1999						
Classified Salaries	2000-2999						
Employee Benefits	3000-3999						
Grants and Supplies	4000-4999						
Interfund Transfers	5000-5999						
Capital Outlays	6000-6599						
Other Outgo	7000-7499						
Interfund Transfers Out	7600-7629						
Other Financing Uses	7630-7699						
Undefined Objects							
TOTAL DISBURSEMENTS	.00	.00	.00	.00	.00	.00	.00
CHANGE SHEET							
SUBTOTAL ASSETS							
Cash Not in Treasury	9111-9199						
Accounts Receivable	9200-9299	87,641.00	34,672.00				
Due From Other Funds	9310						
Stores	9320						
Prepaid Expenditures	9330						
Other Current Assets	9340						
Undefined Objects							
TOTAL ASSETS	.00	87,641.00	34,672.00	.00	.00	.00	.00
(continued)							

Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 12, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

Fund 09 - Actuals through June

Fiscal Year 2013/14

Object	Beginning Balance	July	August	September	October	November	December
Liabilities							
Accounts Payable			34,672.00-				
Due To Other Funds		87,641.00-					
Current Loans							
Deferred Revenues							
Undefined Objects							
SUBTOTAL LIABILITIES	.00	87,641.00-	34,672.00-	.00	.00	.00	.00
Nonoperating							
Suspense Clearing							
TOTAL BALANCE SHEET TRANSACTIONS	.00	.00	.00	.00	.00	.00	.00
NET INCREASE/DECREASE		.00	.00	.00	.00	.00	.00
B - C + D		.00	.00	.00	.00	.00	.00
ENDING CASH (A + E)							
Ending Cash, Plus Cash accruals and Adjustments							

Month 09 - Actuals through June

Object	January	February	March	April	May	June	Total	Budget
BEGINNING CASH	.00	.00	.00	.00	.00	.00		
RECEIPTS								
Revenue Limit								
Principal Apportionment								
Property Taxes								
Miscellaneous Funds								
Federal Revenues								
Other State Revenues								
Other Local Revenues								
Interfund Transfers In								
All Other Financing Sources								
Undefined Objects								
TOTAL RECEIPTS	.00	.00	.00	.00	.00	.00	.00	.00
DISBURSEMENTS								
Certificated Salaries								
Classified Salaries								
Employee Benefits								
Utilities and Supplies								
Licenses								
Capital Outlays								
Other Outgo								
Interfund Transfers Out								
All Other Financing Uses								
Undefined Objects								
TOTAL DISBURSEMENTS	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE SHEET								
ASSETS								
Cash Not In Treasury								
Accounts Receivable							122,313.00	
Due From Other Funds								
Stores								
Prepaid Expenditures								
Other Current Assets								
Undefined Objects								
TOTAL ASSETS	.00	.00	.00	.00	.00	.00	122,313.00	
(continued)								
Escapes								

Month 09 - Actuals through June

Fiscal Year 2013/14

Object	January	February	March	April	May	June	Total	Budget
Liabilities								
9500-9599							122,313.00-	
Accounts Payable								
Due To Other Funds								
Current Loans								
Deferred Revenues								
Undefined Objects								
UBTOTAL LIABILITIES	.00	.00	.00	.00	.00	.00	122,313.00-	
Nonoperating								
Suspense Clearing								
TOTAL BALANCE SHEET	.00	.00	.00	.00	.00	.00	.00	
TRANSACTIONS								
NET INCREASE/DECREASE	.00	.00	.00	.00	.00	.00	.00	.00
- C + D	.00	.00	.00	.00	.00	.00	.00	.00
ENDING CASH (A + E)								
Beginning Cash, Plus Cash								
Receipts and Adjustments								

Month 13 - Actuals through June

Object	Beginning Balance	July	August	September	October	November	December
9110	.00		169,02.	16,717.38-	16,717.38-	16,717.38-	16,717.38-
8010-8019							
8020-8079							
8080-8099							
8100-8299							
8300-8599							
8600-8799							
8910-8929							
8930-8979							
TOTAL RECEIPTS	.00	.00	.00	.00	.00	.00	.00
DISBURSEMENTS							
1000-1999							
2000-2999			10,151.69				
3000-3999			6,312.33				
4000-4999							
5000-5999			84.34				
6000-6599							
7000-7499							
7600-7629							
7630-7699							
TOTAL DISBURSEMENTS	.00	.00	16,548.36	.00	.00	.00	.00
BALANCE SHEET							
ASSETS							
9111-9199							
9200-9299							
9310							
9320							
9330							
9340							
TOTAL ASSETS	.00	.00	.00	.00	.00	.00	.00
(continued)							

Fund 13 - Actuals through June		Fiscal Year 2013/14									
Object	Beginning Balance	July	August	September	October	November	December				
Liabilities											
9500-9599		169.02-									
9610											
9640											
9650											
Deferred Revenues											
Undefined Objects											
UBTOTAL LIABILITIES	.00	169.02-	.00	.00	.00	.00	.00				.00
nonoperating											
Suspense Clearing											
TOTAL BALANCE SHEET	.00	169.02-	.00	.00	.00	.00	.00				.00
TRANSACTONS											
NET INCREASE/DECREASE											
- C + D			16,548.36-	.00	.00	.00	.00				.00
ENDING CASH (A + E)		169.02-	16,717.38-	16,717.38-	16,717.38-	16,717.38-	16,717.38-				16,717.38-
ending Cash, Plus Cash											
als and Adjustments											

and 13 - Actuals through June

Object	January	February	March	April	May	June	Total	Budget
BEGINNING CASH RECEIPTS	16,717.38-	16,717.38-	16,717.38-	16,717.38-	16,717.38-	16,717.38-		
Revenue Limit								
Principal Apportionment								
Property Taxes								
Miscellaneous Funds								
Federal Revenues								328,500.00
Other State Revenues								30,000.00
Other Local Revenues								57,500.00
Interfund Transfers In								100,000.00
Other Financing Sources								
Undefined Objects								
TOTAL RECEIPTS	.00	.00	.00	.00	.00	.00	.00	516,000.00
DISBURSEMENTS								
Certified Salaries								
Classified Salaries								
Employee Benefits							10,151.69	65,158.00
Grants and Supplies							6,312.33	41,484.00
Capital Outlays								399,858.00
Other Outgo							84.34	9,500.00
Interfund Transfers Out								
Other Financing Uses								
Undefined Objects								
TOTAL DISBURSEMENTS	.00	.00	.00	.00	.00	.00	16,548.36	516,000.00
BALANCE SHEET								
ASSETS								
Cash Not In Treasury								
Accounts Receivable								
Due From Other Funds								
Stores								
Prepaid Expenditures								
Other Current Assets								
Undefined Objects								
TOTAL ASSETS	.00	.00	.00	.00	.00	.00	.00	
(continued)								

Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 12, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE

Month 13 - Actuals through June

Object	January	February	March	April	May	June	Total	Budget
Liabilities								
Accounts Payable							169.02-	
Due To Other Funds								
Current Loans								
Deferred Revenues								
Undefined Objects								
UBTOTAL LIABILITIES	.00	.00	.00	.00	.00	.00	169.02-	
nonoperating								
Suspense Clearing								
TOTAL BALANCE SHEET	.00	.00	.00	.00	.00	.00	169.02-	
TRANSACCIONS								
NET INCREASE/DECREASE	.00	.00	.00	.00	.00	.00	16,717.38-	.00
- C + D	16,717.38-	16,717.38-	16,717.38-	16,717.38-	16,717.38-	16,717.38-	16,717.38-	
ENDING CASH (A + E)								
ending Cash, Plus Cash								
uals and Adjustments								

and 14 - Actuals through June

Object	Beginning Balance	July	August	September	October	November	December
BEGINNING CASH	9110	.00	.00	.00	.00	.00	.00
RECEIPTS							
Revenue Limit							
Principal Apportionment	8010-8019						
Property Taxes	8020-8079						
Miscellaneous Funds	8080-8099						
Federal Revenues	8100-8299						
Other State Revenues	8300-8599						
Other Local Revenues	8600-8799						
Interfund Transfers In	8910-8929						
All Other Financing Sources	8930-8979						
Undefined Objects							
TOTAL RECEIPTS		.00	.00	.00	.00	.00	.00
DISBURSEMENTS							
Artificiated Salaries	1000-1999						
Classified Salaries	2000-2999						
Employee Benefits	3000-3999						
Grants and Supplies	4000-4999						
Debt Services	5000-5999						
Capital Outlays	6000-6599						
Other Outgo	7000-7499						
Interfund Transfers Out	7600-7629						
Other Financing Uses	7630-7699						
Undefined Objects							
TOTAL DISBURSEMENTS		.00	.00	.00	.00	.00	.00
BALANCE SHEET							
ASSETS							
Cash Not In Treasury	9111-9199						
Accounts Receivable	9200-9299						
Due From Other Funds	9310						
Stores	9320						
Prepaid Expenditures	9330						
Other Current Assets	9340						
Undefined Objects							
TOTAL ASSETS		.00	.00	.00	.00	.00	.00
(continued)							

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 12, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE

and 14 - Actuals through June

Fiscal Year 2013/14

Object	Beginning Balance	July	August	September	October	November	December
Liabilities							
Accounts Payable							
Due To Other Funds							
Current Loans							
Deferred Revenues							
Undefined Objects							
SUBTOTAL LIABILITIES	.00	.00	.00	.00	.00	.00	.00
nonoperating							
Suspense Clearing							
TOTAL BALANCE SHEET TRANSACTIONS	.00	.00	.00	.00	.00	.00	.00
NET INCREASE/DECREASE							
- C + D		.00	.00	.00	.00	.00	.00
ENDING CASH (A + E)		.00	.00	.00	.00	.00	.00
ending Cash, Plus Cash		.00	.00	.00	.00	.00	.00
als and Adjustments							

Month and 14 - Actuals through June

Object	January	February	March	April	May	June	Total	Budget
BEGINNING CASH	.00	.00	.00	.00	.00	.00		
RECEIPTS								
Revenue Limit								
Principal Apportionment								
Property Taxes								
Miscellaneous Funds								
Federal Revenues								
Other State Revenues								
Other Local Revenues								
Interfund Transfers In								
All Other Financing Sources								
Undefined Objects								
TOTAL RECEIPTS	.00	.00	.00	.00	.00	.00	.00	.00
DISBURSEMENTS								
Unallocated Salaries								
Classified Salaries								
Employee Benefits								
Grants and Supplies								
Debt Services								
Capital Outlays								
Other Outgo								
Interfund Transfers Out								
All Other Financing Uses								
Undefined Objects								
TOTAL DISBURSEMENTS	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE SHEET								
ASSETS								
Assets								
Cash Not In Treasury								
Accounts Receivable								
Due From Other Funds								
Stores								
Prepaid Expenditures								
Other Current Assets								
Undefined Objects								
TOTAL ASSETS	.00	.00	.00	.00	.00	.00	.00	.00
(continued)								

Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 12, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE

Fund 14 - Actuals through June **Fiscal Year 2013/14**

Object	January	February	March	April	May	June	Total	Budget
Liabilities								
Accounts Payable								
Due To Other Funds								
Current Loans								
Deferred Revenues								
Undefined Objects								
SUBTOTAL LIABILITIES	.00	.00	.00	.00	.00	.00	.00	.00
Nonoperating								
Suspense Clearing								
9910								
TOTAL BALANCE SHEET TRANSACTIONS	.00	.00	.00	.00	.00	.00	.00	.00
NET INCREASE/DECREASE	.00	.00	.00	.00	.00	.00	.00	.00
B - C + D	.00	.00	.00	.00	.00	.00	.00	.00
ENDING CASH (A + E)	.00	.00	.00	.00	.00	.00	.00	.00
Ending Cash, Plus Cash accruals and Adjustments								

1
0
3
1

Object	Beginning Balance	July	August	September	October	November	December
BEGINNING CASH		.00	.00	.00	.00	.00	.00
RECEIPTS							
Revenue Limit							
Principal Apportionment							
Property Taxes							
Miscellaneous Funds							
Federal Revenues							
Other State Revenues							
Other Local Revenues							
Interfund Transfers In							
All Other Financing Sources							
Undefined Objects							
TOTAL RECEIPTS	.00	.00	.00	.00	.00	.00	.00
DISBURSEMENTS							
Classified Salaries							
Unclassified Salaries							
Employee Benefits							
Supplies							
Contracts							
Capital Outlays							
Other Outgo							
Interfund Transfers Out							
Other Financing Uses							
Undefined Objects							
TOTAL DISBURSEMENTS	.00	.00	.00	.00	.00	.00	.00
BALANCE SHEET							
ASSETS							
Cash Not in Treasury							
Accounts Receivable							
Due From Other Funds							
Stores							
Prepaid Expenditures							
Other Current Assets							
Undefined Objects							
TOTAL ASSETS	.00	.00	.00	.00	.00	.00	.00
(continued)							

Section Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 12, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separates? = Y)

ESCAPE

Period 17 - Actuals through June

Fiscal Year 2013/14

Object	Beginning Balance	July	August	September	October	November	December
Liabilities							
Accounts Payable							
Due To Other Funds							
Current Loans							
Deferred Revenues							
Undefined Objects							
TOTAL LIABILITIES	.00	.00	.00	.00	.00	.00	.00
Nonoperating							
Suspense Clearing							
TOTAL BALANCE SHEET TRANSACTIONS	.00	.00	.00	.00	.00	.00	.00
TOTAL INCREASE/DECREASE							
- C + D							
ENDING CASH (A + E)							
Ending Cash, Plus Cash							
Transfers and Adjustments							

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Fund 17 - Actuals through June

Object	January	February	March	April	May	June	Total	Budget
BEGINNING CASH	.00	.00	.00	.00	.00	.00		
RECEIPTS								
Revenue Limit								
Principal Apportionment								
Property Taxes								
Miscellaneous Funds								
Federal Revenues								
Other State Revenues								
Other Local Revenues								
Interfund Transfers In								
All Other Financing Sources								14,800.00
Undefined Objects								
TOTAL RECEIPTS	.00	.00	.00	.00	.00	.00	.00	14,800.00
DISBURSEMENTS								
Certificated Salaries								
Classified Salaries								
Employee Benefits								
Fees and Supplies								
Fees								
Capital Outlays								
Other Outgo								
Interfund Transfers Out								
All Other Financing Uses								
Undefined Objects								
TOTAL DISBURSEMENTS	.00	.00	.00	.00	.00	.00	.00	
BALANCE SHEET								
TRANSACTIONS								
Assets								
Cash Not In Treasury								
Accounts Receivable								
Due From Other Funds								
Stores								
Prepaid Expenditures								
Other Current Assets								
Undefined Objects								
SUBTOTAL ASSETS	.00	.00	.00	.00	.00	.00	.00	
(continued)								

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 12, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separates? = Y)

ESCAPE

Month 17 - Actuals through June

Object	January	February	March	April	May	June	Total	Budget
Liabilities								
Accounts Payable								
Due To Other Funds								
Current Loans								
Deferred Revenues								
Undefined Objects								
TOTAL LIABILITIES	.00	.00	.00	.00	.00	.00	.00	.00
Nonoperating								
Suspense Clearing								
TOTAL BALANCE SHEET TRANSACTIONS	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL INCREASE/DECREASE - C + D	.00	.00	.00	.00	.00	.00	.00	14,800.00
ENDING CASH (A + E)	.00	.00	.00	.00	.00	.00	.00	
Ending Cash, Plus Cash Transfers and Adjustments								

Fund 25 - Actuals through June

Object	Beginning Balance	July	August	September	October	November	December
BEGINNING CASH							
RECEIPTS							
Revenue Limit							
Principal Apportionment							
Property Taxes							
Miscellaneous Funds							
Federal Revenues							
Other State Revenues							
Other Local Revenues			5,305.68				
Interfund Transfers In							
All Other Financing Sources							
Undefined Objects							
TOTAL RECEIPTS	.00	.00	5,305.68	.00	5,305.68	5,305.68	5,305.68
DISBURSEMENTS							
Certificated Salaries							
Classified Salaries							
Employee Benefits							
Printing and Supplies							
Utilities							
Capital Outlays							
Other Outgo							
Interfund Transfers Out							
All Other Financing Uses							
Undefined Objects							
TOTAL DISBURSEMENTS	.00	.00	.00	.00	.00	.00	.00
BALANCE SHEET TRANSACTIONS							
Assets							
Cash Not In Treasury							
Accounts Receivable							
Due From Other Funds							
Stores							
Prepaid Expenditures							
Other Current Assets							
Undefined Objects							
SUBTOTAL ASSETS	.00	.00	.00	.00	.00	.00	.00
(continued)							

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 12, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE PRINTING

Fund 25 - Actuals through June		Fiscal Year 2013/14											
Object	Beginning Balance	July	August	September	October	November	December						
Liabilities													
Accounts Payable													
Due To Other Funds													
Current Loans													
Deferred Revenues													
Undefined Objects													
UBTOTAL LIABILITIES	.00	.00	.00	.00	.00	.00	.00					.00	
nonoperating													
Suspense Clearing													
TOTAL BALANCE SHEET TRANSACTIONS	.00	.00	.00	.00	.00	.00	.00					.00	
NET INCREASE/DECREASE		.00	5,305.68	.00	.00	.00	.00					.00	
- C + D		.00	5,305.68	.00	.00	.00	.00					.00	
ENDING CASH (A + E)		.00	5,305.68	5,305.68	5,305.68	5,305.68	5,305.68					5,305.68	
Ending Cash, Plus Cash													
als and Adjustments													

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Month 25 - Actuals through June

Object	January	February	March	April	May	June	Total	Budget
BEGINNING CASH	5,305.68	5,305.68	5,305.68	5,305.68	5,305.68	5,305.68		
RECEIPTS								
Revenue Limit								
Principal Apportionment								
Property Taxes								
Miscellaneous Funds								
Federal Revenues								
Other State Revenues								
Other Local Revenues								
Interfund Transfers In								
All Other Financing Sources								
Undefined Objects								
TOTAL RECEIPTS	.00	.00	.00	.00	.00	.00	5,305.68	10,000.00
DISBURSEMENTS								
Certificated Salaries								
Classified Salaries								
Employee Benefits								
Grants and Supplies								
Loans								
Capital Outlays								
Other Outgo								
Interfund Transfers Out								
Other Financing Uses								
Undefined Objects								
TOTAL DISBURSEMENTS	.00	.00	.00	.00	.00	.00	5,305.68	10,000.00
BALANCE SHEET								
ASSETS								
Cash Not in Treasury								
Accounts Receivable								
Due From Other Funds								
Stores								
Prepaid Expenditures								
Other Current Assets								
Undefined Objects								
TOTAL ASSETS	.00	.00	.00	.00	.00	.00	.00	
(continued)								

Section Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 12, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE

Fund 25 - Actuals through June

Fiscal Year 2013/14

Object	January	February	March	April	May	June	Total	Budget
Liabilities								
Accounts Payable								
Due To Other Funds								
Current Loans								
Deferred Revenues								
Undefined Objects								
SUBTOTAL LIABILITIES	.00	.00	.00	.00	.00	.00	.00	
Nonoperating								
Suspense Clearing								
TOTAL BALANCE SHEET TRANSACTIONS	.00	.00	.00	.00	.00	.00	.00	
NET INCREASE/DECREASE	.00	.00	.00	.00	.00	.00	.00	
B - C + D	5,305.68	5,305.68	5,305.68	5,305.68	5,305.68	5,305.68	5,305.68	94,674.00-
ENDING CASH (A + E)								
Ending Cash, Plus Cash accruals and Adjustments								

Item 35 - Actuals through June

Object	Beginning Balance	July	August	September	October	November	December
BEGINNING CASH							
RECEIPTS							
Revenue Limit							
Principal Apportionment							
Property Taxes							
Miscellaneous Funds							
Federal Revenues							
Other State Revenues							
Other Local Revenues							
Interfund Transfers In							
All Other Financing Sources							
Undefined Objects							
TOTAL RECEIPTS	.00	.00	.00	.00	.00	.00	.00
DISBURSEMENTS							
Certificated Salaries							
Classified Salaries							
Employee Benefits							
Fees and Supplies							
Grants							
Capital Outlays							
Other Outgo							
Interfund Transfers Out							
All Other Financing Uses							
Undefined Objects							
TOTAL DISBURSEMENTS	.00	.00	.00	.00	.00	.00	.00
BALANCE SHEET							
ASSETS							
Cash Not In Treasury							
Accounts Receivable							
Due From Other Funds							
Stores							
Prepaid Expenditures							
Other Current Assets							
Undefined Objects							
TOTAL ASSETS	.00	.00	.00	.00	.00	.00	.00
(continued)							
Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 12, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)							

Fund 35 - Actuals through June

Object	Beginning Balance	July	August	September	October	November	December
Liabilities							
9500-9599		6,808.40-					
9610							
9640							
9650							
Undeferred Revenues							
Undeferred Objects							
SUBTOTAL LIABILITIES	.00	6,808.40-	.00	.00	.00	.00	.00
Nonoperating							
Suspense Clearing							
9910							
TOTAL BALANCE SHEET TRANSACTIONS	.00	6,808.40-	.00	.00	.00	.00	.00
NET INCREASE/DECREASE							
3 - C + D		6,808.40-	.00	.00	.00	.00	.00
ENDING CASH (A + E)		6,808.40-	6,808.40-	6,808.40-	6,808.40-	6,808.40-	6,808.40-
ending Cash, Plus Cash							
revisions and Adjustments							

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Fund 35 - Actuals through June

Object	January	February	March	April	May	June	Total	Budget
9110	6,808.40-	6,808.40-	6,808.40-	6,808.40-	6,808.40-	6,808.40-		
RECEIPTS								
Revenue Limit								
Principal Apportionment								
Property Taxes								
Miscellaneous Funds								
Federal Revenues								
Other State Revenues								
Other Local Revenues								3,300.00
Interfund Transfers In								
All Other Financing Sources								
Undefined Objects								
TOTAL RECEIPTS	.00	.00	.00	.00	.00	.00	.00	3,300.00
DISBURSEMENTS								
Certificated Salaries								
Classified Salaries								
Employee Benefits								
Supplies and Services								
Capital Outlays								
Other Outgo								
Interfund Transfers Out								
All Other Financing Uses								
Undefined Objects								
TOTAL DISBURSEMENTS	.00	.00	.00	.00	.00	.00	.00	.00
BALANCE SHEET								
ASSETS								
Cash Not In Treasury								
Accounts Receivable								
Due From Other Funds								
Stores								
Prepaid Expenditures								
Other Current Assets								
Undefined Objects								
SUBTOTAL ASSETS	.00	.00	.00	.00	.00	.00	.00	.00
(continued)								

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 12, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE

Fund 35 - Actuals through June **Fiscal Year 2013/14**

Object	January	February	March	April	May	June	Total	Budget
Liabilities								
Accounts Payable								
Due To Other Funds							6,808.40-	
Current Loans								
Deferred Revenues								
Undefined Objects								
SUBTOTAL LIABILITIES	.00	.00	.00	.00	.00	.00	6,808.40-	
Nonoperating								
Suspense Clearing								
TOTAL BALANCE SHEET TRANSACTIONS	.00	.00	.00	.00	.00	.00	6,808.40-	
NET INCREASE/DECREASE	.00	.00	.00	.00	.00	.00		
3 - C + D	6,808.40-	6,808.40-	6,808.40-	6,808.40-	6,808.40-	6,808.40-	6,808.40-	3,300.00
ENDING CASH (A + E)								
Ending Cash, Plus Cash								
Transfers and Adjustments								

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

SUBJECT: Revenue and Expenditures Report from July 1, 2013 to August 31, 2013 **MEETING:** September 12, 2013

AGENDA SECTION: Information

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:

Included is the Fiscal Year to date Revenues and Expenditures Report for each fund.

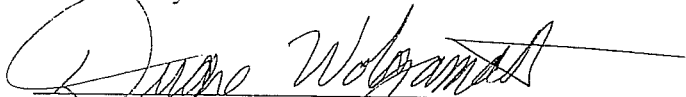
The year end fund beginning balances do not reflect the new projected balances in the report at this time. This will come after full close of the 2012/13 fiscal year.

Recommendation:


This is an informational item only.

Fiscal Impact:

Submitted By:


Duane Wolgamott
Business Manager

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

Fund 01 - General Fund		Fiscal Year 2014 through 06/30/2014				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUE						
Revenue Limit	(8010-8099)	11,705,506.00	2,400,749.00		9,304,757.00	79%
Federal Revenue	(8100-8299)	1,128,698.00	.00		1,128,698.00	100%
Other State Revenue	(8300-8599)	2,544,616.00	35,166.00		2,509,450.00	99%
Other Local Revenue	(8600-8799)	731,500.00	66,965.56		664,534.44	91%
Total Revenue		16,110,320.00	2,502,880.56		13,607,439.44	84%
EXPENSES						
Certified Salaries	(1000-1999)	7,064,342.00	738,294.42	5,660,402.18	665,645.40	9%
Classified Salaries	(2000-2999)	1,976,130.00	384,847.88	1,426,310.11	164,972.01	8%
Employee Benefits	(3000-3999)	2,658,428.00	318,973.93	2,267,150.85	72,303.22	3%
Supplies and Services	(4000-4999)	667,423.00	119,086.92	264,825.54	283,510.54	42%
Services & Operating Expenses	(5000-5999)	2,488,956.00	276,729.72	584,935.24	1,627,291.04	65%
Other Outgo	(7100-7299, 7400-7499)	1,566,845.00	36,294.49	.00	1,530,550.51	98%
Total Expenses		16,422,124.00	1,874,227.36	10,203,623.92	4,344,272.72	26%
Operating Surplus/(Deficit)		(311,804.00)	628,653.20	(9,574,970.72)		
OTHER FINANCING SOURCES/USES						
Interfund Transfers Out	(7610-7629)	100,000.00	.00	.00	100,000.00	100%
Total Other Financing Sources		(100,000.00)	.00	.00	(100,000.00)	100%
Net Surplus/(Deficit)		(411,804.00)	628,653.20	(9,574,970.72)		
Beginning Fund Balance		623,850.00	.00	.00		
Net Ending Fund Balance		\$212,046.00	\$628,653.20	(\$9,574,970.72)		
		*** calculated ***				
Components of Ending Fund Balance						
Undesignated/Unappropriated - 9790		212,046.00	.00			
Ending Fund Balance		212,046.00	.00			

Fund 13 - Cafeteria Fund		Fiscal Year 2014 through 06/30/2014				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUE						
Federal Revenue	(8100-8299)	328,500.00	.00		328,500.00	100%
Other State Revenue	(8300-8599)	30,000.00	.00		30,000.00	100%
Other Local Revenue	(8600-8799)	57,500.00	.00		57,500.00	100%
Total Revenue		416,000.00	.00		416,000.00	100%
EXPENSES						
Classified Salaries	(2000-2999)	65,158.00	10,151.69	56,406.02	(1,399.71)	(2)%
Employee Benefits	(3000-3999)	41,484.00	6,312.33	40,643.38	(5,471.71)	(13)%
Supplies and Services	(4000-4999)	399,858.00	.00	165,000.00	234,858.00	59%
Services & Operating Expenses	(5000-5999)	9,500.00	84.34	7,415.66	2,000.00	21%
Capital Outlays	(6000-6999)	.00	.00	10,831.70	(10,831.70)	0%
Total Expenses		516,000.00	16,548.36	280,296.76	219,154.88	42%
Operating Surplus/(Deficit)		(100,000.00)	(16,548.36)	(296,845.12)		
OTHER FINANCING SOURCES/USES						
Interfund Transfers In	(8910-8929)	100,000.00	.00		100,000.00	100%
Total Other Financing Sources		100,000.00	.00		100,000.00	100%
Net Surplus/(Deficit)		.00	(16,548.36)	(296,845.12)		
Net Ending Fund Balance		\$.00	(\$16,548.36)	(\$296,845.12)		
		<i>*** calculated ***</i>				

Fund 14 - Deferred Maintenance Fund		Fiscal Year 2014 through 06/30/2014			
	Budget	Actual	Encumbrance	Balance	Avail
Beginning Fund Balance	2,688.00	.00	.00		
Net Ending Fund Balance	\$2,688.00	\$.00	\$.00		
<i>*** calculated ***</i>					
Components of Ending Fund Balance					
Undesignated/Unappropriated - 9790	2,688.00	.00			
Ending Fund Balance	2,688.00	.00			

Fund 17 - Special Reserve Fund for Other	Fiscal Year 2014 through 06/30/2014				
	Budget	Actual	Encumbrance	Balance	Avail

REVENUE

Other Local Revenue (8600-8799)	14,800.00	.00		14,800.00	100%
Total Revenue	14,800.00	.00		14,800.00	100%
Operating Surplus/(Deficit)	14,800.00	.00	.00		
Net Surplus/(Deficit)	14,800.00	.00	.00		
Beginning Fund Balance	4,252,144.00	.00	.00		
Net Ending Fund Balance	\$4,266,944.00	\$.00	\$.00		
<i>*** calculated ***</i>					

Components of Ending Fund Balance

Undesignated/Unappropriated - 9790	4,266,944.00	.00			
Ending Fund Balance	4,266,944.00	.00			

Fund 25 - Capital Facilities Fund		Fiscal Year 2014 through 06/30/2014				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUE						
Other Local Revenue	(8600-8799)	10,000.00	5,305.68		4,694.32	47%
Total Revenue		10,000.00	5,305.68		4,694.32	47%
EXPENSES						
Other Outgo	(7100-7299, 7400-7499)	104,674.00	.00	.00	104,674.00	100%
Total Expenses		104,674.00	.00	.00	104,674.00	100%
Operating Surplus/(Deficit)		(94,674.00)	5,305.68	5,305.68		
Net Surplus/(Deficit)		(94,674.00)	5,305.68	5,305.68		
Beginning Fund Balance		354,750.00	.00	.00		
Net Ending Fund Balance		\$260,076.00	\$5,305.68	\$5,305.68		
		<i>*** calculated ***</i>				
Components of Ending Fund Balance						
Undesignated/Unappropriated - 9790		260,076.00	.00			
Ending Fund Balance		260,076.00	.00			

Fund 35 - School Facility Program (Regul		Fiscal Year 2014 through 06/30/2014				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUE						
Other Local Revenue	(8600-8799)	3,300.00	.00		3,300.00	100%
Total Revenue		3,300.00	.00		3,300.00	100%
Operating Surplus/(Deficit)		3,300.00	.00	.00		
Net Surplus/(Deficit)		3,300.00	.00	.00		
Beginning Fund Balance		(500.00)	.00	.00		
Net Ending Fund Balance		\$2,800.00	\$.00	\$.00		
<i>*** calculated ***</i>						
Components of Ending Fund Balance						
	Undesignated/Unappropriated - 9790	2,800.00	.00			
	Ending Fund Balance	2,800.00	.00			

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

SUBJECT: Site Enrollment, Attendance, and Referral Statistics **MEETING:** September 12, 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:

Attached are reports for each site indicating enrollment, attendance, and discipline.

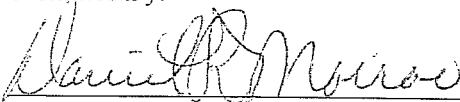
Recommendation:

This is an information item only.

Fiscal Impact:


None

Submitted By:



Daniel R. Moirao, Ed.D.
State Administrator

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

Greenfield High School

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2013-2014

Daily Apportionment for Month 1

Page 1

Day #	Date	Holiday	Enrollment	Apportionment	Difference	Percent Present
1	8/5/2013	@	0	0	0	
2	8/6/2013		903	876	27	97.01%
3	8/7/2013		912	882	30	96.71%
4	8/8/2013		912	877	35	96.16%
5	8/9/2013		912	880	32	96.49%
6	8/12/2013		914	872	42	95.40%
7	8/13/2013		918	882	36	96.08%
8	8/14/2013		919	869	50	94.56%
9	8/15/2013		919	883	36	96.08%
10	8/16/2013		920	878	42	95.43%
11	8/19/2013		921	870	51	94.46%
12	8/20/2013		923	884	39	95.77%
13	8/21/2013		924	888	36	96.10%
14	8/22/2013		925	894	31	96.65%
15	8/23/2013		926	891	35	96.22%
16	8/26/2013		926	891	35	96.22%
17	8/27/2013		926	902	24	97.41%
18	8/28/2013		926	905	21	97.73%
19	8/29/2013		929	922	7	99.25%
20	8/30/2013		929	922	7	99.25%
Month 1 Average:			920.21	887.79		96.48%

King City High School

8/30/2013
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2013-2014

Daily Apportionment for Month 1

Page 1

Day #	Date	Holiday	Enrollment	Apportionment	Difference	Percent Present
1	8/5/2013	@	0	0	0	
2	8/6/2013		933	911	22	97.64%
3	8/7/2013		938	914	24	97.44%
4	8/8/2013		941	914	27	97.13%
5	8/9/2013		945	919	26	97.25%
6	8/12/2013		947	909	38	95.99%
7	8/13/2013		948	915	33	96.52%
8	8/14/2013		948	905	43	95.46%
9	8/15/2013		948	917	31	96.73%
10	8/16/2013		948	909	39	95.89%
11	8/19/2013		949	910	39	95.89%
12	8/20/2013		947	919	28	97.04%
13	8/21/2013		947	924	23	97.57%
14	8/22/2013		947	919	28	97.04%
15	8/23/2013		947	910	37	96.09%
16	8/26/2013		947	914	33	96.52%
17	8/27/2013		948	914	34	96.41%
18	8/28/2013		947	913	34	96.41%
19	8/29/2013		947	916	31	96.73%
20	8/30/2013		946	922	24	97.46%
Month 1 Average:			945.68	914.42		96.69%

King City High School

8/30/2013

Discipline Distribution Report from 8/6/2013 to 8/30/2013

Page 1

Code # and Name	Total	Grade							Sex		Hispanic/Latino?		Race (Not Hispanic)				
		8	9	10	11	12	F	M	Y		100	200	300	400	600	700	
18 *Drugs, Possession of (E)	3	-	1	1	1	-	-	3	-	-	-	-	-	-	-	-	
19 *Drugs, Sale of (E) 48900 (1	-	1	-	-	-	-	1	-	-	-	-	-	-	-	-	
16 Behavior, Defiance (E) 489	1	-	-	1	-	-	-	1	-	-	-	-	-	-	-	-	
17 Disruption of School Activiti	3	-	-	2	1	-	-	3	-	-	-	-	-	-	-	-	
18 Dress, Code Violation	1	-	-	1	-	-	-	1	-	-	-	-	-	-	-	-	
22 Fighting (E) 48900 (a)(1)	8	-	3	3	-	2	4	4	-	-	-	-	-	-	-	-	
16 School Rules, Violation of	1	-	-	1	-	-	1	-	-	-	-	-	-	-	-	-	
Totals:	18	-	5	9	2	2	5	13	-	-	-	-	-	-	-	-	

Portola-Butler Contin. High School

8/30/2013
2:34:45 PM

2013-2014

Daily Apportionment for Month 1

Page 1

Day #	Date	Holiday	Enrollment	Apportionment	Difference	Percent Present
1	8/5/2013	@	0	0	0	
2	8/6/2013		63	63	0	100.00%
3	8/7/2013		64	64	0	100.00%
4	8/8/2013		66	66	0	100.00%
5	8/9/2013		66	66	0	100.00%
6	8/12/2013		66	66	0	100.00%
7	8/13/2013		66	66	0	100.00%
8	8/14/2013		66	66	0	100.00%
9	8/15/2013		68	68	0	100.00%
10	8/16/2013		70	70	0	100.00%
11	8/19/2013		70	70	0	100.00%
12	8/20/2013		71	71	0	100.00%
13	8/21/2013		72	72	0	100.00%
14	8/22/2013		72	72	0	100.00%
15	8/23/2013		72	72	0	100.00%
16	8/26/2013		72	72	0	100.00%
17	8/27/2013		73	73	0	100.00%
18	8/28/2013		75	75	0	100.00%
19	8/29/2013		75	75	0	100.00%
20	8/30/2013		75	75	0	100.00%
Month 1 Average:			69.58	69.58		100.00%

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: First Reading Board Policies

MEETING: September 12, 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 following Board Policies are presented as a first reading/revision for the Governing's Board Consideration:

- BP 1330 Use of School Facilities (revised)
- AR 1330 Use of School Facilities (revised)
- E 1330 Use of School Facilities Form (information only)

- BP 3100 Budget (revised)

- BP 3460 Financial Reports and Accountability (revised)
- AR 3460 Financial Reports and Accountability (revised)

- BP 3580 District Records (revised)
- AR 3580 District Records (revised)

- AR 4117.14 Postretirement Employment (revised)

- BP 5030 Student Wellness (revised)

- E 5145.6 Parental Notifications (revised)

- BB 9130 Board Committees (revised)

Recommendation:

No action is necessary at this time as this is a first reading. All suggested changes should be presented at this time so the policies can be approved at the second reading.

Fiscal Impact:

None

Submitted By:



Daniel R. Moirao, Ed. D.

Approved:



Daniel R. Moirao, Ed.D.

Community Relations

Use Of School Facilities

~~The Governing Board recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.~~

~~(cf. 6145.5 - Student Organizations and Equal Access)~~

~~***Note: Education Code 38133 mandates that the Governing Board develop rules and regulations related to the management, direction, and control of school facilities. Pursuant to Education Code 38130-38138 (the Civic Center Act), school facilities are civic centers and, under certain circumstances, members of the school community must be allowed to use them for specified purposes. In granting access for use of school facilities to district residents and community groups, the Board must be careful to avoid discriminating against certain individuals, groups, or viewpoints and thereby violating constitutional requirements, including their free speech rights. In Good News Club v. Milford Central School, the U.S. Supreme Court held that the school district violated the club's free speech rights when it denied the club use of school facilities for after school meetings because of the religious nature of the meetings.***~~

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

(cf. 6145.5 - Student Organizations and Equal Access)

School-related activities (clubs, class events, etc.) shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use of facilities will be on a first-come, first-served basis.

The State Administrator/Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

(cf. 0450 - Comprehensive School Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

Fees

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 - Advertising and Promotion.

(cf. 1325 - Advertising and Promotion)

Fees

~~The Board authorizes the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to our for the benefit of district schools. Other groups, requesting the use of school facilities under the Civic Center Act, shall be charged at least direct costs for utilities and other direct expenses, or a fair rental value.~~

~~***Note: Option 1 below is for use by districts that choose to charge an amount "not exceeding" direct costs to all community groups, except when the use is for religious service, in which case the group must be charged "at least" direct costs.***~~

The Board believes that the use of school facilities or grounds should not result in costs to the district. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not exceeding direct costs determined in accordance with Education Code 38134. However, if the use of school facilities or grounds is for religious services, the group shall be charged an amount that equals or exceeds the direct costs.

~~***Note: Education Code 38134 authorizes districts to charge an amount "not to exceed" direct costs for the use of school facilities or grounds by community groups and entities and mandates each district to adopt a policy specifying the activities and organizations that shall be charged up to direct costs. Pursuant to Education Code 38134, if the district authorizes any group to use the facilities for religious services, the group must be charged "at least" direct costs.***~~

The Board shall grant the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not to exceed direct costs. However, if the use of school facilities or grounds is for religious services, the group shall be charged an amount that equals or exceeds direct costs determined in accordance with Education Code 38134.

~~***Note: The remainder of this section is for use by all districts.***~~

~~***Note: Pursuant to Education Code 38134, as amended by SB 1404 (Ch. 764, Statutes of 2012), until January 1, 2020, the definition of "direct costs" has been modified as specified in the following paragraph. In addition, Education Code 38134, as amended by SB 1404, requires the State Board of Education, not later than December 31, 2013, to adopt regulations for determining "the proportionate share" and the specific allowable costs that a district may include in calculating direct costs of the use of its facilities or grounds.***~~

In determining direct costs to be charged for community use of school facilities or grounds,

including, but not limited to, playing or athletic fields, track and field venues, tennis courts, and outdoor basketball courts, the Superintendent or designee shall include a proportionate share of the costs of the following: (Education Code 38134)

1. Supplies, utilities, janitorial services, other services of district employees, and salaries of district employees directly associated with operation and maintenance of the school facilities or grounds involved
2. Maintenance, repair, restoration, and refurbishment of the school facilities or grounds

However, for classroom-based programs that operate after school hours, including, but not limited to, after-school, tutoring, and child care programs, direct costs to be charged shall not include the cost of maintenance, repair, restoration, or refurbishment of the school facilities or grounds. (Education Code 38134)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

Legal Reference:

EDUCATION CODE

10900 10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

MILITARY AND VETERANS CODE

1800 Definitions

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

COURT DECISIONS

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU v. Board of Education of Los Angeles, (1961) 55 Cal.2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 Ops. Cal. Atty. Gen. 90 (1999)

79 Ops. Cal. Atty. Gen. 248 (1996)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4-89

WEB SITES

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

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

(6/97-3/04) 11/06

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

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ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 90 (1999)

79 Ops.Cal.Atty.Gen. 248 (1996)

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

WEB SITES

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

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

(3/04 11/06) 4/13

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: September 12, 2013

Adopted:

King City, California

Community Relations

USE OF SCHOOL FACILITIES

Application for Use of Facilities

Any person applying for the use of any school facility or ground on behalf of any society, group or organization shall present written authorization from the group or organization to make the application.

Persons or organizations applying for the use of school facilities or grounds shall submit a statement of information indicating that the organization upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 38131, 32282)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination
7. A community youth center

(cf. 1020 - Youth Services)

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

10. Other purposes deemed appropriate by the Governing Board

The district may grant the use of school facilities on those days on which the public school is closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)

Restrictions

~~***Note: In adopting rules for the management and control of school facilities, districts must be careful to ensure that they do not impose restrictions that may violate constitutionally protected rights. Generally, court decisions have held that districts may not discriminate on the basis of a group's viewpoint, and thus the use of facilities should be granted on a neutral basis. In Good News Club v. Milford Central School, the U.S. Supreme Court held that a district which prohibited a religious club from using school facilities after school hours for activities for which it allowed other community groups to use the school facilities discriminated against the club on the basis of the club's religious viewpoint in violation of the First Amendment to the United States Constitution.***~~

~~***Note: Because federal and state constitutional free speech issues may be involved when a district denies the use of school facilities to certain groups, it is strongly recommended that a district consult with legal counsel before doing so.***~~

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facility for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco use
4. ~~Any use by any organization, group, or individual who illegally discriminates upon the basis of race, color, notional origin, religion, age, sex, or disability~~

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5131.6 - Alcohol and Other Drugs)

The district may exclude certain school facilities from non-school use for safety or security reasons.

Damage and Liability

~~Groups, organizations, or persons using school facilities or grounds shall be liable for any property damages caused by the activity.~~

~~The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.~~

~~***Note: Pursuant to Education Code 38134, a district is authorized to take the actions specified in the following optional paragraph when damage to school facilities or grounds occurs from use by a nonprofit group, organization, club, or association that promotes youth and school activities.***~~

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

~~Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence. Groups or organizations shall also be required to include the district as an additional insured on their liability policies for claims arising out of the negligence of the group.~~

~~***Note: Education Code 38134 distinguishes the liability and insurance obligations of nonprofit groups, clubs, and associations that promote youth and school activities from those of the district. The district is liable for any injuries resulting from its negligence in the ownership and maintenance of its facilities and grounds and must bear the cost of insuring against these risks and defending itself from related claims.***~~

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

~~***Note: Pursuant to Education Code 38134, groups that promote youth and school activities cannot be required to sign hold harmless and indemnification agreements agreeing to defend and indemnify~~

~~the district against liability arising during the group's use of school facilities to the extent that the agreement requires the group to assume liability for the district's negligence. The statute is unclear as to whether the district can require "non-youth related groups" to indemnify the district from any and all injuries resulting from the use of the facilities. Districts wishing to create such an agreement should consult legal counsel.***~~

~~***Note: Because hold harmless agreements are only as strong as the groups' credit, districts should generally require proof of insurance in addition to such agreements. When a hold harmless and indemnification agreement appears necessary for any specific school facilities or a specific event, the district's risk manager, insurance carrier, or legal counsel should tailor it to the situation.***~~

As permitted, the State Administrator/Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facility being used.

Community Relations

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

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

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

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

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

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

*** Cannot charge admission or entry fees

Other Charges and Notes:

- Returned Check Fee is \$25.00
- Damage Fee: Should a facility sustain any damage or neglect during the event period, the lessee will be charged the going rate to repair the facility per the Agreement.
- Additional Charges will be assessed for District personnel costs and specific equipment rentals

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: April 17, 2012

King City, California

July 1, 2012

South Monterey County Joint Union High School District

Request for Use of School District Facilities (page 1)

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

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

Start Time: _____ Ending Time: _____ Type of Event: _____

Classroom #s _____ (to be completed by site) Student Union (GHS)
 Theatre Library
 Gymnasium (does not include weight room) Cafeteria (KCHS)
 Track Field (specify) _____

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

Estimated Attendance:	Admission Fee \$	Age Group:	Equipment needs:
Event open to the public?	Proceeds are used for:		

Name of at least two (2) responsible adults who will be on-site at the event:

1. _____ 2. _____

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

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

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

Requestor Signature _____ Date _____ Site Administrator Signature _____ Date _____

District Use Only – Estimates

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

Equipment needed: yes ___ no ___ Security: yes ___ no ___

Certificate of Insurance Received on _____ District Approval _____

Request for Use of School District Facilities *(page 2)*
(to be reviewed and signed)

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

 Requestor Signature

Date

July 1, 2012

BP 3100 Business and Noninstructional Operations

Budget

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, and priorities. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

~~The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(e) and (g).~~

The State Administrator/Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year.

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with Education Code 42103 and 42127.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

Budget Advisory Committee

The Board may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

The committee shall develop recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board or the Superintendent or designee.

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 3350 - Travel Expenses)

(cf. 9130 - Board Committees)

(cf. 9140 - Board Representatives)

Budget Criteria and Standards

In developing the district budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of law. (Education Code 33128.3; 5 CCR 15450)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 3110 - Transfer of Funds)

Fund Balance

The Board shall adopt a formal resolution that provides for classification of fund balances in the general fund and is compliant with Governmental Accounting Standards Board (GASB) Statement 54. The resolution also shall:

1. Establish specific steps for committing funds that cannot be used for any other purpose unless the Board takes action to remove or change the constraint
2. Express the authority of the Board and/or delegate authority to other person(s) to identify intended uses of assigned funds
2. Establish the order in which fund balances will be spent when multiple fund balance types are available for an expenditure
3. Address the minimum fund balance in the general fund by establishing an appropriate level of unrestricted fund balance that will be maintained in the general fund, the circumstances under which the unrestricted fund balance can be spent down, and the procedure for replenishing deficiencies

The Board reserves the authority to review and amend this resolution as needed to reflect changing circumstances and district needs.

Long-Term Financial Obligations

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

(cf. 7210 - Facilities Financing)

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

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same

meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve in the budget sufficient amounts to fund

the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools

33127-33131 Standards and criteria for local budgets and expenditures

35035 Powers and duties of superintendent

35161 Powers and duties, generally, of governing boards

42103 Public hearing on proposed budget; requirements for content of proposed budget

42122-42129 Budget requirements

42130-42134 Financial certifications

42140-42141 Disclosure of fiscal obligations

42602 Use of unbudgeted funds

42605 Tier 3 categorical flexibility

42610 Appropriation of excess funds and limitation thereon

44518-44519.2 Chief business officer training program

45253 Annual budget of personnel commission
45254 First year budget of personnel commission

GOVERNMENT CODE

7900-7914 Appropriations limit

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure

15440-15451 Criteria and standards for school district budgets

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Understanding District Budgets, 2006

School Finance CD-ROM, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

Legislative Analyst's Office: <http://www.lao.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

(11/08 11/09) 7/10

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: September 12, 2013

Adopted:

King City, California

BP 3460 Business and Noninstructional Operations

Financial Reports And Accountability

~~The Governing Board is committed to ensuring the fiscal health of the district and providing public accountability. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.~~

~~(cf. 3100—Budget)~~

~~(cf. 3110—Transfer of Funds)~~

~~(cf. 3300—Expenditures and Purchases)~~

~~(cf. 3430—Investing)~~

~~(cf. 4143/4243—Negotiations/Consultation)~~

~~(cf. 9000—Role of the Board)~~

~~The Superintendent or designee shall provide the Board with financial reports throughout the year in accordance with law and as otherwise requested by the Board.~~

~~The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education. He/she shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.~~

~~(cf. 3400—Management of District Assets/Accounts)~~

~~Based on financial reports provided by the Superintendent or designee and in accordance with law and administrative regulation, the Board shall:~~

- ~~1. Approve and file an annual statement of the district's receipts and expenditures for the preceding fiscal year (Education Code 42100)~~
- ~~2. Adopt a resolution identifying the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year (Education Code 42132; Government Code 7910)~~
- ~~3. Approve interim fiscal reports and certify whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and two subsequent fiscal years (Education Code 42130, 42131)~~
- ~~4. Provide for an annual audit, select an independent auditor, and review the audit report (Education Code 41020, 41020.3)~~

~~The independent auditor shall present the audit report to the Board at a public meeting and the Board shall have an opportunity to ask questions of the auditor and request further information about the audit findings.~~

~~The Board shall regularly communicate the district's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.~~

~~If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.~~

Audit Committee

~~The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.~~

~~(cf. 1220—Citizen Advisory Committees)~~

~~(cf. 9130—Board Committees)~~

~~(cf. 9140—Board Representatives)~~

~~The committee shall serve in an advisory capacity and may:~~

- ~~1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5~~
- ~~2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit~~
- ~~3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses~~
- ~~4. Participate with the independent auditor in presenting the audit report to the Board~~
- ~~5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting~~
- ~~6. Provide input on the effectiveness of the independent auditor~~

- ~~7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems~~

Legal Reference:

EDUCATION CODE

- ~~1240 Duties of County superintendent of schools
14500-14508 Financial and compliance audits
17150 Public disclosure of non-voter approved debt
17170-17199.5 California School Finance Authority
33127 Standards and criteria for local budgets and expenditures
33128 Standards and criteria; inclusions
33129 Standards and criteria; use by local agencies
35035 Powers and duties of superintendent
41010-41023 Accounting system
41326 Emergency apportionment
41344 Repayment of apportionment significant audit exceptions
41344.1 Appeals of audit findings
41455 Examination of financial problems of local districts
42100-42105 Requirement to prepare and file annual statement
42120-42129 Budget requirements
42130-42134 Financial reports and certifications
42140-42142 Public disclosure of fiscal obligations
42637 County Superintendent review of district's financial and budgetary conditions
42652 Revocation or suspension of warrant authority
48300-48316 Student attendance alternatives~~

GOVERNMENT CODE

- ~~3540.2 School district; qualified or negative certification; proposed agreement review and comment
7900-7914 Appropriations limit
16429.1 Local agency investment fund
53646 Reports of investment policy and compliance~~

CODE OF REGULATIONS, TITLE 5

- ~~15060 Standardized account code structure
15070 Submission of reports using standardized account code structure
15440-15451 Criteria and standards for school district budgets
15453-15464 Criteria and standards for school district interim reports
19810-19816.1 Audits~~

Management Resources:

CSBA PUBLICATIONS

~~Maximizing School Board Governance: Fiscal Accountability, 2006~~

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

~~New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007~~

~~1208.00 Audit Resolution Process: Repayment Plans~~

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB-1200, AB-2756 and Subsequent Related Legislation, September 2006

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U.S. GENERAL ACCOUNTING OFFICE AND PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY (PCIE) PUBLICATIONS

Financial Audit Manual, revised 2003

U.S. OFFICE OF MANAGEMENT AND BUDGET CIRCULARS

A-133 Audits of States, Local Governments, and Non-Profit Organizations

STATE CONTROLLER PUBLICATIONS

Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California: <http://www.sscal.com>

State Controller's Office: <http://www.sco.ca.gov>

U.S. Government Accounting Office: <http://www.gao.gov>

U.S. Office of Management and Budget: <http://www.whitehouse.gov/omb>
(7/03-11/04)-11/08

Policy _____ KING CITY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: March 9, 2011 _____ King City, California _____

Business and Noninstructional Operations

Financial Reports And Accountability

~~***Note: The following policy is optional and should be revised to reflect district practice.***~~

The Governing Board is committed to ensuring public accountability and the fiscal health of the district. The Board shall adopt sound fiscal policies, oversee the district's financial condition, and continually evaluate whether the district's budget and financial operations support the district's goals for student achievement.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

(cf. 3300 - Expenditures and Purchases)

(cf. 3430 - Investing)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

~~***Note: The following optional paragraph sets the Governing Board's expectation that the district's financial reports will adhere to generally accepted financial and accounting standards. The Governmental Accounting Standards Board (GASB) is a nonprofit agency that establishes financial and accounting standards for state and local government agencies, including school districts. By using the California Department of Education's (CDE) standardized account code structure (SACS) software to develop financial reports, the district will be assured of complying with generally accepted accounting principles prescribed by GASB and meeting other state and federal reporting guidelines.***~~

The State Administrator/Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). He/she shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

(cf. 3400 - Management of District Assets/Accounts)

When required by law or the Board, the State Administrator/Superintendent or designee shall submit to the Board reports of the district's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When any such report must be approved by the Board prior to its submission to a local, state, and/or federal agency, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report and meet any applicable submission deadline.

The Board shall regularly communicate the district's financial position to the public and

shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the district's financial stability.

(cf. 1340 - Access to District Records)

~~***Note: The Fiscal Crisis and Management Assistance Team (FCMAT), which advises districts on fiscal management and works with insolvent districts, has identified 15 predictors of fiscal distress common in districts needing state intervention. These conditions include a governance crisis; absence of communication to educational community; lack of interagency cooperation; failure to recognize year-to-year trends (e.g., declining enrollment or deficit spending); flawed projections for average daily attendance; failure to maintain reserves; insufficient consideration of long-term bargaining agreement effects; flawed multi-year projections; inaccurate revenue and expenditure estimations; poor cash flow analysis and reconciliation; bargaining agreements beyond state cost of living adjustment; no integration of employee position control with payroll; limited access to timely personnel, payroll, and budget control data and reports; escalating general fund encroachment; and lack of regular monitoring of categorical programs. See FCMAT's Fiscal Oversight Guide for further information.***~~

~~***Note: When the County Superintendent of Schools reviews the district's budget (see AR 3100 - Budget), he/she is required by Education Code 42127 and 42127.6 to consider whether more than three of these predictors are present. If so, or if the district is showing fiscal distress under state criteria and standards for budgets or interim reports, as specified in 5 CCR 15440-15451 and 15453-15464, the County Superintendent must investigate whether the district may be unable to meet its financial obligations for the current or two subsequent fiscal years.***~~

If district conditions predict fiscal distress or indicate that the district might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the district's fiscal health and may contract with an external individual or organization to advise the district on fiscal matters.

~~***Note: When a district is fiscally insolvent and is considering applying to the state for an emergency apportionment that exceeds 200 percent of the recommended reserve for that district, Education Code 41326 requires the Board to first discuss the need for that apportionment at a regular or special meeting. At that meeting, the Board must receive testimony from parents/guardians, exclusive representatives of employees, and other community members. If the district receives such an apportionment, it is subject to the conditions set forth in Education Code 41326, including assumption of all the Board's legal rights, duties, and powers by a state-appointed administrator.***~~

Unaudited Actual Receipts and Expenditures

On or before September 15, the Board shall approve and file with the County

Superintendent a statement of the district's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42100)

Gann Appropriations Limit Resolution

On or before September 15, the Board shall adopt a resolution identifying, pursuant to Government Code 7900-7914, the district's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year.

Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

(cf. 9322 - Agenda/Meeting Materials)

Interim Reports/Certification of Ability to Meet Fiscal Obligations

~~***Note: Education Code 42130 requires that the district issue two interim fiscal reports, as described below, based on the criteria and standards adopted by the State Board of Education (SBE) pursuant to Education Code 33127. These criteria and standards are delineated in 5 CCR 15453-15464. See the accompanying administrative regulation for further information about the contents of the interim reports.***~~

The State Administrator/ Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall be made available by the district for public review. (Education Code 42130)

Within 45 days after the close of the period reported, the Board shall approve the interim report and certify, on the basis of the interim report and any additional financial information known by the Board, whether the district will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following: (Education Code 42130, 42131)

1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

~~***Note: Education Code 42130 and 42131 require that the interim report and certification be submitted to the County Superintendent in a format or on forms prescribed by the Superintendent of Public Instruction (SPI). The CDE requires that these be reported using the SACS software. Pursuant to Education Code 42131, upon receiving the certification, the County Superintendent is required to send any qualified or negative certification, along with the interim report, to the State Controller and the SPI.***~~

The State Administrator/Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)

~~***Note: Education Code 42131 gives the County Superintendent 75 days after the close of the reporting period to change the district's positive certification to qualified or negative or, as amended by AB 2662 (Ch. 589, Statutes of 2012), to change the district's qualified certification to negative. Districts may appeal the County Superintendent's determination to the SPI, who will then determine the certification to be given to the district.***~~

If the district's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)

~~***Note: Whenever the district receives a qualified or negative certification, Education Code 42131 requires the County Superintendent, within 75 days after the close of the reporting period, to submit his/her comments on the certification to the State Controller and the SPI and report any remedial action proposed or taken under the authority granted to the County Superintendent by Education Code 42127.6. Pursuant to Education Code 42127.6, the County Superintendent is required to take one or more of the following actions: (1) assign a fiscal expert to advise the district on its financial problems; (2) conduct a study of the financial and budgetary conditions of the district including, but not limited to, a review of internal controls; (3) direct the district to submit a financial projection of all fund and cash balances as of June 30 of the current year and subsequent fiscal years; (4) require the district to encumber all contracts and other obligations, prepare appropriate cash flow analyses and monthly or quarterly budget revisions, and appropriately record all receivables and payables; (5) direct the district to submit a proposal for addressing the fiscal conditions that caused the negative or qualified certification; (6) withhold the Board stipend and Superintendent compensation if requested financial information is not provided; and/or (7) assign FCMA T to review and provide recommendations to improve the district's teacher hiring process, teacher retention rate, extent of teacher misassignment, and provision of highly qualified teachers. Education Code 42131 also authorizes the State Controller to conduct an audit or review of the financial condition of any district having a negative or qualified certification.***~~

~~***Note: Pursuant to Education Code 42652, a district that receives a qualified or negative certification also may lose the County Superintendent's or SPI's approval to draw warrants on the~~

~~county treasury. Furthermore, pursuant to Education Code 42133, a district that receives a qualified or negative certification must have the County Superintendent's approval before issuing any certificates of participation, tax anticipation notes, revenue bonds, or other non-voter-approved debt (see section entitled "Non-Voter-Approved Debt Report" in the accompanying administrative regulation).***~~

~~***Note: Whenever a district with a qualified or negative certification is negotiating a collective bargaining agreement, it must allow the County Superintendent 10 working days to review and comment on the proposed collective bargaining agreement pursuant to Government Code 3540.2; see BP 4143/4243 Negotiations/Consultation.***~~

Whenever the district receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

~~***Note: Whenever the district's second interim report is accompanied by a qualified or negative certification, the district must submit another financial statement by June 1 as described below; this report is sometimes referred to as the "third interim report."***~~

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the district's fund and cash balances through June 30. (Education Code 42131)

~~***Note: Education Code 42637 authorizes the County Superintendent, at any time during the fiscal year if he/she concludes that the district's budget does not comply with criteria and standards adopted by the SBE, to conduct a comprehensive review of the financial and budgetary conditions of the district and report his/her findings to the Board at a public meeting. According to FCMAT's Fiscal Oversight Guide, this provision of the law requires the County Superintendent to exercise this authority when the district receives a negative certification and authorizes him/her to do so when the district receives a qualified certification. After receiving such a report, the Board must respond to the recommendations within 15 days.***~~

At any time during the year when the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after he/she has determined that the district's budget does not comply with state criteria and standards for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendation. (Education Code 42637)

Audit Report

~~***Note: Pursuant to Education Code 41020, the Board must, no later than May 1 of each year, arrange for an audit of all the district's funds. However, if the Board has not provided for an audit by April 1, the County Superintendent must do so at the district's cost. Thus, the paragraph below reflects the April 1 deadline.***~~

Pursuant to Education Code 41020, if the district has a disapproved budget, has received a negative certification on any budget or interim fiscal report during the current fiscal year or either of the two preceding fiscal years, or has otherwise been determined by the County Superintendent to have a lack of going concern, any contract the district enters into for auditing services must be approved by the County Superintendent.

By April 1 of each year, the Board shall provide for an annual audit of the district's books and accounts. (Education Code 41020)

~~***Note: Education Code 41020 requires the Board to select an auditor from a directory of certified public accountants and public accountants deemed by the State Controller as qualified to conduct audits of local education agencies. The State Controller is required to publish this directory by December 31 of each year.***~~

~~***Note: In addition, Education Code 41020.5 prohibits the Board from employing any accountant identified by the State Controller as ineligible based on failure of past audits to comply with provisions of the K-12 annual audit guide. The State Controller will annually notify districts of ineligible accountants by March 1.***~~

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

~~***Note: Education Code 41020 requires that districts rotate auditors as specified below. However, the district may request that the Education Audit Appeals Panel waive this requirement if no otherwise eligible auditor is available to perform the audit.***~~

The Board shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)

~~***Note: Education Code 41020.3 requires the Board to review the audit report at an open meeting by January 31 of each year. However, Education Code 41020 requires that the audit report be filed with the County Superintendent, CDE, and State Controller no later than December 15. Thus, CSBA's publication Maximizing School Board Governance: Fiscal Accountability recommends that the Board conduct its review of the audit prior to December 15 whenever possible.***~~

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller. (Education Code 41020)

Prior to December 15 whenever possible, but in no case later than January 31, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

Audit Committee

~~***Note: The following optional section may be revised to reflect district practice. Although it is the responsibility of district staff to prepare financial statements and the responsibility of the independent auditor to assure that the information in the statements is reliable and fairly presented, establishment of an audit committee provides an additional mechanism to ensure fiscal responsibility, as well as providing an opportunity for community participation. Committees established by Board action are subject to the Brown Act; see BP/AR 1220 - Citizen Advisory Committees and BB 9130 - Board Committees.***~~

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9130 - Board Committees)

(cf. 9140 - Board Representatives)

The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5
2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit
3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses
4. Participate with the independent auditor in presenting the audit report to the Board
5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting

6. Provide input on the effectiveness of the independent auditor
7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools

14500-14508 Financial and compliance audits

17150-17150.1 Public disclosure of non-voter-approved debt

17170-17199.5 California School Finance Authority

33127 Standards and criteria for local budgets and expenditures

33128 Standards and criteria; inclusions

33129 Standards and criteria; use by local agencies

35035 Powers and duties of superintendent

41010-41023 Accounting system

41326 Emergency apportionment

41344 Repayment of apportionment significant audit exceptions

41344.1 Appeals of audit findings

41455 Examination of financial problems of local districts

42100-42105 Requirement to prepare and file annual statement

42120-42129 Budget requirements

42130-42134 Financial reports and certifications

42140-42142 Public disclosure of fiscal obligations

42637 County superintendent review of district's financial and budgetary conditions

42652 Revocation or suspension of warrant authority

48300-48316 Student attendance alternatives

GOVERNMENT CODE

3540.2 School district; qualified or negative certification; proposed agreement review and comment

7900-7914 Appropriations limit

16429.1 Local agency investment fund

53646 Reports of investment policy and compliance

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure

15070 Submission of reports using standardized account code structure

15440-15451 Criteria and standards for school district budgets

15453-15464 Criteria and standards for school district interim reports

19810-19816.1 Audits

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7501- 7507 Single audits of federal program funds

Management Resources:

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New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007

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U.S. OFFICE OF MANAGEMENT AND BUDGET CIRCULARS

A-133 Audits of States, Local Governments, and Non-Profit Organizations

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California Association of School Business Officials: <http://www.casbo.org>

California County Superintendents Educational Services Association:

<http://www.ccsesa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California: <http://www.sscal.com>

State Controller's Office: <http://www.sco.ca.gov>

U.S. Government Accountability Office: <http://www.gao.gov>

U.S. Office of Management and Budget: <http://www.whitehouse.gov/omb>

(11/04 11/08) 4/13

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: September 12, 2013

Adopted:

King City, California

AR 3460 Business and Noninstructional Operations

Financial Reports And Accountability

~~Unaudited Actual Receipts and Expenditures~~

~~The Superintendent or designee shall prepare a statement of all unaudited actual receipts and expenditures of the district for the preceding fiscal year, using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). On or before September 15, the Governing Board shall approve this statement and file it with the County Superintendent of Schools. (Education Code 42100)~~

Gann Appropriations Limit Resolution

~~The Board shall adopt a resolution on or before September 15 of each year to identify, pursuant to Government Code 7900-7914, the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit of the district during the preceding year. Documentation used to identify these limits shall be made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)~~

Interim Reports

~~The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the district's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall be made available by the district for public review. (Education Code 42130)~~

~~(cf. 1340—Access to District Records)~~

~~Each interim report shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. The report shall be based on criteria and standards adopted by the State Board of Education (SBE) which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance. The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 33128.3, 42130, 42131; 5 CCR 15453-15466)~~

~~Within 45 days after the close of the period reported, the Board shall approve the interim fiscal report and certify, on the basis of the interim report and any additional financial information known by the Board to exist at the time of certification, whether the district is able to meet its~~

~~financial obligations for the remainder of the fiscal year and, based on current forecasts, for the subsequent fiscal year. The certification shall be classified as one of the following: (Education Code 42130, 42131)~~

- ~~1. "Positive certification" indicating that the district will meet its financial obligations for the current fiscal year and two subsequent fiscal years~~
- ~~2. "Qualified certification" indicating that the district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years~~
- ~~3. "Negative certification" indicating that the district will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year~~

~~The Superintendent or designee shall submit a copy of the interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI. (Education Code 42130, 42131)~~

~~If the district submits a positive certification that is subsequently changed by the County Superintendent to a qualified or negative certification, the district may appeal the decision to the SPI within five days of receiving the notice of change. (Education Code 42131)~~

~~Whenever the district receives a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.~~

~~Whenever the County Superintendent conducts a comprehensive review of the district's financial and budgetary conditions after determining that the district's budget does not comply with SBE-adopted criteria and standards for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the district shall notify the County Superintendent and the SPI of its proposed actions on the recommendations. (Education Code 42637)~~

~~If the second interim report of the fiscal year is accompanied by a qualified or negative certification as determined by the Board or the County Superintendent, the Superintendent or designee shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement that reports data for the period ending April 30 and projects the district's fund and cash balances as of June 30. (Education Code 42131)~~

Audit Report

By April 1 of each year, the Board shall provide for an audit of the district's books and accounts or the County Superintendent shall make arrangements to provide for that audit. (Education Code 41020)

The Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.

To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. (Education Code 41020, 41020.5)

The Board shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the district in each of the six previous fiscal years. (Education Code 41020)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Accounting Standards, Amendment #3, published by the U.S. Government Accounting Office. (Education Code 41020)

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. (Education Code 41020)

(cf. 3430 - Investing)

(cf. 3451 - Petty Cash Funds)

(cf. 3452 - Student Activity Funds)

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

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

(cf. 5117 - Interdistrict Attendance)

The Superintendent or designee shall cooperate with the auditor to provide the necessary financial records and to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

~~By January 31 of each year, the Board shall review, at an open meeting, the annual district audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter. (Education Code 41020.3)~~

~~(cf. 9322—Agenda/Meeting Materials)~~

~~To the extent possible, the Board's review shall occur prior to December 15 to provide the Board and the community an opportunity to review the audit before it is submitted to local and state agencies.~~

~~No later than December 15, the Superintendent or designee shall file the report of the audit for the preceding fiscal year with the County Superintendent, the California Department of Education, and the State Controller. (Education Code 41020)~~

~~If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal, summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)~~

Fund Balance

~~In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:~~

- ~~1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or contractually required to be maintained intact~~
- ~~2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law~~
- ~~3. Committed fund balance, including amounts constrained to specific purposes by the Board~~
- ~~4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose~~
- ~~5. Unassigned fund balance, including amounts that are available for any purpose~~

Negative Balance Report

~~Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)~~

Non Voter Approved Debt Report

~~Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent and the county auditor. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)~~

~~When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and county auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the county auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)~~

Other Postemployment Benefits Report (GASB 45)

~~In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district shall report a liability on its financial statements.~~

~~(cf. 4154/4254/4354 - Health and Welfare Benefits)~~

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

~~The Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)~~

~~The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.~~

Workers' Compensation Claims Report

The Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

(11/08-11/09)-7/10

Business and Noninstructional Operations

Interim Reports

~~***Note: Education Code 42130 requires that the district issue two interim fiscal reports; see the accompanying Board policy. The reports must be based on the criteria and standards adopted by the State Board of Education (SBE) pursuant to Education Code 33127. These criteria and standards are delineated in 5 CCR 15453-15464 and address the areas listed below.***~~

~~***Note: Pursuant to 5 CCR 15455, one of the criteria is the maintenance of a general fund reserve for economic uncertainty; also see BP 3100 - Budget. By the 2013-14 fiscal year, the district is required to comply with the minimum reserve specified in 5 CCR 15455 applicable to its average daily attendance, which had been temporarily reduced to one-third of that amount beginning in the 2009-10 fiscal year pursuant to Education Code 33128.3.***~~

Each interim fiscal report developed pursuant to Education Code 42130 shall include an assessment of the district budget as revised to reflect current information regarding the adopted state budget, district property tax revenues, if any, and ending balances for the preceding fiscal year. The report shall be based on State Board of Education (SBE) criteria and standards which address fund and cash balances, reserves, deficit spending, estimation of average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, and facilities maintenance. (Education Code 33128.3, 42130; 5 CCR 15453-15464)

The report shall also provide supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, contingent revenues, contributions (i.e., projected contributions from unrestricted general fund resources to restricted general fund resources, projected transfers to or from the general fund to cover operating deficits in the general fund or any other fund, and capital project cost overruns that may impact the general fund budget), long-term commitments, unfunded liabilities, temporary interfund borrowings, the status of labor agreements, and the status of other funds. (Education Code 42130; 5 CCR 15453, 15464)

- (cf. 3100 - Budget)
- (cf. 3111 - Deferred Maintenance Funds)
- (cf. 3220.1 - Lottery Funds)
- (cf. 3300 - Expenditures and Purchases)
- (cf. 3314 - Payment for Goods and Services)

Audit Report

~~***Note: Pursuant to Education Code 41020, each year the district is required to arrange for an independent audit of all the district's funds. The audit must be approved by the Governing Board and submitted to the County Superintendent of Schools, California Department of Education~~

~~(CDE), and State Controller within specified timelines. See the accompanying Board policy.***~~

The State Administrator/Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.

~~***Note: The following paragraph is optional. The Governmental Accounting Standards Board (GASB) Statement 34 contains requirements for the contents of the district's annual audited financial reports.***~~

The State Administrator/Superintendent or designee shall provide the necessary financial records and cooperate with the auditor selected by the Governing Board to ensure that the audit report contains all information required by law and the Governmental Accounting Standards Board (GASB).

The audit shall include an audit of income and expenditures by source of funds for all funds of the district, including the student body and cafeteria funds and accounts and any other funds under the control or jurisdiction of the district, as well as an audit of student attendance procedures. (Education Code 41020)

**(cf. 3430 - Investing)
(cf. 3451 - Petty Cash Funds)
(cf. 3452 - Student Activity Funds)
(cf. 3551 - Food Service Operations/Cafeteria Fund)**

~~***Note: The following optional paragraph is for use by districts that elect to participate in the school district of choice program (Education Code 48300-48316); see Option 2 in BP/AR 5117-Interdistrict Attendance. Pursuant to Education Code 48301, any district that elects to participate in the school district of choice program must ensure that its annual financial audit includes a review of the district's compliance with program requirements to establish a random, unbiased process for student admittance and to provide appropriate and factually accurate parent/guardian communications. A summary of any audit exceptions found by the auditor must be included in reports to each geographically adjacent school district, the county office of education, CDE, and Department of Finance as required by Education Code 48313.***~~

If the district participates in the school district of choice program to accept interdistrict transfers, the Superintendent or designee shall notify the auditor, prior to the commencement of the audit, that the audit must include a review of the district's compliance with specified program requirements. (Education Code 48301)

(cf. 5117 - Interdistrict Attendance)

~~***Note: Pursuant to 31 USC 7502, Office of Management and Budget (OMB) Circular A-133, and subsequent compliance supplements, whenever the district expends \$500,000 or more in federal funds during a fiscal year, its audit of federal funds must be submitted to the federal audit~~

~~clearinghouse designated by the OMB within the timelines specified below. Although submission of the report is often done by the auditor, it is the district's responsibility to ensure that it is submitted on time.***~~

When required by federal law, specified records pertaining to the audit of federal funds received and expended by the district shall be transmitted to the federal clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the fiscal year, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (31 USC 7502)

~~***Note: Pursuant to Education Code 41344 and 41344.1, the district may informally or formally appeal an audit finding to the Education Audit Appeals Panel (EAAP) within the timelines noted below, when the audit finding requires the district to repay an apportionment or pay a penalty. If it finds that there has been substantial compliance with the law, the EAAP may waive or reduce repayments or order other remedial measures to induce future compliance.***~~

If an audit finding results in the district being required to repay an apportionment or pay a penalty, the district may appeal the finding to the Education Audit Appeals Panel by making an informal summary appeal within 30 days of receiving the final audit report or initiating a formal appeal within 60 days of receiving the report. (Education Code 41344, 41344.1)

While a public accounting firm is performing the audit of the district, it shall not provide any nonauditing, management, or other consulting services for the district except as provided in Government Auditing Standards, Amendment #3, published by the U.S. Government Accountability Office. (Education Code 41020)

Fund Balance

~~***Note: The following optional section reflects the provisions of GASB Statement 54, which addresses the manner in which fund balances in the general fund must be reported in external financial reports. Pursuant to GASB 54, the Board has sole authority to specify purposes of committed funds (item #3 below) and also must express, or delegate the authority to express, intended purposes of resources resulting in the assigned fund balance (item #4 below); see BP 3100 Budget.***~~

In accordance with GASB Statement 54, external financial reports shall report fund balances in the general fund within the following classifications based on the relative strength of constraints placed on the purposes for which resources can be used:

- 1. Nonspendable fund balance, including amounts that are not expected to be converted to cash, such as resources that are not in a spendable form or are legally or**

contractually required to be maintained intact

2. Restricted fund balance, including amounts constrained to specific purposes by their providers or by law
3. Committed fund balance, including amounts constrained to specific purposes by the Board
4. Assigned fund balance, including amounts which the Board or its designee intends to use for a specific purpose
5. Unassigned fund balance, including amounts that are available for any purpose

Negative Balance Report

~~***Note: When applicable, Education Code 42127.5 requires districts to report the reasons for a negative unrestricted fund balance or negative cash balance. "Unrestricted funds" are any funds that are not constrained by law to be spent on specific purposes and which therefore may be spent as the Board deems appropriate. Such funds may be reported in the committed fund balance, assigned fund balance, or unassigned fund balance as provided in items #3-5 in the section "Fund Balance" above.***~~

Whenever the district reports a negative unrestricted fund balance or a negative cash balance in its annual budget or annual audit report, it shall include in the budget a statement that identifies the reasons for the negative unrestricted fund balance or negative cash balance and the steps that have been taken to ensure that the negative balance will not occur at the end of the current fiscal year. (Education Code 42127.5)

Non-Voter-Approved Debt Report

~~***Note: The following section addresses notices regarding the issuance of revenue bonds, certificates of participation, and other non-voter approved debts. Pursuant to Education Code 17150 and 17150.1, the County Superintendent and County Auditor may, within 15 days of receiving these notices from the district, comment publicly to the Board regarding the capability of the district to repay the debt obligation.***~~

~~***Note: Pursuant to Education Code 42133, a district that has a qualified or negative certification in any fiscal year cannot issue non-voter approved debt in that fiscal year or in the next fiscal year unless the County Superintendent determines that the district's repayment of the debt is probable.***~~

Upon approval by the Board to proceed with the issuance of revenue bonds or any agreement for financing school construction pursuant to Education Code 17170-17199.5, the Superintendent or designee shall notify the County Superintendent of Schools and the

county auditor. The Superintendent or designee shall provide the Board, the County Auditor, the County Superintendent, and the public with related repayment schedules and evidence of the district's ability to repay the obligation. (Education Code 17150)

(cf. 7214 - General Obligation Bonds)

When the Board is considering the issuance of certificates of participation and other debt instruments that are secured by real property and do not require the approval of the voters of the district, the Superintendent or designee shall provide notice to the County Superintendent and County Auditor no later than 30 days before the Board's approval to proceed with issuance. The Superintendent or designee shall provide the Board, the County Auditor, the County Superintendent, and the public with information necessary to assess the anticipated effect of the debt issuance, including related repayment schedules, evidence of the district's ability to repay the obligation, and the issuance costs. (Education Code 17150.1)

Other Postemployment Benefits Report (GASB 45)

~~***Note: GASB Statement 45 contains reporting requirements pertaining to "other postemployment benefits" (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other nonpension benefits for retired employees). Under GASB 45, the district must report OPEBs as a current expense during the working years of an employee, calculated by an actuary using one of six specified actuarial cost methods. In addition, to the extent that the OPEBs are not prefunded in a designated fund or irrevocable trust, they must be reported as a liability on the district's financial statements. The decision of whether to prefund the benefits, and by how much, is at the Board's discretion; see BP 3100 Budget.***~~

~~***Note: The SBE's criteria and standards for budget adoption (5 CCR 15440-15451) require districts to estimate unfunded OPEBs as well as the unfunded portion of any self-insured benefits program. Changes to the unfunded liabilities are disclosed at interim reporting periods (5 CCR 15453, 15464). These reports are included in the state's standardized account code structure software used to develop budget and interim reports.***~~

~~***Note: CSBA's GASB 45 Solutions program provides access to qualified actuaries and consultants and a GASB 45 compliant trust to prefund future obligations. See CSBA's web site for further information.***~~

~~***Note: The following optional section may be revised to reflect district practice and should be deleted by districts that do not provide OPEBs.***~~

In accordance with GASB Statement 45, the district's financial statements shall report the annual expense of nonpension other postemployment benefits (OPEBs) on an accrual basis over retirees' active working lifetime, as determined by a qualified actuary procured by the Superintendent or designee. To the extent that these OPEBs are not prefunded, the district

shall report a liability on its financial statements.

(cf. 4154/4254/4354 - Health and Welfare Benefits)

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

The State Administrator/Superintendent or designee shall annually present the estimated accrued but unfunded cost of OPEBs and the actuarial report upon which those costs are based at a public meeting of the Board. (Education Code 42140)

~~***Note: Pursuant to GASB 45, the district must arrange for an actuary to update the valuation of its OPEB obligations either every two years (for OPEB plans with a total membership of 200 or more) or every three years (for OPEB plans with fewer than 200 members). CDE correspondence dated February 26, 2007 indicates that districts with fewer than 100 plan members may use an alternative method that does not require the services of an actuary. The district may revise the following paragraph to reflect the district's circumstances.***~~

The amount of the district's financial obligation for OPEBs shall be reevaluated every two or three years in accordance with GASB 45 depending on the number of members in the OPEB plan.

Workers' Compensation Claims Report

~~***Note: The following optional section is for use by districts that are self-insured for workers' compensation claims, either individually or as part of a joint powers agency. See BP 3100 - Budget for provisions related to funding the estimated accrued cost of workers' compensation claims.***~~

The State Administrator/Superintendent or designee shall annually provide the Board, at a public meeting, information and related actuarial reports showing the estimated accrued but unfunded cost of workers' compensation claims. The estimate of costs shall be based on an actuarial report completed at least every three years by a qualified actuary. (Education Code 42141)

(11/09 7/10) 4/13

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: September 12, 3023

Adopted:

King City, California

AR 3580 Business and Noninstructional Operations

District Records

Classification of Records

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

(cf. 1340 - Access to District Records)

Before January 1, the Superintendent or designee shall review the prior school year records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

(cf. 3440 - Inventories)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

(cf. 5125 - Student Records)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

Class 1 - Permanent Records

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)

1. Annual Reports
 - a. Official budget

- b. Financial reports of all funds, including cafeteria and student body funds
- c. Audit of all funds
- d. Average daily attendance, including Period 1 and Period 2 reports
- e. Other major annual reports, including:
 - (1) Those containing information relating to property, activities, financial condition, or transactions
 - (2) Those declared by Governing Board minutes to be permanent

(cf. 3100 - Budget)

(cf. 3452 - Student Activity Funds)

(cf. 3460 - Financial Reports and Accountability)

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

2. Official Actions

- a. Minutes of the Board or Board committees, including the text of rules, regulations, policies, or resolutions included by reference only
- b. The call for and the result of any elections called, conducted, or canvassed by the Board
- c. Records transmitted by another agency pertaining to its action with respect to district reorganization

(cf. 7214 - General Obligation Bonds)

(cf. 9324 - Minutes and Recordings)

3. Personnel Records

Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as Class 1 (Permanent) and the detailed records may then be classified as Class 3 (Disposable).

Information of a derogatory nature as defined in Education Code 44031 shall be Class 1 (Permanent) only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. This includes any related policy of liability insurance except that these records cease to be Class 1 (Permanent) one year after the claim has been settled or the statute of limitations has expired.

(cf. 5111.1 - District Residency)

(cf. 5141 - Health Care and Emergencies)

(cf. 5143 - Insurance)

5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as Class 1 (Permanent). The detailed records may then be classified as Class 3 (Disposable) if the property ledger includes all fixed assets; an equipment inventory; and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

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

Class 2 - Optional Records

Any record considered temporarily worth keeping, but which is not a Class 1 record, may be classified as Class 2 (Optional) and shall be retained until it is reclassified as Class 3 (Disposable). If by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1 as specified in 5 CCR 16022, all records of the prior year may be classified Class 2 (Optional) pending further review and classification within one year. (5 CCR 16024)

Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable). These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent); and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated.

In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as Class 3 (Disposable). (5 CCR 16026, 16027)

(cf. 5113.2 - Work Permits)

(9/88 10/96) 11/09

Electronically Stored Information

~~***Note: With the extensive use of electronic messaging, communications, and devices, such as email, text message, and voicemail, in the conduct of official district business, many records and informational materials are generated and maintained in electronic format, making it necessary for districts to design a system for easily saving and retrieving such information when needed. The following optional section contains suggestions for the handling of such electronically stored information and may be revised to reflect district practice.***~~

All district-related electronically stored information generated or received by a district employee shall be saved to an electronic file on the district's computer and retained for at least 180 days, or shall be printed by the employee and physically filed in a way that it can be easily retrieved when needed.

However, any district-related electronically stored information that qualifies as a record, as defined above, shall be classified and retained as specified in the section "Classification of Records" above.

District-related electronically stored information includes, but is not limited to, any email, voicemail, text message, word processing document, spreadsheet, or text document related to district business or generated in the course of an employee's official duty.

~~***Note: The following optional paragraph may be revised to reflect district practice. Districts have the authority to monitor use of district-owned property and equipment, including those provided to employees to enable them to perform their duties efficiently, such as computers, cell phones, and other electronic communication devices. In such situations, an employee's expectation of privacy as it relates to the equipment is limited and the district may monitor it for appropriate use.***~~

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or

designee may check for appropriate use of any district-owned equipment at any time.

(cf. 4040 - Employee Use of Technology)

Any employee to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training on effectively using the device.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(10/96 11/09) 4/13

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

First Reading: September 12, 2013

Adopted:

King City, California

BP 3580 Business and Noninstructional Operations

District Records

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)
(cf. 3440 - Inventories)

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

(cf. 0440 - District Technology Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 9011 - Board Member Electronic Communications)

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

~~The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.~~

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

~~***Note: Since districts collect and retain personal information of students, parents/guardians, and employees in the normal conduct of district business, it is important to establish some safeguards against unauthorized release of such personal information and to prevent crimes such as identity theft, as provided in the following optional paragraph, which may be revised to reflect district practice.***~~

In the event of any known or reasonably suspected breach of the security of district records containing confidential personal information including, but not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account, the Superintendent or designee shall immediately notify local law enforcement agencies and any affected persons. Notification of affected individuals may be delayed if a law enforcement agency determines that the notification would impede a criminal investigation.

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

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

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

(cf. 5111.1 - District Residency)
(cf. 5141 - Health Care and Emergencies)

Legal Reference:

EDUCATION CODE

35145 Public meetings
35163 Official actions, minutes and journal
35250-35255 Records and reports
44031 Personnel file contents and inspection
49065 Reasonable charge for transcripts

CODE OF CIVIL PROCEDURE

~~2031.010-2031.060 Civil Discovery Act, scope of discovery demand~~
~~2031.210-2031.320 Civil Discovery Act, response to inspection demand~~

GOVERNMENT CODE

~~6205-6211 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking~~

~~6252-6265 Inspection of public records~~

~~12946 Retention of employment applications and records for two years~~

PENAL CODE

~~11170 Retention of child abuse reports~~

CODE OF REGULATIONS, TITLE 5

~~432 Varieties of student records~~

~~16020-16022 Records, general provisions~~

~~16023-16027 Retention of records~~

Management Resources:

SECRETARY OF STATE PUBLICATIONS

Letter re: California Confidential Address Program Implementation (SB 489), August 27, 1999

WEB SITES

California Secretary of State: <http://www.ss.ca.gov/safeathome>
(3/01-11/06) 11/09

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journal

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1985.8 Electronic Discovery Act

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11170 Retention of child abuse reports

CODE OF REGULATIONS, TITLE 5

430 Individual student records; definition

432 Varieties of student records

16020-16022 Records, general provisions

16023-16027 Retention of records

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

**CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.8 Family Educational Rights and Privacy Act**

Management Resources:

WEB SITES

California Secretary of State: <http://www.sos.ca.gov/safeathome>

(11/06 11/09) 4/13

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

First Reading: September 12, 2013

Adopted:

King City, California

BP 3580 Business and Noninstructional Operations

District Records

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)

(cf. 3440 - Inventories)

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

(cf. 0440 - District Technology Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 4040 - Employee Use of Technology)

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The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

~~The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.~~

~~*(cf. 4131 - Staff Development)*~~

~~*(cf. 4231 - Staff Development)*~~

~~*(cf. 4331 - Staff Development)*~~

~~***Note: Since districts collect and retain personal information of students, parents/guardians, and employees in the normal conduct of district business, it is important to establish some safeguards against unauthorized release of such personal information and to prevent crimes such as identity theft, as provided in the following optional paragraph, which may be revised to reflect district practice.***~~

In the event of any known or reasonably suspected breach of the security of district records containing confidential personal information including, but not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account, the Superintendent or designee shall immediately notify local law enforcement agencies and any affected persons. Notification of affected individuals may be delayed if a law enforcement agency determines that the notification would impede a criminal investigation.

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

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When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

(cf. 5111.1 - District Residency)

(cf. 5141 - Health Care and Emergencies)

Legal Reference:

EDUCATION CODE

~~35145 Public meetings~~

~~35163 Official actions, minutes and journal~~

~~35250-35255 Records and reports~~

~~44031 Personnel file contents and inspection~~

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CODE OF CIVIL PROCEDURE

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11170 Retention of child abuse reports

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432 Varieties of student records

16020-16022 Records, general provisions

16023-16027 Retention of records

Management Resources:

SECRETARY OF STATE PUBLICATIONS

Letter re: California Confidential Address Program Implementation (SB-489), August 27, 1999

WEB SITES

California Secretary of State: <http://www.ss.ca.gov/safeathome>
(3/01-11/06)-11/09

Legal Reference:

EDUCATION CODE

35145 Public meetings

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UNITED STATES CODE, TITLE 20

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Management Resources:

WEB SITES

California Secretary of State: <http://www.sos.ca.gov/safeathome>

(11/06 11/09) 4/13

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

First Reading: September 12, 2013

Adopted:

King City, California

AR 3580 Business and Noninstructional Operations

District Records

Classification of Records

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

(cf. 1340 - Access to District Records)

Before January 1, the Superintendent or designee shall review the prior school year records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

(cf. 3440 - Inventories)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

(cf. 5125 - Student Records)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

Class 1 - Permanent Records

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)

1. Annual Reports
 - a. Official budget

- b. Financial reports of all funds, including cafeteria and student body funds
- c. Audit of all funds
- d. Average daily attendance, including Period 1 and Period 2 reports
- e. Other major annual reports, including:
 - (1) Those containing information relating to property, activities, financial condition, or transactions
 - (2) Those declared by Governing Board minutes to be permanent

(cf. 3100 - Budget)

(cf. 3452 - Student Activity Funds)

(cf. 3460 - Financial Reports and Accountability)

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

2. Official Actions

- a. Minutes of the Board or Board committees, including the text of rules, regulations, policies, or resolutions included by reference only
- b. The call for and the result of any elections called, conducted, or canvassed by the Board
- c. Records transmitted by another agency pertaining to its action with respect to district reorganization

(cf. 7214 - General Obligation Bonds)

(cf. 9324 - Minutes and Recordings)

3. Personnel Records

Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as Class 1 (Permanent) and the detailed records may then be classified as Class 3 (Disposable).

Information of a derogatory nature as defined in Education Code 44031 shall be Class 1 (Permanent) only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. This includes any related policy of liability insurance except that these records cease to be Class 1 (Permanent) one year after the claim has been settled or the statute of limitations has expired.

(cf. 5111.1 - District Residency)

(cf. 5141 - Health Care and Emergencies)

(cf. 5143 - Insurance)

5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as Class 1 (Permanent). The detailed records may then be classified as Class 3 (Disposable) if the property ledger includes all fixed assets; an equipment inventory; and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

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

Class 2 - Optional Records

Any record considered temporarily worth keeping, but which is not a Class 1 record, may be classified as Class 2 (Optional) and shall be retained until it is reclassified as Class 3 (Disposable). If by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1 as specified in 5 CCR 16022, all records of the prior year may be classified Class 2 (Optional) pending further review and classification within one year. (5 CCR 16024)

Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable). These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent); and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated.

In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as Class 3 (Disposable). (5 CCR 16026, 16027)

(cf. 5113.2 - Work Permits)

(9/88 10/96) 11/09

Electronically Stored Information

~~***Note: With the extensive use of electronic messaging, communications, and devices, such as email, text message, and voicemail, in the conduct of official district business, many records and informational materials are generated and maintained in electronic format, making it necessary for districts to design a system for easily saving and retrieving such information when needed. The following optional section contains suggestions for the handling of such electronically stored information and may be revised to reflect district practice.***~~

All district-related electronically stored information generated or received by a district employee shall be saved to an electronic file on the district's computer and retained for at least 180 days, or shall be printed by the employee and physically filed in a way that it can be easily retrieved when needed.

However, any district-related electronically stored information that qualifies as a record, as defined above, shall be classified and retained as specified in the section "Classification of Records" above.

District-related electronically stored information includes, but is not limited to, any email, voicemail, text message, word processing document, spreadsheet, or text document related to district business or generated in the course of an employee's official duty.

~~***Note: The following optional paragraph may be revised to reflect district practice. Districts have the authority to monitor use of district-owned property and equipment, including those provided to employees to enable them to perform their duties efficiently, such as computers, cell phones, and other electronic communication devices. In such situations, an employee's expectation of privacy as it relates to the equipment is limited and the district may monitor it for appropriate use.***~~

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or

designee may check for appropriate use of any district-owned equipment at any time.

(cf. 4040 - Employee Use of Technology)

Any employee to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training on effectively using the device.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(10/96 11/09) 4/13

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

First Reading: September 12, 2013

Adopted:

King City, California

AR 4117.14 Personnel

Postretirement Employment

The Governing Board may hire retired certificated individuals who possess unique knowledge and experience to perform specialized work of a limited duration.

~~Any retired certificated individual who is a member of the defined benefit program of the State Teachers' Retirement System (STRS) and who is hired by the district to perform services pursuant to this administrative regulation shall not make contributions to the retirement fund or accrue service credit based on compensation earned from that service. (Education Code 24214)~~

~~Any retired individual hired under this administrative regulation shall be paid at a rate commensurate with that of other district employees performing comparable duties. (Education Code 24214)~~

~~Beginning July 1, 2010, any certificated individual who is a member of STRS and who retires from service below normal retirement age shall not be hired for service pursuant to this administrative regulation for at least six calendar months after his/her retirement from service. (Education Code 24214.5)~~

Postretirement Compensation Limitation

~~Upon retaining the services of a retired individual as a district employee, employee of a third party, or an independent contractor, the Superintendent or designee shall: (Education Code 22461, 24214)~~

- ~~1. Advise the retired individual of the postretirement compensation limitation set forth in Education Code 24116, 24214, and 24215~~
- ~~2. Maintain accurate records of the retired individual's compensation and report it monthly to STRS and the individual regardless of the method of payment or the fund from which the payments are made~~

~~When employing a retired individual eligible for any of the exemptions from the postretirement compensation limitation stated below, the Superintendent or designee shall submit to STRS, no later than June 30 of the school year for which the exemption is to apply, all required documentation to substantiate eligibility for the exemption. (Education Code 24216, 24216.5, 24216.6)~~

Exemption for Providing Specified Instructional Services

~~Until June 30, 2012, any retired-certificated individual employed by the district shall be exempt from the compensation limitation for members of STRS provided that he/she retired from service with an effective date on or before January 1, 2009, and is employed to provide any of the following services: (Education Code 24216.5, 24216.6)~~

- ~~1. Direct classroom instruction to students in grades K-12~~
- ~~2. Support and assessment for new teachers through the Beginning Teacher Support and Assessment program pursuant to Education Code 44279.1-44279.7~~

~~(cf. 4131.1—Beginning Teacher Support/Induction)~~

- ~~3. Support to individuals completing student teaching assignments~~
- ~~4. Support to individuals participating in an alternative certification program pursuant to Education Code 44380-44386 or a school paraprofessional teacher training program pursuant to Education Code 44390-44393~~

~~(cf. 4112.21—Interns)~~

~~(cf. 4222—Teacher Aides/Paraprofessionals)~~

- ~~5. Instruction and student services to students enrolled in special education programs pursuant to Education Code 56000-56885~~

~~(cf. 4112.23—Special Education Staff)~~

- ~~6. Instruction to students enrolled in English language learner programs pursuant to Education Code 300-340, 400-410, and 430-446~~

~~(cf. 4112.22—Staff Teaching Students of Limited English Proficiency)~~

- ~~7. Direct remedial instruction to students in grades 2-12 for the programs specified in Education Code 37252 and 37252.2~~

~~(cf. 5123—Promotion/Acceleration/Retention)~~

~~(cf. 6179—Supplemental Instruction)~~

~~Retired individuals who are exempt from the limitation on compensation shall be treated as part of a distinct class of temporary employees within the existing bargaining unit whose service may not be included in computing the service required as a prerequisite to attainment of or eligibility for classification as a permanent employee of the district. (Education Code 24216.5, 24216.6)~~

The compensation for the class of retired individuals shall be agreed to in the collective bargaining agreement between the district and the exclusive representative for the bargaining unit. (Education Code 24216.5, 24216.6)

Exemption for Appointment as Trustee/Administrator or for Emergency Situations

Until June 30, 2012, a retired certificated individual shall be exempt from the postretirement compensation limitation for a maximum period of 24 consecutive months if he/she is appointed by the Superintendent of Public Instruction as a trustee or administrator pursuant to Education Code 41320.1, appointed as a trustee by the State Board of Education pursuant to Education Code 52055.57-52055.60 (the Local Educational Agency Intervention program), or assigned to a position by the County Superintendent of Schools pursuant to Education Code 42122-42129. (Education Code 24216)

Until June 30, 2012, a retired individual shall be exempt from the postretirement compensation limitation up to an additional one half of the full-time position when employed in an emergency situation to fill a vacant administrative position requiring highly specialized skills, provided that all of the following conditions are met: (Education Code 24216)

1. The vacancy occurred due to circumstances beyond the district's control.
2. The recruitment process to fill the vacancy on a permanent basis is expected to extend over several months.
3. The employment is reported in a public meeting of the Board.

(cf. 9320—Meetings and Notices)

4. The retired individual's termination of employment with the district is not the basis for the vacant administrative position.

The above exemptions shall not apply to any individual who has received additional retirement service credit pursuant to Education Code 22715 or 22716. A retiree who has received an additional service credit pursuant to Education Code 22714 or 22714.5 shall be ineligible for the above exemptions for one year from his/her effective date of retirement for service performed in any California district, community college district, or county office of education. (Education Code 24216)

(cf. 4117.13/4317.13—Early Retirement Option)

Consultancy Contracts

~~A retired certificated employee serving as a consultant shall be retained as an employee and his/her service shall be limited in accordance with retirement system rules and regulations. (Education Code 35046)~~

~~To be eligible for consideration for a consultancy contract, a retired certificated employee must have served the district or the County Superintendent for at least 10 years and be at least 55 years of age. (Education Code 35046)~~

~~Retirement consultancy contracts are renewable annually for up to five years or until the employee reaches age 65, whichever comes first. (Education Code 35046)~~

Legal Reference:

~~EDUCATION CODE~~

~~300-340 English language education~~

~~400-410 English language acquisition program~~

~~430-446 English Learner and Immigrant Student Federal Conformity Act~~

~~22119.5 Creditable service, definition~~

~~22461 Notice of earnings limitation~~

~~22714 Encouragement of retirement~~

~~22714.5 2+2 service and year credit option under STRS~~

~~22715 Additional service credit~~

~~22716 Unpaid services~~

~~24116 Service at California State University~~

~~24214 Creditable service by retiree~~

~~24214.5 Postretirement compensation limit; members below normal retirement age~~

~~24215 Service at California State University~~

~~24216 Payments to retirants in excess of limitation~~

~~24216.5 Exemption from earnings limitation~~

~~24216.6 Exemption from earnings limitation~~

~~35046 Consultancy contracts~~

~~37252-37254.1 Supplemental instruction~~

~~41320.1 Appointment of trustee~~

~~42120-42129 Budget completion~~

~~44279.1-44279.7 Beginning Teacher Support and Assessment Program~~

~~44380-44386 Alternative certification program~~

~~44390-44393 School paraprofessional teacher training program~~

~~44830 Employment of certificated employees~~

~~44830.3 Employment of district interns~~

~~44929 Service credit under STRS; additional two years~~

~~44929.1 2+2 service and year credit option under STRS~~

~~52055.57-52055.60 Local Educational Agency Intervention program~~

~~56000-56885 Special education~~

Management Resources:

Personnel

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

~~***Note: The following optional administrative regulation addresses the legal requirements related to the rights and benefits provided by law to retired members of the State Teachers' Retirement System (STRS) when they are hired by the district after their retirement.***~~

When necessary, the district may, subject to specific legal requirements, hire a qualified retired certificated individual who possesses the knowledge and experience needed to perform specialized work or service for the district, as an employee, the employee of a third party, or an independent contractor/consultant.

(cf. 3600 - Consultants)

(cf. 4111/4211/4311 - Recruitment and Selection)

(cf. 4112 - Appointment and Conditions of Employment)

~~***Note: Pursuant to Education Code 24214, retired members of STRS may be hired to perform work that would normally accrue service credit in STRS (creditable service). Such retired individuals are allowed to receive compensation for rendered services without reduction in their retirement allowance, as long as the compensation does not exceed the compensation limit computed and adjusted annually by STRS.***~~

Any retired certificated individual who is a member of the defined benefit program of the State Teachers' Retirement System (STRS) and who is hired by the district to perform any service pursuant to Education Code 22119.5 or 26113 shall be paid at a rate commensurate with that of other district employees performing comparable duties. However, such a retired individual shall not make contributions to the retirement fund or accrue service credits based on compensation earned from that service. (Education Code 24214)

~~***Note: Education Code 24214.5 prohibits retired STRS members from performing creditable service by returning to postretirement employment for at least six months after their retirement. A return to creditable service during the six-month period may result in a dollar-for-dollar loss on a retiree's retirement allowance. Pursuant to Education Code 24214.5, as amended by AB 340 (Ch. 296, Statutes of 2012), a retired individual may be exempted from this prohibition if he/she~~

~~has attained the normal retirement age and certain conditions are met, including not receiving any financial inducement to retire. Such a retired individual shall nevertheless be subject to the postretirement compensation limitation specified in Education Code 24214.***~~

No retired certificated individual who is a member of STRS shall be hired by the district for at least six calendar months after his/her retirement from service unless he/she has attained the normal retirement age. Such hiring shall only be made with Governing Board approval in a public meeting, as reflected in a resolution that shall include information about the nature of the appointment and the following findings: (Education Code 24214.5)

- 1. The appointment is necessary to fill a critically needed position before 180 days have passed.**
- 2. The retired individual is eligible for this exemption because he/she did not receive additional service credit pursuant to Education Code 22714 or 22715 or a financial inducement to retire.**
- 3. The retired individual's termination of employment with the district is not the basis for the need to acquire the services of the retired individual.**

(cf. 9320 - Meetings and Notices)

~~***Note: Special rules apply to the hiring of an individual receiving a STRS disability allowance and the district should consult STRS and legal counsel prior to employing any such disability allowance recipient.***~~

Postretirement Compensation Limitation

~~***Note: Education Code 22461 requires the district to notify retired individuals of the postretirement compensation limitation, but expressly immunizes the district against liability for any amount paid in excess of the limitation or for failing to inform the retired individual that continuation of service would exceed the limitation.***~~

Whenever the district retains the services of a retired individual as a district employee, employee of a third party, or an independent contractor, the Superintendent or designee shall: (Education Code 22461, 24214)

- 1. Advise the retired individual of the postretirement compensation limitation set forth in Education Code 24214 or 24214.5 or any other applicable law**
- 2. Maintain accurate records of the retired individual's compensation and report it monthly to STRS and the individual, regardless of the method of payment or the fund from which the payments are made**

When employing a retired individual who is eligible for any exemption from the postretirement compensation limitation, the Superintendent or designee shall submit to STRS all required documentation to substantiate eligibility for the exemption. (Education Code 24214, 24214.5)

Legal Reference:

EDUCATION CODE

22119.5 Creditable service, definition
22461 Notice of earnings limitation
22714 Encouragement of retirement
22715 Additional service credit
22716 Unpaid services
24116 Service at California State University
24214 Creditable service by retiree
24214.5 Postretirement compensation limit; members below normal retirement age
24215 Service at California State University
26113 Creditable service, definition
35046 Consultancy contracts
41320.1 Appointment of trustee
42120-42129 Budget completion
44830 Employment of certificated employees
44830.3 Employment of district interns
44929 Service credit under STRS; additional two years
44929.1 2+2 service and year credit option under STRS
52055.57-52055.60 Local Educational Agency Intervention program

Management Resources:

WEB SITES

California State Teachers' Retirement System: <http://www.calstrs.com>

(11/09 11/10) 4/13

WEB SITES

California State Teachers' Retirement System: <http://www.calstrs.com>

(11/08 11/09) 11/10

Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: September 12, 2013

Adopted:

King City, California

BP 5030 Students

Student Wellness

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall build a coordinated school health system that supports and reinforces health literacy through health education, physical education ~~and activity~~, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement.

~~(cf. 3513.3 Tobacco Free Schools)~~
~~(cf. 3514 Environmental Safety)~~
~~(cf. 3555 Nutrition Program Compliance)~~
~~(cf. 5131.6 Alcohol and Other Drugs)~~
~~(cf. 5131.61 Drug Testing)~~
~~(cf. 5131.62 Tobacco)~~
~~(cf. 5131.63 Steroids)~~
~~(cf. 5141 Health Care and Emergencies)~~
~~(cf. 5141.22 Infectious Diseases)~~
~~(cf. 5141.27 Food Allergies/Special Dietary Needs)~~
~~(cf. 5141.3 Health Examinations)~~
~~(cf. 5141.31 Immunizations)~~
~~(cf. 5141.32 Health Screening for School Entry)~~
~~(cf. 5141.6 School Health Services)~~
~~(cf. 5142 Safety)~~
~~(cf. 5146 Married/Pregnant/Parenting Students)~~
~~(cf. 6142.1 Sexual Health and HIV/AIDS Prevention Education)~~
~~(cf. 6164.2 Guidance/Counseling Services)~~

To encourage consistent health messages between the home and school environment, the Superintendent or designee may disseminate health information to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

~~(cf. 1100 Communication with the Public)~~
~~(cf. 1112 Media Relations)~~
~~(cf. 1113 District and School Web Sites)~~
~~(cf. 1114 District Sponsored Social Media)~~
~~(cf. 6020 Parent Involvement)~~

***Note: The Healthy, Hunger-Free Kids Act of 2010 (42 USC 1758b) mandates each district participating in the National School Lunch Program (42 USC 1751-1769) or any program in the Child Nutrition Act of 1966 (42 USC 1771-1791), including the School Breakfast Program, to adopt a districtwide school wellness policy. The following policy fulfills this mandate and should be revised to reflect district practice. Other policies in the district's policy manual will likely contain additional provisions supporting this wellness policy, such as BP 3312—Contracts, BP/AR 3550—Food Service/Child Nutrition Program, BP/AR 3552—Summer Meal Program,

~~BP/AR 3553—Free and Reduced Price Meals, BP/AR 3554—Other Food Sales, BP/AR 6142.7—Physical Education and Activity, and BP/AR 6142.8—Comprehensive Health Education.***~~

~~***Note: Although the Governing Board has discretion under 42 USC 1758b to determine specific policies appropriate for its schools, the U.S. Department of Agriculture (USDA) is required to develop regulations that provide a framework and guidelines to assist districts in establishing their student wellness policies and to provide technical assistance through the Centers for Disease Control and Prevention (CDC). Currently the USDA and CDC provide resources and implementation tools on their web sites. In addition, CSBA's Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide summarizes research on the relationship between nutrition and physical activity and student achievement, provides worksheets for policy development, and contains other resources that may be useful in the development of the wellness policy.***~~

~~***Note: The following paragraph links student wellness with the components of a coordinated school health approach recommended in the California Department of Education's (CDE) Health Framework for California Public Schools and may be revised to reflect district practice.***~~

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

- (cf. 1020 - Youth Services)
- (cf. 3513.3 - Tobacco-Free Schools)
- (cf. 3514 - Environmental Safety)
- (cf. 5131.6 - Alcohol and Other Drugs)
- (cf. 5131.61 - Drug Testing)
- (cf. 5131.62 - Tobacco)
- (cf. 5131.63 - Steroids)
- (cf. 5141 - Health Care and Emergencies)
- (cf. 5141.22 - Infectious Diseases)
- (cf. 5141.3 - Health Examinations)
- (cf. 5141.31 - Immunizations)
- (cf. 5141.32 - Health Screening for School Entry)
- (cf. 5141.6 - School Health Services)
- (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)
- (cf. 6164.2 - Guidance/Counseling Services)

School Health Council/Committee

The **State Administrator**/ Superintendent or designee shall permit parents/guardians, students, **school** food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b)

To fulfill this requirement, the **State Administrator**/Superintendent or designee may appoint a School Health Council or other district committee whose membership shall include representatives of the above groups. He/she also may invite participation of other groups or individuals, such as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

(cf. 1220 - Citizen Advisory Committees)
(cf. 9140 - Board Representatives)

The school health council/committee shall meet at least once a year to advise the district on health-related issues, activities, policies, and programs. At the discretion of the **State Administrator**/Superintendent or designee, the duties of the council/committee may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

The school health council/committee shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the State Administrator/ Superintendent or designee, the duties of the council/committee may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

Nutrition and Physical Activity Goals

The Board shall adopt goals for nutrition promotion and education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the Districts determines appropriate. (42 USC 1758b)

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)

The district's nutrition education and physical education programs shall be based on research, consistent with the expectations established in the state's curriculum frameworks and content standards, and designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

~~Nutrition education shall be provided as part of the health education program and shall be integrated into other academic subjects in the regular educational program.~~

~~(cf. 6142.8 - Comprehensive Health Education)~~

~~The Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free give-aways, or other means.~~

~~(cf. 1325 - Advertising and Promotion)~~

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs.

**(cf. 5148.2 - Before/After School Programs)
(cf. 6177 - Summer Learning Programs)**

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free give-aways, or other means.

(cf. 1325 - Advertising and Promotion)

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

(cf. 5142.2 - Safe Routes to School Program)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

The Board may enter into a joint use agreement to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

(cf. 1330.1 - Joint Use Agreements)

The **State Administrator**/Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness and may provide opportunities for regular physical activity among employees. Professional development may include instructional strategies that assess health knowledge and skills and promote healthy behaviors.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

Nutritional Guidelines for Foods Available at School

For all foods available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC 1773 and 1779 and support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

The Board believes that foods and beverages available to students at district schools should support the health curriculum and promote optimal health, taking into consideration the needs of students with special dietary needs. Nutritional standards adopted by the district for all foods and beverages sold to students, including foods and beverages provided through the district's food service program, student stores, vending machines, fundraising, or other venues, shall meet or exceed state and federal nutritional standards.

(cf. 3312 - Contracts)

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

(cf. 3554 - Other Food Sales)

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

Food and beverage provided through federally reimbursable school meal programs shall meet or exceed federal regulations and guidance issued pursuant to 42 USC 1758(f)(1), 1766(a), and 1779(a) and (b), as they apply to schools (42 USC 1751 Note)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent

possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

(cf. 3552 - Summer Meal Program)
(cf. 3553 - Free and Reduced Price Meals)

~~The Superintendent or designee shall encourage school organizations to use healthy food items or non food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.~~

~~*(cf. 1230 - School-Connected Organizations)*~~

~~***Note: Nutrition standards pertaining to food sales outside the food services program (e.g., sales through vending machines, student stores, and fundraisers) are addressed in AR 3554 - Other Food Sales. Pursuant to 42 USC 1758b, the USDA is required to establish nutrition standards for all foods sold and served in school at any time during the school day, although exemptions may be allowed for school sponsored fundraisers if the fundraisers are approved by the school and are infrequent. Districts will be required to implement the standards beginning one school year following the approval of the federal rule.***~~

The Board believes that all foods and beverages sold to students at district schools, including those available outside the district's food services program, should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutritional standards.

(cf. 3312 - Contracts)
(cf. 3554 - Other Food Sales)

The State Administrator/Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

(cf. 1230 - School-Connected Organizations)

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

Program Implementation and Evaluation

The Superintendent or designee shall establish a plan for measuring implementation of the policy. The Superintendent shall designate at least one person within the District who is charged with operational responsibility for ensuring that the school sites implement the District's Student Wellness policy (42 USC 1751 Note)

(cf. 0500 - Accountability)

(cf. 3555 - Nutrition Program Compliance)

~~The Superintendent or designee shall measure the implementation of the policy District-wide. These measures shall include but not be limited to:~~

- ~~a. An analysis of the nutritional content of meals served based on a sample of menus~~
- ~~b. Student participation rates in school meal programs~~
- ~~c. Any sales of non-nutritious foods and beverages in fundraisers or other venues outside of the District's meal programs~~
- ~~d. Feedback from school food service personnel, school administrators, parents/guardians, students, and other appropriate persons~~
- ~~e. Any other indicators recommended by the Superintendent and approved by the Board~~

~~The Superintendent or designee shall report to the Board at least every two years on the implementation of this policy and any other Board policies related to nutrition and physical activity.~~

~~***Note: Items #1-8 below are optional and may be revised to reflect district practice. For further information about the following indicators and a list of other possible indicators, see CSBA's Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies. The guide also describes possible data sources that may be used for each indicator and includes a sample report format. Indicators selected by the district may include a mix of process measures (e.g., level of student participation, number of classes, staffing, and costs) as well as outcome measures that assess the policy's impact on students (e.g., physical fitness test results, Body Mass Index, and food choices).***~~

The Board and the State Administrator/Superintendent or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

- 1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements**
- 2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records**
- 3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the**

number of students eligible for that program

4. **Extent to which foods sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutritional standards**
5. **Results of the state's physical fitness test at applicable grade levels**
6. **Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity**
7. **A description of district efforts to provide additional opportunities for physical activity outside of the physical education program**
8. **A description of other districtwide or school-based wellness activities offered, including the number of sites and/or students participating, as appropriate**

The State Administrator/Superintendent or designee shall invite feedback on district and school wellness activities from food service personnel, school administrators, the school health council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

The Superintendent or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the content and implementation of this policy and assessment results. (42 USC 1758b)

In addition, the assessment results shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Posting Requirements

Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas. (Education Code 49432)

Legal Reference:

EDUCATION CODE

33350-33354 CDE responsibilities re: physical education

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs
49500-49505 School meals
49510-49520 Nutrition
49530-49536 Child Nutrition Act
49540-49546 Child care food program
49547-49548.3 Comprehensive nutrition services
49550-49561 Meals for needy students
49565-49565.8 California Fresh Start pilot program
49570 National School Lunch Act
51210 Course of study, grades 1-6
51220 Course of study, grades 7-12
51222 Physical education
51223 Physical education, elementary schools
51795-51796.5 School instructional gardens
51880-51921 Comprehensive health education
CODE OF REGULATIONS, TITLE 5
15500-15501 Food sales by student organizations
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs
UNITED STATES CODE, TITLE 42
1751-1769 National School Lunch Program, especially:
1758b Local wellness policy
1771-1791 Child Nutrition Act, including:
1773 School Breakfast Program
1779 Rules and regulations, Child Nutrition Act
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.1-220.21 National School Breakfast Program
COURT DECISIONS
Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

Management Resources:

CSBA PUBLICATIONS

Increasing Access to Drinking Water in Schools, Policy Brief, March 2013

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. April 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009

Physical Education and California Schools, Policy Brief, rev. October 2007

School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy

Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

CENTER FOR COLLABORATIVE SOLUTIONS

Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, March 2010

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide, 2005

FEDERAL REGISTER

Rules and Regulations, January 26, 2012, Vol. 77, Number 17, pages 4088-4167

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2005

Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000

WEB SITES

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

Action for Healthy Kids: <http://www.actionforhealthykids.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

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

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.calsna.org>

Center for Collaborative Solutions: <http://www.ccscenter.org>

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

Dairy Council of California: <http://www.dairycouncilofca.org>

National Alliance for Nutrition and Activity: <http://www.espinet.org/nutritionpolicy/nana.html>

National Association of State Boards of Education: <http://www.nasbe.org>

School Nutrition Association: <http://www.schoolnutrition.org>

Society for Nutrition Education: <http://www.sne.org>

U.S. Department of Agriculture, Food Nutrition Service, wellness policy:

<http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html>

—(11/07-7/11) 4/13

Management Resources:

CSBA PUBLICATIONS

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

Physical Education and California Schools, Policy Brief, rev. October 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009

Healthy Children Ready to Learn: A White Paper on Health, Nutrition, and Physical Education, January 2005

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

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Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, March 2010

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide, 2005

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2005

Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000

WEB SITES

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

Action for Healthy Kids: <http://www.actionforhealthykids.org>

California Department of Education, Nutrition Services Division:
<http://www.cde.ca.gov/ls/nu>

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

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):
<http://www.californiaprojectlean.org>
 California School Nutrition Association: <http://www.calsna.org>
 Center for Collaborative Solutions: <http://www.ccscenter.org>
 Centers for Disease Control and Prevention: <http://www.cdc.gov>
 Dairy Council of California: <http://www.dairycouncilofca.org>
 National Alliance for Nutrition and Activity:
<http://www.espinet.org/nutritionpolicy/nana.html>
 National Association of State Boards of Education: <http://www.nasbe.org>
 National School Boards Association: <http://www.nsba.org>
 School Nutrition Association: <http://www.schoolnutrition.org>
 Society for Nutrition Education: <http://www.sne.org>
 U.S. Department of Agriculture, Food Nutrition Service, wellness policy:
<http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html>
 (11/05-11/07) 7/11

Legal Reference:

EDUCATION CODE

33350-33354 CDE responsibilities re: physical education
 49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001
 49490-49494 School breakfast and lunch programs
 49500-49505 School meals
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 51220 Course of study, grades 7-12
 51222 Physical education
 51223 Physical education, elementary schools
 51795-51796.5 School instructional gardens
 51880-51921 Comprehensive health education

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations
 15510 Mandatory meals for needy students
 15530-15535 Nutrition education
 15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769 National School Lunch Program, especially:
 1758b Local wellness policy
 1771-1791 Child Nutrition Act, especially:
 1773 School Breakfast Program

.1779 Rules and regulations, Child Nutrition Act
CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.23 National School Breakfast Program

COURT DECISIONS

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

Management Resources:

CSBA PUBLICATIONS

Increasing Access to Drinking Water in Schools, Policy Brief, March 2013

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness
Policies, rev. 2012

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. April
2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012

Building Healthy Communities: A School Leader's Guide to Collaboration and
Community Engagement, 2009

Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief,
2009

Physical Education and California Schools, Policy Brief, rev. October 2007

School-Based Marketing of Foods and Beverages: Policy Implications for School Boards,
Policy Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools, Kindergarten Through
Grade Twelve, 2009

Health Framework for California Public Schools, Kindergarten Through Grade Twelve,
2003

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October
2006

CENTER FOR COLLABORATIVE SOLUTIONS

Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in
Healthy Eating, Physical Activity and Food Security in Afterschool Programs, March 2010

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and
Planning Guide, 2005

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Rules and Regulations, January 26, 2012, Vol. 77, Number 17, pages 4088-4167

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2005

Changing the Scene, Improving the School Nutrition Environment: A Guide to Local
Action, 2000

WEB SITES

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

Parental Notifications

Cautionary Notice 2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended:

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

Cautionary Notice 2013-14: AB 110 (Ch. 20, Statutes of 2010) relieves districts from the obligation, until July 1, 2014, to perform any activities that are deemed to be reimbursable state mandates under Government Code 17581.5. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.

***Note: The following exhibit lists notices which the law requires be provided to parents/guardians. Unless otherwise indicated, code numbers below refer to Education Code sections. ***

Note: The following exhibit lists those notices which the law requires be provided to parents/guardians. Unless otherwise indicated, code numbers below refer to Education Code sections.

I. Annually

<u>When to Notify:</u>	<u>Education or Other Legal Code:</u>	<u>Board Policy/ Admin. Regulation:</u>	<u>Subject:</u>
Beginning of each school year	Education Code 231.5, 48980	AR 5145.7	Sexual harassment policy as related to students
Beginning of each school year	Education Code 17612, 48980.3	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information

Beginning of each school year	Education Code 32255-32255.6, 48980	AR 5145.8	Right to refrain from harmful or destructive use of animals
Beginning of each school year	Education Code 35160.2, 48204, 46600-46611, 48980	AR 5111.1, AR 5116.1, AR 5117	All statutory attendance options, available local attendance options, options for meeting residency
Annually by February 1	Education Code 35256	BP 0510	School Accountability Report Card provided
Beginning of each school year	Educative code: 35291, 48980	AR 5144, AR 5144.1	District and Site discipline rules
Beginning of each school year	Education Code 35291, 48980	BP 5144, See AR 5144.1	District and site discipline rules
Beginning of each school year if high school open campus	Education Code 44808.5, 48980	AR 5112.5	Open campus
Beginning of each school year if Board has adopted resolution allowing such absence	Education Code 46014, 48980	BP 5113, See AR 5113	Absence for religious purposes
Beginning of each school year	Education Code 48205, 48980	BP 5113, See AR 5113	Absence for justifiable personal reasons
Beginning of each school year	Education Code 48205, 48980	AR 6154	Grade/credit cannot be reduced due to excused absence if work or test has been completed
Beginning of each school year	Education Code 48206.3, 48207, 48208, 48980	AR 6183	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school year	Education Code 48980, 52244	AR 6141.5	Availability of state funds to cover costs of advanced placement exam fees
Beginning of each school year	Education Code 48980	BP 6111	Schedule of minimum days
Beginning of each school year	Education Code 49063, 49068, 49069, 20 USC 1232g, 34 CFR 99.7	AR 5125	Student records: Inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine school official legitimate educational interest
Beginning of each school year	Education Code 49063, 49070	AR 5125, AR 5125.3	Challenge, review and expunging of records
Beginning of each school year	Education Code 49063, 49073	AR 5125.1	Release of directory information

Beginning of each school year	Education Code 49063, 49091.14	AR 5020, AR 5125	Availability of course prospectus
Beginning of each school year	Education Code 49403, 48980	BP 5141.31	Consent to school immunization program
Beginning of each school year	Education Code 49423, 49480, 48980	AR 5141.21	Administration of prescribed medication
Beginning of each school year	Education Code 49451, 48980; 20 USC 1232h	AR 5141.3	Right to refuse consent to physical examination
Beginning of each school year	Education Code 49472, 48980	AR 5143	Availability of insurance
Beginning of each school year	Education Code 49510-49520, 48980; 42 USC 1758; 7 CFR 245.5	AR 3553	Free and reduced price meals
Annually	Education Code 56301	BP 6164.4	Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school year	Education Code 58501	AR 6181	Alternative schools
Beginning of each school year	Healthy & Safety Code 104855	AR 5146.6	Availability of Dental Fluoride treatment: opportunity to accept or deny treatment
Annually	5 CCR 4622	AR1312.3	Uniform Complaint procedures, available appeals, Civil law remedies, and identity of coordinator
Beginning of each school year	20 USC 1681-1688, 42 USC 2000d-2000d-7, 34 CFR 106.9	BP 6178, BP 0410,	Nondiscrimination on basis of sex, disability, ethnicity or lack of English skills
Annually	5 CCR 4622	AR 1312.3	Uniform complaint procedures, available appeals, civil law remedies, and identity of coordinator
Beginning of each school year:	20 USC 1232h	AR 5022, BP 6162.8	Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities
Beginning of each school year: for districts receiving Title I funds	20 USC 6311	4112.24, AR 4222	Right to request information re: professional qualifications of their child's teacher and paraprofessional

Annually to parent, teacher and employee organizations or, in absence, individuals 40 CFR 763.84, 40 CFR 763.93 AR 3514

Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in their progress

II. At Specific Times During the Student's Academic Career

At least once before counseling in grades 7 through 12 Education Code 221.5, 48980 BP 6164.2

Course selection and career counseling

At beginning of each school year student has been placed in structured English immersion program Education Code 310, 5 CCR 11309 AR 6174

Placement of child in program and opportunity to apply for if parental exception waiver

Before high school student attends specialized secondary program on a university campus Education Code 17288 None

University campus buildings may not meet Education Code requirements for structural safety

To members of athletic teams Education Code 32221.5 AR 5143

Offer of insurance, no-cost and low-cost program options

Before presenting a course using live or dead animals or animal parts Education Code 32255-32255.6 AR 5145.8

Right to refrain from harmful or destructive use of animals

Beginning of each term for students who have not passed the exit exam by the end of grade 12 Education Code 37254 AR 6179

Availability of intensive instruction and services for two consecutive academic years and right to file complaint

Beginning of each school year in grades 7-12 Education Code 46010.1 BP 5113

Absence for confidential medical services

Beginning each school year in grades 9-12 and when high school student transfers into the district Education Code 48980, 60850 AR 6162.52

Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation

Beginning of each school year for students in grades 9-12 education Education Code 51229, 48980 BP 6143

College admission requirements, UC and CSU web sites that list certified courses, description of career technical and CDE Internet address, how students may meet with counselors

Beginning of each school year for students in grades 7-12 Education Code 51938, 48980 AR 6142.1

Explanation of sex and HIV/AIDS instruction; right to view A/V materials, who's teaching, request specific Education

Code sections, right to excuse			
Assessment and reassessment of English proficiency and enrollment in program of education for English language learners	Education Code 52164.1, 52164.3, 52173, 5 CCR 11303	AR 6174	Program of education for English language learners
Within 20 working days of receiving results of standardized achievement tests	Education Code 60641, 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use
Annually to each high school student	Education Code 66204	BP 6143	Copy of list of courses offered Student that are certified by UC as meeting admission criteria
Prior student participation in gifted and talented program	5 CCR 3831	AR 6172	Gifted and talented student program
Within 30 calendar days of receipt of CELDT results	5 CCR 11511.5	AR 6174	CELDT test results
To students in grades 11 and 12, early enough to enable registration for current fall test	5 CCR 11523	AR 6146.2	Notice of proficiency examination provided under Education Code 48412
For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners	20 USC 6312	AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program
Upon receipt of a complaint alleging discrimination	Education Code 262.3	AR 1312.3	Civil law remedies available to complaints
At least 72 hours before use of pesticide product not included in annual list	Education Code 17612	AR 3514.2	Intended use of pesticide product
If school has lost its WASC accreditation status	Education Code 35178.4	BP 6190	Loss of status, potential consequences
At least six months before implementing a schoolwide uniform policy	Education Code 35183	AR 5132	Dress code policy requiring schoolwide uniform

III. When Special Circumstances Occur

When determining whether an English learner should be Reclassified as fluent English Proficient	313; 5 CCR 11303	AR6174	Description of reclassification process, opportunity for parent/guardian to participate
Before implementing a year-round Schedule	Education Code 37616	BP 6117	Year-round schedule
When interdistrict transfer is requested and not approved or denied within 30 days	Education Code 46601	AR 5117	Appeal process
When student identified as being at risk of retention	Education Code 48070.5	AR 5123	Student at risk of retention
When student excluded due to quarantine, contagious or infectious disease, danger to safety or health	Education Code 48213	AR 5112.2, BP 5141.33	Student has been excluded from school
Before student is excluded for Lack of immunization	Education Code 48216;	AR 5141.31	Need to submit evidence of immunization or exemption within 10 days, referral to medical care
Before student is excluded for lack of immunization	Education Code 48216	AR 5141.31	Two weeks to submit evidence of immunization or exemption; referral to medical care
When a student is classified a truant	Education Code 48260.5, 48262	AR 5113.1	Tuancy, parental obligation, availability of alternative programs, student consequences, need for conference
When a truant is referred to a SARB or probation department	Education Code 48263	AR 5113.1	Name and address of SARB or probation department and reason for referral
When a school is identified on the state's Open Enrollment List	Education Code 48354; 5 CCR 4702	AR 5118	Student's opinion to transfer to another school
Within 60 days of receiving application for transfer out of open enrollment school	Education Code 48357; 5 CCR 4702	AR 5118	Whether student's transfer application is accepted or rejected; reasons for rejection
Prior to involuntary transfer	Education Code 48432.5	AR 6184	Right to require meeting prior to involuntary transfer to

to continuation school			continuation school	
When student is removed from class and teacher requires Parental attendance at school	Education Code 48900.1	BP 5144.1, AR 5144.1	Parental attendance required; timeline for attendance	
Prior to withholding grades, diplomas, or transcripts	Education Code 48904	AR 5125.2	Damaged school property	
When withholding grades, diplomas or transcripts from transferring student	Education Code 48904.3	AR 5125.2	Next school will continue withholding grades, diplomas or transcripts	
When student is released to peace officer	Education Code 48906	BP 5145.11	Release of student to peace officer	
At time of suspension	Education Code 48911	BP 5144.1, AR 5144.1	Notice of suspension	
When original period of suspension is extended	Education Code 48911	AR 5144.1	Extension of suspension	
At the time a student is assigned to a supervised suspension classroom	Education Code 48911.1	AR 5144.1	The student's assignment to a supervised classroom	
Before holding a closes session re: suspension	Education Code 48912	AR 5144.1	Intent to hold a closed session re: suspension	
When student expelled from another district for certain acts seeks admission	Education Code 48915.1, 48918	AR 5119	Hearing re: possible danger presented by expelled student	
When readmission is denied	Education Code 48916	AR 5144.1	Reasons for denial; determination of assigned program	
When expulsion occurs	Education Code 48916	AR 5144.1	Description of readmission procedures	
10 calendar days before expulsion hearing	Education Code 48918	AR 5144.1	Notice of expulsion hearing	
When expulsion or suspension of expulsion occurs	Education Code 48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status	
One month before the scheduled	Education Code 48980	BP 6111	When minimum days are scheduled after the beginning of the	

minimum day			school year
When parents request guidelines for filing complaint of child abuse at a school site	Education Code 48987	AR 5141.4	Guidelines for filing complaint of child abuse at a school site with local child protective agencies
When student in danger of failing a course	Education Code 49067	AR 5121	Student in danger of failing a course
When student transfers from another district or private school	Education Code 49068	AR 5125	Right to receive copy of student's record and to challenge its content
Within 24 hours of release of information to a judge or probation officer	Education Code 49076	AR 5125	Release of student record information to a judge or probation officer for conducting a truancy mediation program or for presenting evidence at a truancy petition
Before release of information pursuant to court order or subpoena	Education Code 49077	AR 5125	Release of information pursuant to court order or subpoena
When screening results in suspicion that student has scoliosis	Education Code 49452.5	AR 5141.3	Scoliosis screening
When test results in discovery of visual or hearing defects	Education Code 49456	AR 5141.3	Vision or hearing test
Annually to parents/guardians of student athletes before their first practice or competition	Education Code 49475	AR 6145.2	Information on concussions and head injuries
Before any test questioning personal beliefs	Education Code 51513	AR 5022	Permission for test, survey questioning personal beliefs
Within 14 days of instruction if arrangement made for guest speaker after beginning of school year	Education Code 51938	AR 6142.1	Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant
Prior to administering survey regarding health risks and behaviors to students in 7-12	Education Code 51938	AR 5022	Notice that the survey will be administered

30 calendar days of receipt of assessment of English	Education Code 52164.1 Education Code 521654.3 5 CCR 11511.5	AR 6174	Result of state test of English proficiency
When migrant education program is established	Education Code 54444.2	BP 6175, AR 6175	Parent advisory council membership composition
When sharing student immunization information with an immunization system	Health and Safety Code 120440	AR 5125	Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share
When hearing is requested by person asked to leave school premises	Penal Code 627.5	AR 3515.2	Notice of hearing
When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with laws regulating educational programs	5 CCR 4631	AR 1312.3	Appeal rights and procedures
When district substantively changes policy on student privacy rights	20 USC 1232h	AR 5022	Notice of any substantive change in policy or regulation
For districts receiving Title I funds, when a child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified"	20 USC 6311	AR 4112.24	Timely notice to parent of child's assignment
When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress	20 USC 6312	AR 0520.2	Notice of failure to parents of English language learners
Not later than 30 days after beginning of school year, to parents of English learners	20 USC 6312	AR 6174	Reasons for placement of proficiency, instructional methods, how program meets child's strengths and teaches exit requirements, right to choose another program

When school identified for program improvement or corrective action	20 USC 6316	AR 0520.2, AR 5116.1	Explanation of identification, reasons, how problem will be addressed, how parents can become involved, transfer option, availability of supplemental services
For districts with schools that have been identified for program improvement or corrective action, annually	20 USC 6316	AR 0520.2	Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers
When district identified for program improvement	20 USC 6316	AR 0520.3	Explanation of status, reasons for identification, how parents can participate in upgrading district
For schools receiving Title I funds, upon development of parent involvement policy	20 USC 6318	AR 6020	Notice of policy
For districts with secondary students receiving Title I funds	20 USC 7908	AR 5125.1	Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent
When household is selected for verification of eligibility for free or reduced price meals	42 USC 1758; 7 CFR 246.6a	AR 3553	Notice of need to submit verification information; any subsequent change in benefits; right to appeal
When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	34 CFR 99.34	AR 5125	Right to review records
IV. Special Education Notices			
Prior to conducting initial evaluation	Education Code 56301, 56321, 56321.5, 56321.6, 56329, 34 CFR 300.502	AR 6164.4	Proposed evaluation plan, related parental rights prior written notice
Prior to conducting initial evaluation	Education Code 56301, 56321, 56321.5, 56321.6, 56329, 34 CFR 300.502, 34 CFR 104.32, 34 CFR 104.36	AR 6164.4	District responsibilities, district actions, procedural safeguards
24 hours before IEP when district intending to record	Education Code 56341.1	AR 6159	Intention to audio-record IEP meeting

Early enough to ensure opportunity for parent to attend IEP meeting	Education Code 56341.5 34 CFR 300.322	AR 6159	Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate
When parent orally requests review of IEP	Education Code 56343.5	AR 6159	Need for written request
For student receiving exit exam waiver, prior to receipt of diploma	Education Code 60852.4	AR 6162.52	Right to FAPE
Before functional behavioral assessment begins	5 CCR 3052	AR 6159.4	Notification and consent
Before modification of behavioral intervention plan	5 CCR 3052	AR 6159.4	Need for modification, right to question modification
Within one school day of emergency intervention or serious property damage	5 CCR 3052	AR 6159.4	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation or placement, or FAPE, including when parent/guardian revokes consent for services	20 USC 1415(c), 34 CFR 300.300, 300.503	AR 6159, AR 6159.1	Prior written notice
Initial referral for evaluation	20 USC 1415(d), 34 CFR 300.503	AR 6159.1	Prior written notice and procedural safeguards notice
Registration of complaint	20 USC 1415(d), 34 CFR 300.504	AR 6159.1	Procedural safeguards notice
Disciplinary action taken for dangerous behavior	20 USC 1415(k), 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Suspension or change of placement for more than 10 days	20 USC 1415(k), 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Upon requesting a due process hearing:	20 USC 1415(k), 34 CFR 300.508	AR 6159.1	Child's name, address, school, description of problem, proposed resolution
Eligibility for services under Section 504	34 CFR 104.32, 104.36	AR 6164.6	Procedural safeguards, district responsibilities

V. Classroom Notices

In each classroom in each school Education Code 35186

AR 1312.4, E 1312.4

Complaint rights re: sufficiency of instructional materials, teacher vacancy and misassignment, maintenance of facilities, and, for classrooms with grades 10-12, right of students who did not pass the exit exam to receive intensive instruction after completion of grade 12

(3/11 3/12) 4/13

Regulation

First Reading: September 12, 2013

Adopted:

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

King City, California

BB 9130 Board Bylaws

Board Committees

~~The Governing Board may establish Board committees as necessary. The Board shall determine the duties of the committee at the time of its appointment. Unless specifically authorized by the Board to act on its behalf, Board committees shall act in an advisory capacity. When its duties have been completed, the committee shall be dissolved.~~

~~(cf. 1220 – Citizen Advisory Committees)~~

~~Board committees shall provide public notice of their meetings and conduct these meetings in accordance with state open meeting laws.~~

~~Meetings of advisory committees or standing committees for which an agenda is posted at least 72 hours in advance of the meeting pursuant to Government Code 54954.2, shall be considered, for purposes of the Brown Act, as regular meetings of the Board. (Government Code 54954)~~

~~(cf. 9320 – Meetings and Notices)~~

~~(cf. 9322 – Agenda/Meeting Materials)~~

~~Board advisory committees composed solely of less than a quorum of the members of the Board are not subject to open meeting laws unless they are standing committees that have a continuing subject matter jurisdiction or a meeting schedule established by the Board. (Government Code 54952)~~

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

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

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 9140 - Board Representatives)

Upon establishing a committee, the Board shall clearly define the committee's purpose, any timeline for completion of assigned responsibilities, any stakeholder groups or individuals to be represented on the committee, length of time that committee members are expected to serve, and expectations for reporting to the Board and/or the Superintendent or designee.

Unless specifically authorized by the Board to act on its behalf, the committee shall act in an advisory capacity.

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

(cf. 9121 - President)

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

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

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

Committee Meetings

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

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

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

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

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

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

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

The **State Administrator**/Superintendent or designee may serve as an advisor to any committee at the discretion of the Board.

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

When a Board committee composed exclusively of Board members has provided for public comment on an item at a public meeting before or during the committee's consideration of the item, the Board is not obliged to provide for public comment on the item at a subsequent Board meeting. Public comment shall be afforded, however, if the Board determines that the item has been substantially changed since it was heard by the committee. (Government Code 54954.3)

Legal Reference:

~~EDUCATION CODE~~

~~35010 Control of district; prescription and enforcement of rules~~

~~35024 Executive committee~~

~~35160 Authority of governing boards~~

~~35160.1 Broad authority of school districts~~

~~GOVERNMENT CODE~~

~~54952 Legislative body, definition~~

~~54952.2 Definition of meeting~~

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

~~54954.3 Opportunity for public to address legislative body~~

~~ATTORNEY GENERAL OPINIONS~~

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

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

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

~~(2/97-10/97)-2/99~~

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

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

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

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

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

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

(cf. 9321 - Closed Session Purposes and Agendas)

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35024 Executive committee

35160 Authority of governing boards

35160.1 Broad authority of school districts

GOVERNMENT CODE

54950-54963 The Brown Act, especially:

54952 Legislative body, definition

54952.2 Definition of meeting

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

54954.3 Opportunity for public to address legislative body

54957 Closed session purposes

COURT DECISIONS

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

ATTORNEY GENERAL OPINIONS

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

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

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

Management Resources:

CSBA PUBLICATIONS

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

WEB SITES

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

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

(10/97 2/99) 4/13

Bylaw

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: September 12, 2013

Adopted:

King City, California

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of AB1200 (CSEA)

MEETING: September 12, 2013

AGENDA SECTION: Action

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 has settled negotiations with the Classified Employees (CSEA) for 2013/14. AB1200 disclosure is required to clearly state the impact of the proposed agreement for the current fiscal year and for the subsequent two years.

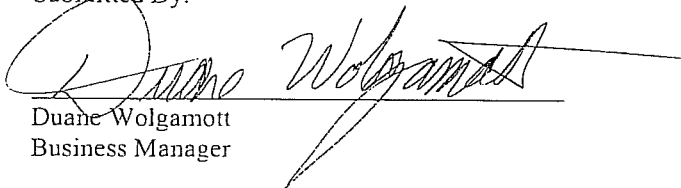
Recommendation:

It is recommended that the State Administrator approve the AB1200 Agreement.


Fiscal Impact:

There is a one time savings of \$46,480.

Submitted By:


Duane Wolgamott
Business Manager

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
800 Broadway Street, King City, CA 93930 • 831-385-0606 • FAX 831-385-0695

August 28, 2013

Narrative – AB1200 disclosure - CSEA

There are three components included in the budget related to CSEA this year. Not all were technically negotiations, but they have been included to give a complete picture of their effect on the budget for current year and ongoing years.

- PERB Settlement - The District settled a PERB claim with CSEA prior to it going to mediation. The increased **cost** for Classified salaries and benefits for the 2013/14 fiscal year is \$166,934. This is a one-time cost.
- Reorganization – The District negotiated the impact of reorganization. The ongoing **savings** of this reorganization for salaries and benefits is \$148,871.
- Regular CSEA negotiations – 4 furlough days for the 2013/14 for a one-time **savings** of \$46,480 in Classified salaries and benefits.

See the attached agreements for more details.



Duane Wolgamott
Business Manager
South Monterey County Joint Union High School District
831-385-0606 ext. 4338

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
 in accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

Name of School District: South Monterey County Joint Union High School District
 Name of Bargaining Unit: CSEA
 Certificated, Classified, Other: Classified

The proposed agreement covers the period beginning: July 1, 2013 and ending: June 30, 2016
 (date) (date)

The Governing Board will act upon this agreement on: September 12, 2013
 (date)

This form, along with a copy of the proposed agreement, should be submitted to the County Office at least 10 working days prior to the date the Governing Board will take action. **Please note that school districts with a Qualified or Negative certification pursuant to E.C. section 42131 must allow the COE at least ten (10) working days to review and comment on any proposed agreement.**

A. Proposed Change in Compensation

Compensation	Column 1 Current Year Annual Cost Prior to Proposed Agreement FY 2013-14	Fiscal Impact of Proposed Agreement		
		Column 2 Current Year Increase/(Decrease) FY 2013-14	Column 3 MultiYr Agreement only: 1st Subsequent Year Increase/(Decrease) FY 2014-15	Column 4 Multiyr Agreement only: 2nd Subsequent Year Increase/(Decrease) FY 2015-16
1 Salary Schedule (This is to include Step and Column, which is also reported separately in Item 6.)	\$ 1,976,130	\$ (159,067)	\$ 38,413	\$ 39,181
		-8.05%	2.11%	2.11%
2 Other Compensation - Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ -	\$ 166,934	\$ -	\$ -
Description of other compensation		PERB Settlement agreement - one time expense		
3 Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 467,605	\$ (2,019)	\$ 9,312	\$ 9,498
		-0.432%	2.00%	2.00%
4 Health/Welfare Plans	\$ 509,791	\$ (17,204)	\$ -	\$ -
		-3.37%	0.00%	0.00%
5 Total Compensation - Add Items 1 thru 4	\$ 2,953,526	\$ (11,356)	\$ 47,725	\$ 48,679
		-0.384%	1.62%	1.63%
6 Step and Column - Due to movement plus any changes due to settlement. This is a subset of Item No. 1.	\$ -	\$ -	\$ 38,413	\$ 39,181
7 Total Number of Represented Employees (Use FTEs if appropriate)	40.50	40.50	40.50	40.50
8 Total Compensation Average Cost per Employee	\$ 72,927	\$ (280)	\$ 1,178	\$ 1,202
		-0.384%	1.62%	1.63%

South Monterey County Joint Union High School District

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

There was a PERB settlement costing the District one time costs of \$166,934. There was a reorganization of classified for which the District negotiated the impacts which has ongoing savings of \$148,871/yr ongoing. There was also a negotiated 4 forlough days for 2013/14 for all classified employees for about a 2% savings - one time.

10. What was the negotiated percentage increase: On-Going OR One-Time

11. Are there reopeners? Yes No

12. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

No

13. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

14. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes No

If yes, please describe the cap amount.

\$10,820 per FTE - prorated

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

None

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

Additional support added to school sites by moving from District Office as well as extending work year on some employees.

South Monterey County Joint Union High School District

D. What contingency language is included in the proposed agreement?

Just reopeners

E. Will this agreement create or increase deficit spending in the current or subsequent year(s)?

"Deficit Spending" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

The agreement will reduce future deficit spending

F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

None

G. Source of Funding for Proposed Agreement:

1. Current Year

General Fund

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

Single year is a cost - no ongoing. Ongoing is savings.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

General Fund savings

South Monterey County Joint Union High School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit:

CSEA

	Column 1	* Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of July 1)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
UNRESTRICTED REVENUES				
Revenue Limit Sources (8010-8099)	\$ 11,705,506	\$ -	\$ -	\$ 11,705,506
Remaining Revenues (8100-8799)	\$ 1,908,714	\$ -	\$ -	\$ 1,908,714
TOTAL UNRESTRICTED REVENUES	\$ 13,614,220	\$ -	\$ -	\$ 13,614,220
UNRESTRICTED EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 5,776,582	\$ -	\$ -	\$ 5,776,582
Classified Salaries (2000-2999)	\$ 1,375,631	\$ (159,067)	\$ 166,934	\$ 1,383,498
Employee Benefits (3000-3999)	\$ 2,068,101	\$ (19,233)	\$ -	\$ 2,048,868
Books and Supplies (4000-4999)	\$ 328,617	\$ -	\$ -	\$ 328,617
Services, Other Operating Expenses (5000-5999)	\$ 1,431,460	\$ -	\$ -	\$ 1,431,460
Capital Outlay (6000-6599)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 1,274,147	\$ -	\$ -	\$ 1,274,147
Direct Support/Indirect Cost (7300-7399)	\$ (29,707)	\$ -	\$ -	\$ (29,707)
Other Adjustments				
TOTAL UNRESTRICTED EXPENDITURES	\$ 12,224,831	\$ (178,300)	\$ 166,934	\$ 12,213,465
OPERATING SURPLUS/(DEFICIT)	\$ 1,389,389	\$ 178,300	\$ (166,934)	\$ 1,400,755
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ 100,000	\$ -	\$ -	\$ 100,000
Contributions (8980-8999)	\$ (1,683,293)	\$ -	\$ -	\$ (1,683,293)
CURRENT YEAR INCREASE (DECREASE) IN UNRESTRICTED FUND BALANCE	\$ (393,904)	\$ * 178,300	\$ (166,934)	\$ (382,538)
UNRESTRICTED BEGINNING FUND BALANCE	\$ 595,251			\$ 595,251
Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)	\$ -			\$ -
CURR YR UNRESTRICTED ENDING BALANCE	\$ 201,347	\$ 178,300	\$ (166,934)	\$ 212,713
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable Amounts (9711-9719)	\$ 6,000	\$ -	\$ -	\$ 6,000
Committed/Assigned Amounts (9750-9780)	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties (9789)		\$ -	\$ -	\$ -
Unappropriated/Unappropriated Amounts (9790)	\$ 195,347	\$ 178,300	\$ (166,934)	\$ 206,713

* Please see question on page 7.

Monterey County Office of Education

South Monterey County Joint Union High School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit: Restricted General Fund
CSEA

	Column 1	* Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of July 1)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
RESTRICTED REVENUES				
Revenue Limit Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ 2,496,100	\$ -	\$ -	\$ 2,496,100
TOTAL RESTRICTED REVENUES	\$ 2,496,100	\$ -	\$ -	\$ 2,496,100
RESTRICTED EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 1,287,760	\$ -	\$ -	\$ 1,287,760
Classified Salaries (2000-2999)	\$ 600,499	\$ -	\$ -	\$ 600,499
Employee Benefits (3000-3999)	\$ 590,327	\$ -	\$ -	\$ 590,327
Books and Supplies (4000-4999)	\$ 323,806	\$ -	\$ -	\$ 323,806
Services, Other Operating Expenses (5000-5999)	\$ 1,072,496	\$ -	\$ -	\$ 1,072,496
Capital Outlay (6000-6599)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 292,698	\$ -	\$ -	\$ 292,698
Direct Support/Indirect Cost (7300-7399)	\$ 29,707	\$ -	\$ -	\$ 29,707
Other Adjustments				
TOTAL RESTRICTED EXPENDITURES	\$ 4,197,293	\$ -	\$ -	\$ 4,197,293
OPERATING SURPLUS (DEFICIT)	\$ (1,701,193)	\$ -	\$ -	\$ (1,701,193)
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
Contributions (8980-8999)	\$ 1,683,293	\$ -	\$ -	\$ 1,683,293
CURRENT YEAR INCREASE (DECREASE) IN RESTRICTED FUND BALANCE	\$ (17,900)	*	\$ -	\$ (17,900)
RESTRICTED BEGINNING FUND BALANCE	\$ 28,599			\$ 28,599
Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)	\$ -			\$ -
CURR YR RESTRICTED ENDING BALANCE	\$ 10,699	\$ -	\$ -	\$ 10,699
COMPONENTS OF ENDING FUND BALANCE:				
Restricted Amounts (9740)	\$ 10,699	\$ -	\$ -	\$ 10,699

* Please see question on page 7.

South Monterey County Joint Union High School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit: **Combined General Fund**
CSEA

	Column 1	* Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of July 1)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ 11,705,506	\$ -	\$ -	\$ 11,705,506
Remaining Revenues (8100-8799)	\$ 4,404,814	\$ -	\$ -	\$ 4,404,814
TOTAL REVENUES	\$ 16,110,320	\$ -	\$ -	\$ 16,110,320
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 7,064,342	\$ -	\$ -	\$ 7,064,342
Classified Salaries (2000-2999)	\$ 1,976,130	\$ (159,067)	\$ 166,934	\$ 1,983,997
Employee Benefits (3000-3999)	\$ 2,658,428	\$ (19,233)	\$ -	\$ 2,639,195
Books and Supplies (4000-4999)	\$ 652,423	\$ -	\$ -	\$ 652,423
Services, Other Operating Expenses (5000-5999)	\$ 2,503,956	\$ -	\$ -	\$ 2,503,956
Capital Outlay (6000-6599)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 1,566,845	\$ -	\$ -	\$ 1,566,845
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
TOTAL EXPENDITURES	\$ 16,422,124	\$ (178,300)	\$ 166,934	\$ 16,410,758
OPERATING SURPLUS (DEFICIT)	\$ (311,804)	\$ 178,300	\$ (166,934)	\$ (300,438)
Transfer In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ 100,000	\$ -	\$ -	\$ 100,000
Contributions (8980-8999)	\$ -	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (411,804)	\$ * 178,300	\$ (166,934)	\$ (400,438)
BEGINNING FUND BALANCE	\$ 623,850			\$ 623,850
Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)	\$ -			\$ -
CURRENT YEAR ENDING FUND BALANCE	\$ 212,046	\$ 178,300	\$ (166,934)	\$ 223,412
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable Amounts (9711-9719)	\$ 6,000	\$ -	\$ -	\$ 6,000
Restricted Amounts (9740)	\$ 10,699	\$ -	\$ -	\$ 10,699
Committed/Assigned Amounts (9750-9780)	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties (9789)	\$ -	\$ -	\$ -	\$ -
Unappropriated/Unappropriated Amounts (9790)	\$ 195,347	\$ 178,300	\$ (166,934)	\$ 206,713
Reserve for Economic Uncertainties Percentage	1.18%			1.25%

* Please see question on page 7.

South Monterey County Joint Union High School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Cafeteria Fund

Bargaining Unit:

CSEA

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of July 1)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ 416,000	\$ -	\$ -	\$ 416,000
TOTAL REVENUES	\$ 416,000	\$ -	\$ -	\$ 416,000
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ -	\$ -	\$ -	\$ -
Classified Salaries (2000-2999)	\$ 65,158		\$ -	\$ 65,158
Employee Benefits (3000-3999)	\$ 41,484		\$ -	\$ 41,484
Books and Supplies (4000-4999)	\$ 399,858	\$ -	\$ -	\$ 399,858
Services, Other Operating Expenses (5000-5999)	\$ 9,500	\$ -	\$ -	\$ 9,500
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 516,000	\$ -	\$ -	\$ 516,000
OPERATING SURPLUS (DEFICIT)	\$ (100,000)	\$ -	\$ -	\$ (100,000)
Transfers In and Other Sources (8910-8979)	\$ 100,000		\$ -	\$ 100,000
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ -	*	\$ -	\$ -
BEGINNING FUND BALANCE	\$ -			\$ -
Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)	\$ -			\$ -
CURRENT YEAR ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -
COMPONENTS OF ENDING FUND BALANCE:				
Nonspendable Amounts (9711-9719)	\$ -	\$ -	\$ -	\$ -
Restricted Amounts (9740)	\$ -	\$ -	\$ -	\$ -
Committed/Assigned Amounts (9750-9780)	\$ -	\$ -	\$ -	\$ -

* Please see question on page 7.

South Monterey County Joint Union High School District

I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS UNRESTRICTED FUNDS

Unrestricted General Fund Multiyear Projection

Bargaining Unit:

CSEA

	2013-14	2014-15	2015-16
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
UNRESTRICTED REVENUES			
Revenue Limit Sources (8010-8099)	\$ 11,705,506	\$ 11,972,669	\$ 12,176,147
Remaining Revenues (8100-8799)	\$ 1,908,714	\$ 1,882,400	\$ 1,882,400
TOTAL UNRESTRICTED REVENUES	\$ 13,614,220	\$ 13,855,069	\$ 14,058,547
UNRESTRICTED EXPENDITURES			
Certificated Salaries (1000-1999)	\$ 5,776,582	\$ 5,834,637	\$ 5,893,275
Classified Salaries (2000-2999)	\$ 1,383,498	\$ 1,223,442	\$ 1,240,551
Employee Benefits (3000-3999)	\$ 2,048,868	\$ 2,066,532	\$ 2,104,699
Books and Supplies (4000-4999)	\$ 328,617	\$ 346,440	\$ 354,409
Services, Other Operating Expenses (5000-5999)	\$ 1,431,460	\$ 1,474,888	\$ 1,508,810
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 1,274,147	\$ 1,274,147	\$ 1,274,147
Direct Support/Indirect Cost (7300-7399)	\$ (29,707)	\$ (18,384)	\$ (18,384)
Other Adjustments		\$ -	\$ -
TOTAL UNRESTRICTED EXPENDITURES	\$ 12,213,465	\$ 12,201,702	\$ 12,357,507
OPERATING SURPLUS (DEFICIT)	\$ 1,400,755	\$ 1,653,367	\$ 1,701,040
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ 100,000	\$ 100,000	\$ 100,000
Contributions (8980-8999) (Enter as a negative)	\$ (1,683,293)	\$ (1,722,009)	\$ (1,761,615)
CURRENT YEAR INCREASE (DECREASE) IN UNRESTRICTED FUND BALANCE	\$ (382,538)	\$ (168,642)	\$ (160,575)
UNRESTRICTED BEGINNING FUND BALANCE	\$ 595,251	\$ 212,713	\$ 44,071
Pri Yr Audit Adjustmnts/Restatemnts (9793/9795)	\$ -		
UNRESTRICTED ENDING FUND BALANCE	\$ 212,713	\$ 44,071	\$ (116,504)
COMPONENTS OF ENDING BALANCE:			
Nonspendable Amounts (9711-9719)	\$ 6,000	\$ 6,000	\$ 6,000
Committed/Assigned Amounts (9750-9780)	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
Unappropriated/Unappropriated Amounts (9790)	\$ 206,713	\$ 38,071	\$ (122,504)

WARNING: 9790 Unappropriated Amounts must be positive

South Monterey County Joint Union High School District

J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		2013-14	2014-15	2015-16
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 16,510,758	\$ 16,398,995	\$ 16,554,800
b.	State Standard Minimum Reserve Percentage for this District Enter percentage:	3.00%	3.00%	3.00%
c.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. or \$61,000)	\$ 495,323	\$ 491,970	\$ 496,644

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
b.	General Fund Budgeted Unrestricted Unappropriated Amount (9790)	\$ 206,713	\$ 38,071	\$ (122,504)
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unappropriated Amount (9790)	\$ -	\$ -	\$ -
e.	Total Available Reserves	\$ 206,713	\$ 38,071	\$ (122,504)
f.	Reserve for Economic Uncertainties Percentage	1.25%	0.23%	-0.74%

3. Do unrestricted reserves meet the state minimum reserve amount?

2013-14	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2014-15	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2015-16	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

4. If no, how do you plan to restore your reserves?

South Monterey County Joint Union High School District

5. If the total amount of the adjustment in Column 2 on Page 4 does not agree with the amount of the Total Compensation Increase in Section A, Line 5 on Page 1 (i.e., increase was partially budgeted), explain the variance below:

None

6. Please include any additional comments and explanations of Page 4 as necessary:

None

L. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This disclosure document is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. This certification page should be signed by the Superintendent and Chief Business Official at the time of public disclosure. The absence of one or both of the signatures should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of the South Monterey County Joint Union High School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2013 to June 30, 2016

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	\$ (68,656)
Expenditures/Other Financing Uses	\$ (80,022)
Ending Balance(s) Increase (Decrease)	\$ 11,366

Subsequent Years

Budget Adjustment Categories:	Budget Adjustment Increase/(Decrease)
Revenues/Other Financing Sources	\$ -
Expenditures/Other Financing Uses	\$ (148,871)
Ending Balance(s) Increase (Decrease)	\$ 148,871

Budget Revisions

If the district does not adopt all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

I hereby certify I am unable to certify

David R. Morales
District Superintendent
(Signature)

8-28-13
Date

I hereby certify I am unable to certify

Sharon W. Wilson
Chief Business Official
(Signature)

8-28-13
Date

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER #529

and

SOUTH MONTEREY COUNTY
JOINT UNION SCHOOL DISTRICT

PERB NO. SF CE 2911-E

SETTLEMENT AGREEMENT

July 1, 2013

1. District will issue a lump sum payment in July 2013 to each current employee affected by the April 2011 reorganization and/or the implementation of a non-negotiated salary schedule in August 2010, as follows:
 - A. Current employees who are working in a different classification because of the reorganization shall be paid a lump sum payment of the difference between the employee's current annual base salary and the 2009-2010 annual base salary rate, for the 2012-2013 year only. Those employees are:
 - Juan Aguirre
 - Ron Allred
 - Herman Arroyo
 - Martin Espinoza
 - Jose Fuentes-Dias
 - Salvador Garibay
 - Liz Hernandez
 - Minerva Navarro
 - Lidia Rodriguez
 - Maria Villagomez
 - Juan Villasenor
 - B. Current employees who were employed by the District in August 2010 and who were placed on a non-negotiated salary schedule with a 2% reduction and "y rated", shall be paid a lump sum payment of the difference between the employee's current annual base salary and the employee's annual base salary rate prior to that action in August 2010, for the 2012-2013 year only. These employees are:
 - Maria Isabel Aguirre
 - Ruben Alvarez

Alicia Felix
Teresa Gama
Patsy Hardin
Donna Lisk Jefferson
Hortencia Lopez
Rosaneli Martinez
Maria Navarro
Lucia Ruiz-Castillo
Hugo Silva
Angel Torres

2. Effective July 1, 2013, each employee who is currently working in a range lower than that s/he held prior to the April 2011 reorganization as a result of that reorganization shall have his/her salary re-rated as follows:
 - A. The salary range shall be the same as it was prior to the reorganization, but on the "B" salary schedule.
 - B. Step placement shall be based on the step which reflects her/his years of service in the District on the "B" salary schedule.
 - C. The employee's hourly rate shall be "y rated" at the new B schedule (attached) placement; his/her hourly rate shall remain at this level until the hourly rate on the B salary schedule for the position in which s/he currently serves reaches the "y rated" level.
 - D. The affected employees are: Juan Aguirre, Minerva Navarro, and Salvador Garibay.
3. All unit members shall be placed on a new salary schedule, Schedule B (attached), effective July 1, 2013 and all previous salary schedules shall no longer be utilized.
4. All savings garnered from the implementation of this Agreement shall be credited to CSEA's "fair share" of the District's actual budget deficits in 2013-14 and 2014-2015.
5. The District agrees to not layoff or reduce hours in CSEA bargaining unit positions prior to July 1, 2014 with the exception of the following:
 - The parties agree to negotiate the District's intended reduction of hours in the food services department for the 2013-2014 year.

- If as a result of negotiating over the District's proposed reorganization for 2013-2014 the parties agree that positions should be eliminated, the parties shall bargain the impacts and effects of that decision.
 - This provision does not preclude the exercise of current contractual and/or legal rights assigned to CSEA, the Governing Board and/or State Administrator or the declaration of impasse..
 - If the reorganization is implemented the District shall convene a committee of CSEA members impacted by the 2013-14 reorganization, in December 2013, to review and discuss the effectiveness of the reorganization. Any recommendations by the committee that fall within the scope of bargaining shall be referred to the District and CSEA for negotiations.
6. District will notify CSEA and meet upon request to review any prospective reorganization, establishment of new positions, transfer of unit duties, layoff(s) and reclassification, prior to implementation to discuss possible alternatives. District agrees to negotiate on any proposal within scope of bargaining.
 7. CSEA will dismiss with prejudice the pending PERB Unfair Practice Charge SF-CE-2911-E.
 8. This Agreement shall not become effective until ratified by both parties.
 9. This agreement shall be subject to the grievance procedures set forth in the collective bargaining agreement.

DATED: 7-1-13

DATED: July 1, 2013

CSEA CHAPTER #529:

SMCJUHSD:

[Signature]
María E. [Signature]
Isabel Aguirre
Valerie Davis, RR
Juan Aguirre

[Signature]

[Handwritten mark]

South Monterey County Joint Union High School District
 CLASSIFIED SALARY SCHEDULE B
 July 1, 2013

Year Range	1		2		3		4		5	
1	10.84	1879.64	11.39	1973.72	11.95	2071.72	12.55	2175.60	13.18	2284.38
2	11.12	1926.68	11.67	2022.72	12.25	2123.66	12.86	2229.50	13.51	2341.22
3	11.39	1974.70	11.96	2072.70	12.56	2176.58	13.18	2285.36	13.85	2400.02
4	11.68	2023.70	12.26	2124.64	12.87	2231.46	13.52	2343.18	14.19	2459.80
5	11.97	2074.66	12.57	2178.54	13.20	2287.32	13.85	2401.00	14.55	2521.54
6	12.27	2126.60	12.88	2232.44	13.52	2344.16	14.20	2461.76	14.91	2584.26
7	12.57	2179.52	13.20	2288.30	13.86	2402.96	14.55	2522.52	15.28	2648.94
8	12.89	2233.42	13.53	2345.14	14.21	2462.74	14.92	2586.22	15.67	2715.58
9	13.21	2289.28	13.87	2403.94	14.56	2524.48	15.29	2650.90	16.06	2783.20
10	13.54	2347.10	14.22	2464.70	14.93	2587.20	15.67	2716.56	16.46	2852.78
11	13.88	2405.90	14.57	2525.46	15.30	2651.88	16.07	2785.16	16.87	2924.32
12	14.23	2465.68	14.94	2589.16	15.68	2718.52	16.47	2854.74	17.29	2996.84
13	14.58	2527.42	15.31	2653.84	16.07	2786.14	16.88	2926.28	17.72	3072.30
14	14.94	2590.14	15.70	2720.48	16.48	2855.72	17.30	2998.80	18.17	3148.74
15	15.32	2655.80	16.09	2788.10	16.89	2927.26	17.74	3074.26	18.62	3228.12
16	15.70	2721.46	16.49	2857.68	17.31	3000.76	18.18	3150.70	19.09	3308.48
17	16.10	2790.06	16.90	2929.22	17.75	3076.22	18.63	3229.10	19.56	3390.80
18	16.50	2859.64	17.32	3002.72	18.19	3152.66	19.10	3310.44	20.05	3476.06
19	16.91	2931.18	17.75	3077.20	18.64	3231.06	19.57	3392.76	20.55	3562.30
20	17.33	3004.68	18.20	3154.62	19.11	3312.40	20.07	3478.02	21.07	3651.48
21	17.76	3079.16	18.65	3233.02	19.58	3394.72	20.57	3565.24	21.59	3742.62
22	18.21	3156.58	19.12	3314.36	20.08	3479.98	21.08	3654.42	22.13	3836.70
38	27.03	4685.38	28.38	4919.60	29.80	5165.58	31.29	5424.30	32.86	5695.76

Longevity:

- 1.80% After 6 years
- 3.50% After 8 years
- 4.25% After 10 years
- 5.00% After 12 years
- 5.63% After 14 years
- 6.25% After 16 years
- 6.88% After 18 years
- 7.50% After 20 years

ARM

Tentative Agreement on District Reorganization
between
CSEA Chapter 529
and the
South Monterey County Joint Union High School District

1. Receptionist

- Reclassify current employee Delia Arreola from Receptionist to Receptionist/HR Assistant
- Reallocate salary range from 7 to 9
- Change responsibility level of HR functions to "assist"
- Basic Job Functions: Strike "transcription of documents"
Strike "private" from the phrase "private employee records"
- Education and Experience: Change "three years of increasingly responsible clerical experience involving human resources functions" to "sufficient training and experience to demonstrate the knowledge and abilities listed above".

2. Student Information Manager

- Eliminate classification

3. Data System Analyst

- Establish new classification at Range 25
- 12 month, 8 hour *per day* work year
- The employees who were laid off from the Student Information Manager and Computer Technician II positions, Teresa Gama and Maria Argueta, shall be given the opportunity to be tested for the essential skills of Data System Analyst. The employee with the highest score shall be offered the position as a rehire option. In the event that one of these two employees is not interested in qualifying for the position, the rehire offer shall be made to the remaining employee. After the position is filled by one of these two employees, the testing results shall be utilized to determine training to be provided by the District.

4. Technology Technician II

- Eliminate classification

5. Truancy Specialist

- Eliminate classification

6. Registrar

- Establish at salary range 14
- Establish 11 month work year

- Open two positions, one in each high school office
- Transfer current Registrar, Rosanelli Martinez, to King City site; rescind layoff notice
- Essential Job Functions: Assist with the "Review and process Aeries parent portal request forms"

7. Student Services Technician

- Increase work year from 10.5 months to 11 months
- Essential Job Functions: 4) Strike "Compiles alphanumeric data, accounts for....."
- *Add: Creates and maintains spreadsheets as necessary*
9) Strike "CELDT"

8. Office Assistant

- Increase work year from 10.5 months to 11 months

9. Alternative Education Secretary

- Increase work year from 10.5 months to 11 months

10. Library Clerk

- Increase work year from "SDO" to 10.5 months
- Adjust calendar to start July 30, 2013 and end June 12, 2014
- *Eliminate: Manage Read 180 system enrollment and assisting teachers in enrolling students in SRI and replace with: Register students in district reading programs and assisting teachers with such programs.*
 - *Eliminate College level course work may substitute for/be deemed equivalent of some experience add Experience in working in school setting and/or some library work desired*
 - *Salary range 12*

11. Food Service

- There will be one Food Service Worker: Lead position (6.5 hours) at each site, determined by site seniority
- There will be one Food Service Worker 2 hour position at each site, determined by site seniority
- There will be one Food Service Worker 3 hour position at each site, determined by site seniority
- The least senior Food Service Worker shall be laid off due to a reduction in force

In addition:

- The district expects that candidates for any classified position that becomes vacant after this agreement is implemented will possess basic skills necessary for that position and will be tested for the essential skills required of that position.

- The district will proceed with implementation of this agreement prior to completion of the ratification process, however should this agreement not be ratified, the parties will return to the bargaining table.
- This agreement shall be subject to the grievance procedures set forth in the collective bargaining agreement.

TA Date:

7/9/13

For CSEA:

[Signature]
Maria E. [Signature]
Isabel Aguirre
[Signature]
Theresa Davis, RR

For the District:

[Signature]
Daniel R. Moirao Ed.D. State Administrator

South Monterey County Joint Union High School District
And the
California School Employees Association and its Chapter 529

SIDE LETTER OF AGREEMENT

August 6, 2013

The California School Employees Association, Chapter 529 and the South Monterey County Joint Union High School District hereby agree to the following:

Classified employees agree to schedule four (4) furlough days off during 2013-14. The days shall be non-paid days to be scheduled on non-student days. The value of these furlough days shall count toward the district's estimated deficit projected for 2014-15. It is the intent of the parties to engage in a "fair share" agreement where all employee groups equally share in the district's deficit.

The value of the four (4) furlough days shall be pro-rated over eight (8) months beginning with the November 2013 payroll.

The following non-student days may be scheduled by any classified employee who works more than a school days only schedule. The day may be scheduled with a 2-week notice.

November 27
December 19
December 20
March 10
April 14 21
May 16
June 6

Employees with a school days only schedule shall take the following days off:
June 2, 3, 4, and 5

The District agrees that it shall not assign substitutes, short term workers, volunteers, or student workers to perform the work of a furloughed employee.

If an employee serves his/her employment before the end of 2013-2014, their final paycheck shall reflect reconciliation for actual furlough time taken off with furlough deductions.

Furlough time off shall be treated as days worked in the calculation of overtime hours. For example, an employee who is required to work on a Saturday, whose regular work week is Monday through Friday, and who took furlough time off during that Monday through Friday, shall have the hours worked on Saturday paid at the overtime rate.

Furlough time off shall be treated as regular work time when an employee is called back or called in to work and the "call back and call in" rules shall apply according to the collective bargaining Agreement.

Furlough time off shall not affect the calculations for PERS, sick leave or vacation accrual, step advancement, or longevity.

The parties will meet ~~agree to reconvene~~ before September 30, 2013 to evaluate the district's unaudited actuals. The parties agree that CSEA shall have the right to reopen work year for 2013-14 should there be any additional changes in the 2013-14 certificated work year. If the number of furlough days changes, the pro-rated deductions shall be adjusted to reflect the change.

This agreement is subject to the grievance and arbitration sections of the collective bargaining agreement.

FOR CSEA CHAPTER 529:

[Signature]
[Signature]
[Signature]
[Signature]

FOR THE DISTRICT:

[Signature] 8/6/13
FOR
DAN MOIRAO
STATE
ADMINISTRATOR

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

SUBJECT: Approval of Ratified CSEA Contract

MEETING: September 12, 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
- X _____ 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:

On August 6, 2013 the district and the local chapter of CSEA reached tentative agreement on all issues related to the contract for 2013-2014. On August 22, 2013 the CSEA local 529 ratified the agreements. The State Administrator must now ratify that agreement.

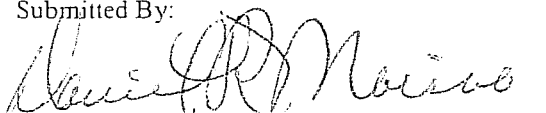
Recommendation:

It is recommended that the State Administrator ratify the tentative agreements with CSEA local 529.

Fiscal Impact:

This agreement provides a savings to the districts of \$344,222.00

Submitted By:



Daniel R. Moirao, Ed.D.
State Administrator

Approved:



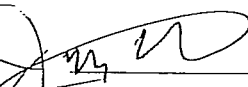
Daniel R. Moirao, Ed.D.
State Administrator

TENTATIVE AGREEMENT

This Tentative Agreement is entered into by and between the South Monterey Union High School District ("District") and the California School Employees Association Chapter 529 ("Association").

- 1) The 2013-2014 classified work year shall be reduced by four days (commonly referred to as "furlough days") with a corresponding reduction in annual base pay. This provision is subject to the Side Letter of Agreement dated Aug 6, 2013 attached hereto.
- 2) The District and Association agree to send a withdrawal letter to Monterey County Schools Insurance Group ("Trust") by November 1, 2013 in order to preserve the right to withdraw from the Trust. The parties agree to study health plan alternatives for the 2014 benefit year.
- 3) All of the agreed upon contract articles are attached hereto and incorporated herein by reference.
- 4) This Agreement is subject to ratification by both parties.

For the District:

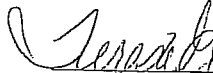
 Date: 8/6/13

FOR

DAN MOIRAO

STAFF ADMINISTRATOR

For the Association:

 Date: 8-6-13

Sabel Aguirre

Juan Aguirre

Valerie Davis, ZRR

South Monterey County Joint Union High School District
And the
California School Employees Association and its Chapter 529

SIDE LETTER OF AGREEMENT

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Furlough time off shall be treated as days worked in the calculation of overtime hours. For example, an employee who is required to work on a Saturday, whose regular work week is Monday through Friday, and who took furlough time off during that Monday through Friday, shall have the hours worked on Saturday paid at the overtime rate.

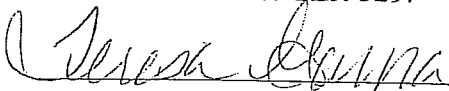
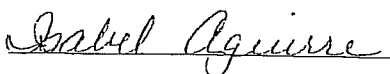

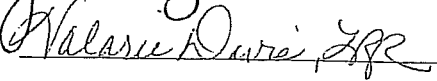
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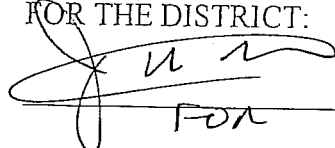
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This agreement is subject to the grievance and arbitration sections of the collective bargaining agreement.

FOR CSEA CHAPTER 529:

FOR THE DISTRICT:


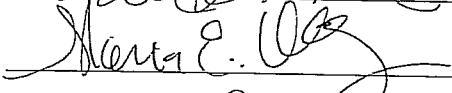
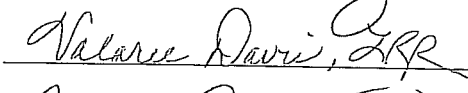

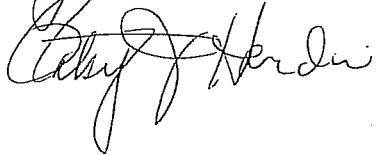
 8/6/13
FOR
DAN MOIRAO
STATE
ADMINISTRATOR

TA Date: 1/25/2013

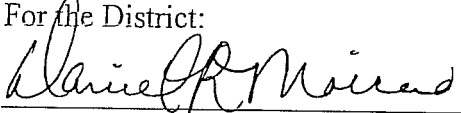
AGREEMENT

This Agreement, hereinafter referred to as "Agreement" entered into by and between the ~~King City~~ **South Monterey County** Joint Union High School District, a public school employer, hereinafter referred to as "District," and the California School Employees Association and its King City Chapter #529, hereinafter referred to as "CSEA." "Employee" as used in this agreement refers to a "CSEA bargaining unit member".

For CSEA:

For the District:


Daniel R. Moirao Ed.D. State Administrator

Tentative Agreement Between CSEA Chapter 529
and the
South Monterey County Joint Union High School District

ARTICLE I

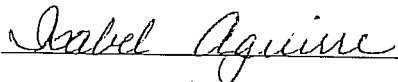
1.0 RECOGNITION

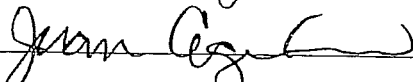
- 1.1 The District hereby recognizes CSEA as the exclusive representative for all classified employees. All newly created positions, except those lawfully designated as certificated, management, supervisory, confidential, substitute, noon duty supervisors, and professional experts or consultants, shall be assigned to the bargaining unit. Disputed cases shall be submitted to the Public Employment Relations Board (PERB) for resolution and shall not be processed as grievances.
- 1.2 Excluded from the CSEA/#529 bargaining unit are the positions of any classified positions designated as management or confidential.
- 1.3 ~~No position within the bargaining unit shall be reclassified and/or no new positions established without prior consultation with CSEA. This shall include positions under any Federal, State, or other similarly sponsored programs.~~

TA Date: 8/6/13

For CSEA:

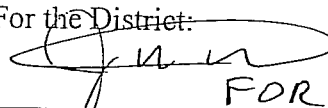






Valerie Davis, LRR

For the District:



FOR

Daniel R. Moirao Ed.D. State Administrator

8/6/13

TA Date: 2/8/13 Supercedes TA of 1/25/13

ARTICLE III

3.0 ORGANIZATIONAL RIGHTS AND RESPONSIBILITIES

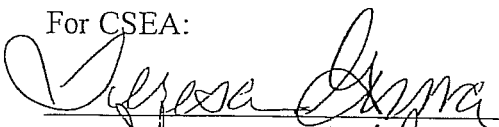
3.1 CSEA shall have the following rights in addition to the rights covered by other portions of this Agreement.

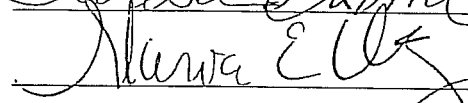
- 3.1.1 The right to designate a Job Steward at each of the two high school communities from among employees in the unit for the purpose of promoting an effective relationship between the District and employees by helping to settle problems at the lowest level of supervision. CSEA shall notify the District in writing of the name of the Job Steward.
- 3.1.2 The Job Steward shall be allowed release time when conferring with employees in the unit on processing grievances. Permission shall be obtained from the employee's supervisor prior to taking release time. The use of release time shall not prevent the Job Steward from fulfilling the duties of their regular job
- 3.1.3 A CSEA representative may visit the District during operating hours for purposes consistent with the Agreement and afforded access to areas in which employee's work, after obtaining permission from the supervisor.
- 3.1.4 The right to hold meetings on District property, consistent with District policy.
- 3.1.5 The right to use institutional equipment, such as computers, typewriters and copiers, and shall reimburse the District for any cost incurred.
- 3.1.6 The right to have designated, and use without charge, institutional bulletin board space at locations within the school, and use of the school mail system, distribution boxes, and other means of communication for posting or transmission of material dealing with proper or legitimate business materials of CSEA. Notices must be signed by a CSEA officer or authorized representative. **Copies of any public (meetings on district property or public event) notice or public (not internal CSEA business) communication to unit members shall also be provided on the same day to the principal of the school(s) where distributed and to the Superintendent/State Administrator.**
- 3.1.7 The right to be supplied with a complete "hire date" roster of all bargaining unit employees. The roster shall include name of the employees, original date of hire, classification(s) in which served and seniority in each classification served if available. **The District will also provide a seniority**

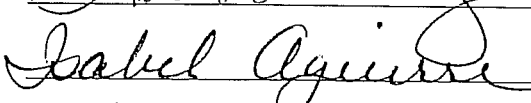
list, at least annually, upon request from the CSEA Chapter President, or designee. Additional requests from the CSEA Chapter President, or designee, will be honored with at least 3 weeks prior notice.



- 3.1.8 The right of release time for two (2) CSEA chapter delegates to attend the CSEA annual conference at the employee's expense.
- 3.1.9 Members of the CSEA Negotiations Committee shall, upon arrangement, but in no case later than **two (2) days** after a request, **except when both parties agree to a schedule with less than a 2 day notice**, be excused from their regular duties without loss of pay for time spent in negotiations or other scheduled occasions with the District or its representatives, if conducted during work hours.
- 3.1.10 The Chapter President shall notify his/her supervisor as soon as possible when release time is needed. The supervisor shall approve the release time unless it will cause a hardship on the President's department. **The District shall grant 12 hours of district paid release time. Release time shall not exceed 2 hours in any single month unless approval is granted by the State Administrator or his/her designee.**
- 3.1.11 The right to conduct an orientation session on this Agreement for bargaining unit employees during regular working hours. CSEA shall notify the District two (2) days in advance prior to meeting and obtain approval.
- 3.1.12 When CSEA holds regular monthly chapter meetings at 4:00 pm or later, employees who are regularly scheduled to work at that time shall be entitled to one hour of release time to attend the meeting. Officers and site reps who are regularly scheduled to work at that time shall receive up to two hours of release time to attend the meeting. Any other members who choose to attend the meeting do so on their own time.
- 3.1.13 Upon mutual agreement of CSEA and the District a joint benefits committee will be formed to investigate medical coverage alternatives and the effects of legislation.

For CSEA:

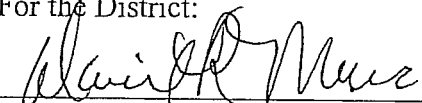






Valerie Davis, SRR



For the District:



Daniel R. Moirao Ed.D. State Administrator

Tentative Agreement Between CSEA Chapter 529
and the
South Monterey County Joint Union High School District

ARTICLE V

5.0 HOURS AND OVERTIME

5.1 Workweek: The workweek shall consist of five (5) consecutive days, Monday through Friday eight (8) hours per day or forty (40) hours per week. This Article shall not restrict the extension of the regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District.

A four-day, 10 hour per day work week may be established within the Monday through Friday work week by mutual agreement between CSEA and the District.

5.2 Workday: The hours of the workday shall be designated by the District for each classified assignment at the time of employment. Each employee shall be assigned a fixed, regular, and ascertainable minimum number of hours.

On any school day during which pupils would otherwise have been in attendance but are not and for which certificated personnel receive regular pay (Teacher In-Service Day), at least one (1) night shift employee shall work the night shift at the straight time rate. This employee shall be chosen by (1) volunteer basis, or (2) rotation basis. The dates of Teacher In-Service days and the choice of classified employee to work the night shift shall be determined at least ten (10) working days in advance. All other night shift employees shall be assigned to work a regular day shift.

5.3 Adjustment of Assigned Time: Any employee in the bargaining unit who works a minimum of thirty (30) minutes or more per day in excess of her/his regular part-time assignment for a period of twenty (20) consecutive working days or more, shall have her/his regular assignment adjusted upward to reflect the longer hours in order to acquire fringe benefits on a properly prorated basis effective with the next pay period.

5.4 Increase in Hours: When additional hours are assigned to a part-time position on a regular basis, the assignment shall be offered to the employee in the appropriate class on the basis of job qualifications and seniority. If the employee declines the assignment, it shall be offered to the remaining employees in the class on the same basis until the assignment is made. If two (2) or more employees are equally qualified, the employee with the greatest seniority will be offered the assignment first.

5.5 Reduction in Assignment Time: Any reduction in assigned time shall be accomplished in accordance with the Education Code.

5.6 Lunch Periods: Employees shall be entitled to an uninterrupted lunch period after the employee has been on duty for four (4) hours. The length of time for such lunch period

shall be for a period of no longer than one (1) hour nor less than one-half (1/2) hour and shall be scheduled for full time employees at or about the mid-point of each work shift by the supervisor.

5.7 **Rest Periods:**

5.7.1 Employees shall be granted rest periods which in so far as practicable shall be in the middle of each work period at the rate of fifteen (15) minutes per four (4) hours worked or major fraction thereof. The time of movement to or from the break area is not normally expected to exceed five (5) minutes.

5.7.2 Specified periods may be designated when the operations of the District require someone to be present at the employee's work site at all times or when the District determines it is necessary for the efficient operation of the District. Such times shall be determined by the supervisor.

5.7.3 Rest periods are a part of the regular workday and shall be compensated at the regular rate of pay for the employees.

5.8 **Overtime:** Except as otherwise provided herein, all overtime hours as defined in this section shall be compensated at a rate of pay equal to time and one-half the regular rate of pay of the employee. Overtime is defined to include any time worked in excess of eight (8) hours in any one day or on any one shift or in excess of forty (40) hours in any calendar week, whether such hours are worked prior to the commencement of a regularly assigned starting time or subsequent to the assigned quitting time.

5.8.1 Employees having an average workday of four (4) hours or more during a workweek shall be compensated at the overtime rate beginning with the sixth (6th) consecutive day of duty in the workweek.

5.8.2 Employees whose average workday is less than four (4) hours shall be compensated at the overtime rate for any work required to be performed on the seventh (7th) consecutive day of the workweek.

5.8.3 All hours worked on holidays designated by this Agreement shall be compensated at the rate of time and one-half of her/his regular rate of pay in addition to the regular pay received for the holiday.

5.8.4 Overtime will not be worked without prior approval of the supervisor. An exception to this is granted if an emergency situation develops which, if not resolved immediately, will result in potential injury to students, staff, or public or damage to facilities or properties. In the event of such occurrence, the individual employee responsible for the area of concern is authorized to make a determination of need.

5.8.5 If a four-day workweek is established, the overtime rate shall be paid for all

hours worked in excess of the required workday, which shall not exceed 10 hours. Work performed on the fifth, sixth and seventh days shall be compensated for at a rate equal to 1-1/2 times the regular rate of pay of the employee designated and authorized to perform the work.

5.8.6 Further if a four-day workweek is established, an employee working an average work day of five hours or less during a workweek shall, for any work required to be performed on the sixth or seventh day following commencement of their workweek, be compensated for at a rate equal to 1-1/2 times the regular rate of pay of the employee designated and authorized to perform the work.

5.9 Swing Shift – Paid Lunch: Any full time employee whose assigned work shift commences between 2:00 p.m. and 5:00 p.m. shall be entitled to a 30 minute paid lunch within their 8 hour workday. Employees entitled to this paid lunch period will be required to stay at their assigned work site.

5.10 Overtime for Employees Receiving Reduction in Hours as Shift Differential: An employee whose shift differential premium consists of a reduction in assigned hours shall be paid at the appropriate overtime rate for all hours worked in excess of seven and one-half (7-1/2) hours in any one day or in any one shift or in excess of thirty-seven and one-half (37-1/2) hours in any one calendar week, whether such hours are worked prior to the commencement of a regularly assigned starting time or subsequent to the regular assigned quitting time.

5.11 Overtime Compensation: ~~An employee shall not have the option to elect to take compensatory time off in lieu of cash compensation for overtime work. All overtime work will be paid accordingly to the rates established in this section and during the pay period in which it is worked.~~

- A) An employee, with prior written approval from the supervisor, shall have the option to elect to take compensatory time off in lieu of cash compensation for overtime work or extra time. Such election shall be submitted in writing with the miscellaneous payroll time sheet each month. Compensatory time not recorded in this manner, and, shall not be honored by the District. Compensatory time off shall be granted at the appropriate rate of pay.
- B) Compensatory time shall be taken at a time mutually acceptable to the employee and the District within four (4) months of the date on which it was earned. If the compensatory time has not been taken within four (4) months of the date on which it was earned, the District shall pay the employee in cash for all such time at the appropriate rate based on the employee's rate of pay at the time it was earned. Compensatory time shall not be carried beyond June 30 of any year and any necessary payout shall be made no later than June each year.
- C) An employee may accrue no more than 40 hours at any time.

5.12 **Overtime - Equal Distribution:** Overtime shall be distributed and rotated as equally as is practical among employees within each department as determined by the District.

5.13 **Activity/Field Trip Driving Assignments-School Bus Drivers:**
Extra time/overtime shall be distributed and recorded in compliance with the following provisions for bus drivers.

- A) An "Activity/Field Trip Board" shall be established to be effective at the start of each school year, listing drivers in order of seniority. Trip assignments shall be posted seven calendar days in advance.
- B) The first Activity/Field Trip driving assignments at the start of each school year shall be made in order of seniority.
 - 1) Thereafter, the driver having the least credited Activity/Field trip hours shall be offered the trip first. The purpose of this provision shall be to equally distribute Activity/Field trip driving assignments as much as possible. Therefore, the second driving assignment shall be assigned to the driver with the next least number of credited hours, and so forth, in ascending order.
 - 2) If the least number of hours is equal among two or more drivers, the driver who has been longest without an activity/Field Trip assignment will be offered the trip.
- C) Drivers shall have the right to refuse an Activity/Field Trip driving assignment; however, if all drivers have refused, the trip returns back to the original driver. If he/she refuses it or cannot take it, the Transportation Supervisor or designee has the authority to assign the trip to anyone on the "Activity/Field Trip Board".
 - 1) A driver is allowed to refuse three Activity/Field Trip driving assignments, and then he/she must take their next assigned trip.
 - 2) In the event a driver refuses an Activity/Field Trip driving assignment, the hours driven by the accepting driver shall be credited to the refusing driver, unless the trip was offered less than 24 hours in advance of the time it is to start.
 - 3) Activity/Field Trip driving assignments accepted by drivers and subsequently refused due to illness or emergency situations will not be credited as a trip on the "Activity/Field Trip Driving Board" for the refusing driver. The term "emergency" shall mean a situation which the driver could not have known at the time of acceptance and could not control through reasonable diligence.
 - 4) Only the driver initially refusing a trip will be charged with the hours for

that trip. Subsequent drivers who refuse the same trip will not be charged with the hours. A driver accepting a trip, refused by another driver, will not be charged with the hours driven. The refused trip will be offered to the next driver with the lowest Activity/Field Trip Board hours.

- 5) If a driver is sick or out for an extended period and has missed more than two Activity/Field Trips and is behind in hours, the Board will be averaged and that driver will be given the next available unassigned trip.
- 6) If the Transportation Director is notified within 48 hours of the posting of an Activity/Field Trip, drivers may voluntarily trade trips with each other providing it does not interfere with other job responsibilities and schedules. Acceptance of a pasted trip and voluntary trip trades must have prior clearance from other affected supervisors. However, each driver who voluntarily trades shall only be credited with his/her originally assigned number of trip hours.

5.13.1 **Field Trip Cancellations:** If an Activity/Field Trip is canceled, the driver whose trip has been canceled shall be offered the next unassigned trip.

5.13.2 **When a New Trip Becomes Available:** When a new trip becomes available within the posted two-week period, the unassigned driver with the least amount of accumulated trip hours shall be assigned the trip.

5.13.3 **No management or Supervisory personnel shall drive a school bus route nor an Activity/Field Trip except in an emergency.**

A) An "Emergency" means when there is absolutely no regular bus driver or substitute available to drive, and the run or trip must be covered.

B) Every effort shall be made by the Transportation Supervisor or designee to rearrange driver schedules, route or buses in order to prevent management or supervisory personnel from supplanting classified employees or preventing classified employees from performing classified bargaining unit work.

5.14 **Minimum Call-In Time:** Any employee called in to work on a day when the employee is not scheduled to work shall receive a minimum of two (2) hours pay at the appropriate rate of pay irrespective of the actual time spent.

5.15 **Standby Time - Trip Driving:** All standby time for bargaining unit bus drivers working trips other than during regularly assigned work hours shall be considered as regular time worked and shall be compensated on a straight time or overtime basis as are other hours worked. If the trip is for over one (1) night or more, the driver shall be credited with her/his regular daily hours worked or if the time exceeds her/his regular work hours, work hours shall be credited until released. Bus drivers on overnight trip

assignments shall be provided meals and lodging equal to that, which is provided for any other District employee.

5.16 **Call Back Time:** Any employee called back to work after satisfactory completion of her/his regular assignment shall be compensated for at least two (2) hours of work at the overtime rate, irrespective of the actual time spent.

5.17 **Summer School Assignments:**

5.17.1 When work normally and customarily performed by bargaining unit employees is required to be performed at times other than during the regular academic year, the work shall be assigned to bargaining unit employees serving in the appropriate classification(s) as described in 5.18.2.

5.17.2 When it is necessary to assign bargaining unit employees, not regularly so assigned to serve at times other than during the regular academic year, the assignment(s) shall be made on the basis of seniority, but no employee shall be required to accept such assignment.

A) The bargaining unit applicants in the same classification as the summer assignment(s) shall be ranked by seniority within classification and offered the assignment(s), in descending order, the most senior applicant first.

B) Applicants who normally serve in classifications other than that of the summer assignment, shall be screened by the District to ensure that they meet the minimum qualifications of the summer assignment as defined by the job description for that classification. Qualified applicants from this group shall then be ranked by district-wide seniority and offered the assignment, in descending order, if no bargaining unit member in the same classification as the assignment applied for or accepted the assignment.

5.17.3 Each bargaining unit member offered an assignment under this section, shall have the right to choose their assignment when more than one assignment is available in the same classification. The District shall create a comprehensive listing of all assignments that will be available each summer and distribute it to all bargaining unit members as soon as administratively practicable each spring. The listing shall include the assignment locations, beginning and ending dates, daily work schedules, salary range, and the application process and deadline.

5.17.4 An employee who accepts a summer school assignment in accordance with the provisions of the Section shall receive, on a pro rata basis, no less than the compensation and benefits applicable to the classification during the regular academic year, and in no event shall her/his compensation and/or benefits be

less, on a pro rata basis, than the compensation and benefits he/she was receiving immediately prior to the commencement of the summer school assignment.

5.18 Maintenance of Bus Driver Certificate: When a full time employee with ten (10) years or more of service, under the care of a medical doctor, is advised against maintaining a bus driver's certificate for medical reasons, he/she shall not be required by the District to maintain such certificate to continue the same total hours of employment. If the District requests a second opinion, the District can require the employee to see a doctor of District selection at no cost to the employee. Disputed cases shall be heard by the State Administrator ~~go to a hearing before the School Board. Whenever possible, employee will give the District advance notice of their intent to transfer under this provision in order to allow the District to plan for adequate staffing. ??????~~ This section does not alter section 11.4 of this agreement.

TA Date: 8-6-13

For CSEA:

[Signature]
Isabel Aguirre
[Signature]
Nalanie Davis, APR

For the District:

[Signature] 8/6/13
FOR
Daniel R. Morao Ed.D. State Administrator

Tentative Agreement Between CSEA Chapter 529
and the
South Monterey County Joint Union High School District

ARTICLE VI

6.0 PAY AND ALLOWANCES

The District will provide unit members an IRS 125 Plan.

6.1 Salary Schedules: All bargaining unit employees shall be classified and designated a range and step. (Appendix A attached)

6.2 Regular Rate of Pay

6.2.1 The regular rate of pay for each position in the bargaining unit shall be in accordance with the ranges established for each class as provided in Appendix B, which is attached hereto and incorporated as a part of the Agreement. The regular rate of pay shall include any shift differential and/or longevity increment required to be paid under this Agreement.

6.2.2 All classified employees shall have anniversary dates of July 1 for purpose of salary schedule advancement. A new employee who has been in paid status for at least 75% of the days of a full year assignment for his or her classification shall be eligible for advancement on the following July 1. Anniversary dates for salary schedule advancement shall have no effect on seniority dates.

6.3 ~~Reclassification Committee: The Reclassification Committee shall be comprised of two CSEA members appointed by CSEA; two District members appointed by the Superintendent/State Administrator; one member jointly approved by CSEA and the District. These individuals shall serve a three-year term. They may be reappointed by their respective organizations for subsequent terms. All members of the committee must be present to meet and take action. If a committee member's classification is under discussion, that member may not participate and an alternate shall be selected to substitute for the disqualified member.~~

~~The purpose of the committee is to conduct the reclassification study including meeting with employees who work in classifications under the study, re-writing job descriptions, conducting salary comparisons, and making recommendations to the negotiating teams. The Reclassification Committee's recommendations regarding job descriptions are final.~~

~~6.3.1 Negotiations Process: The negotiating teams shall convene to Committee. A spokesperson from the Reclassification Committee shall present the committee's recommendations with all pertinent data including compensation study data. The negotiating teams may ask clarifying questions of the committee member. The recommendations of the committee are advisory. The negotiating teams shall take action on issues related to recommended job descriptions and compensation changes. Agreements of the negotiating teams shall be tentative and subject to ratification.~~

6.4 Paychecks: Regular paychecks of employees shall be itemized to regular pay, other pay, gross pay, federal withholding tax, social security deduction, retirement deduction, and other miscellaneous deductions, including health and welfare deductions as negotiated and within the capacity of Monterey County Office of Education (MCOE).

6.5 Payroll Errors: Whenever it is determined that an error has been made in the calculation or reporting in any classified employee payroll or in the payment of any classified employee's salary, the appointing authority shall, within five (5) work days following such determination, provide the employee with a statement of the correction and a supplement payment drawn against any available funds. In the case of overpayment, the appointing authority shall, within five (5) work days following such determination, provide the employee with a statement of the correction needed and a repayment schedule.

Any salary or benefit payment error resulting in an overpayment to an employee shall be corrected and paid to the District in a manner acceptable to the bargaining unit member and CSEA. An agreement between the parties shall be reached prior to any payroll adjustments.

The above notwithstanding, the District may recover the full overpayment from the next paycheck in cases where the employment of the person is terminating either voluntary or involuntary.

6.6 Miscellaneous Payroll: Any payroll adjustment due an employee including, but not limited to, vacation pay, working out of class, overtime, additional regular pay, substitute pay, or approved other reasons, shall be paid on the regular paycheck for the month in which the work is done if it occurs prior to the payroll reporting period and shall be paid on the paycheck for the following month if it occurs after the payroll reporting period.

6.7 Lost or Destroyed Checks:

6.7.1 Any paycheck, which is lost or destroyed, shall be replaced within three (3) working days (or within the capacity of MCOE) after the filing of an affidavit by the employee that he/she had received a paycheck, which was subsequently lost or destroyed.

6.7.2 Any paycheck not received by the employee shall not be considered to be

lost or destroyed until seven (7) calendar days after the date of mailing to the employee or two (2) workdays after date of delivery to the Payroll Technician of the District.

6.7.3 After seven (7) calendar days or two (2) workdays waiting period, the employee, upon filing an affidavit, shall have her/his paycheck replaced within three (3) working days or within the capacity of MCOE.

6.8 **Frequency:** (Once monthly) All employees in the bargaining unit shall be paid once a month payable on or before the last day of the month. If the normal pay date falls on a holiday or weekend, the paycheck shall be issued on the preceding workday. ~~All employees in the bargaining unit will be paid monthly based on the actual months of service. (school day only, eleven (11) month, twelve (12) month).~~ The District will implement a deferred pay option for less than 12-month employees, subject to County approval.

6.9 **Salary Step Advancement:** Employees shall be eligible for a lateral salary step advancement by completion of a required period of service, which shall not exceed one (1) calendar year from initial date of employment or the date of the last salary step advancement. Any withholding of a step advancement may only be done in accordance with disciplinary policy.

6.10 **Salary Schedule Placement upon Promotion:** When an employee is assigned to a higher classification than her/his previous class, he/she shall be placed on the ~~same step in the new classification as he/she was placed in the old classification.~~ **step of the new range that is five percent (5%) higher than his/her salary prior to promotion, or if the five percent (5%) falls between steps, the employee will placed on the next higher step which exceeds five percent (5%).**

6.11 **Compensation During Voluntary Training Periods:** At its option, the District may provide financial support to classified employees for training that the employee wished to undertake on a voluntary basis to improve or maintain basic skills for employment or that is useful to the employee and the District (i.e., first-aid, CPR, etc.). In those cases where the District so elects to provide financial support, all employees in the affected classification who desire to participate in the specific training session at that time will be entitled to the same support.

6.12 **Compensation for Working Out of Classification:** An employee assigned to work out of classification for more than five (5) **consecutive** working days within a fifteen (15) calendar day period shall be compensated at the higher classification rate for the entire period. The term "higher classification rate" means step placement in the higher class the same as the step placement of the employee in her/his regular classification.

6.13 **Replacing or Repairing Employee's Property:**

6.13.1 The District shall compensate all bargaining unit employees for documented

loss or damage to personal property to be used on the job during the performance of official duties. Prior written approval must be obtained from the Superintendent/**State Administrator** before using personal property.

6.13.2 In the event an employee's wearing apparel is damaged due to faulty District equipment or failure of the District to provide protective clothing or services, the District will reimburse the employee for the cost of the damage to replace.

6.14 **Uniforms:** The District shall provide and maintain uniforms, equipment, identification badges, emblems, and/or cards required by the District to be worn or used by bargaining unit employees.

6.15 **Bus Driving License Renewal and Maintenance**
The district shall pay or reimburse employees required to have a bus driver's license the full cost of physical examinations, license fees, and any other costs associated with the renewal and maintenance of the license.

6.16 **Mileage:** Any bargaining unit employee required to use her/his vehicle on District business, which shall include, but is not limited to, District directed changes in an employee's reporting to work locations different from time of employment, which extends the employees travel distance, shall be reimbursed in accordance with District policy for all miles driven in conjunction with the District service. The mileage computation shall include mileage necessary to return to the employee's normal job site after completion of District services.

6.17 **Initial Salary placement:** The District may provide up to three (3) years of credit for job-related experience and education for purposes of initial placement on the salary schedule. Credit for experience and education must be verified by the ~~new employee~~ **Human Resources Department**. By mutual agreement of the District and CSEA, more than three years of salary placement credit can be granted. For purposes of longevity increments, lay-offs, and similar purposes the employee's seniority shall be determined by the first date of paid employment.

TA Date: 8-6-13

For CSEA:
[Signature]
Isabel Aguirre
Juan Aguirre
Valerie Davis, FRR

For the District:
[Signature] 8/6/13
FOR
Daniel R. Moirao Ed.D. State Administrator

Tentative Agreement Between CSEA Chapter 529
and the
South Monterey County Joint Union High School District

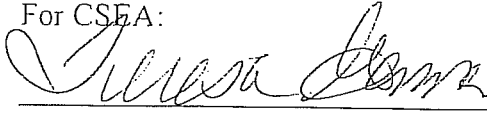
ARTICLE VII

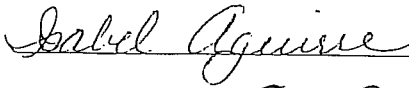
7.0 HEALTH AND WELFARE BENEFITS

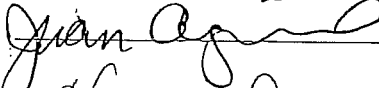
The District's maximum contribution for full time employee health benefit premiums will be \$10,000 annually. Employees working six (6) hours or more per day shall participate in the District's medical plan, and will receive a pro-rated share of the District's maximum contribution based on the employee's FTE. Employees who work less than 6 hours per day may purchase coverage at their own expense. The District and Association agree to offer plans available through the District's medical provider, Monterey County Schools Insurance Group (MCSIG), ~~Options 1, and 3,~~ and ~~EPO~~, to unit members and their dependents. The health insurance plans shall be reviewed yearly and may be changed upon mutual agreement.

TA Date: 8-16-13

For CSEA:








Valarie Davis, JR

For the District:



Daniel R. Moirao Ed.D. State Administrator

ARTICLE VIII

8.0 HOLIDAYS

8.1 **Scheduled Holidays:** The District agrees to provide all bargaining unit employees with the following paid holidays:

Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Friday following Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
Martin Luther King, Jr.'s Birthday
~~Washington's Birthday~~ **President's Day**
Memorial Day

8.2 The dates of the above holidays shall be agreed upon by the District and CSEA prior to the adoption of the school calendar for each year with the restriction that no holiday dates may be selected on days when students are scheduled to attend school.

8.3 **Additional Holidays:** Each declared by the President, Governor of the State as a public fast, mourning, thanksgiving, or holiday or any day declared as a holiday by the Governing Board under applicable laws shall be a paid holiday for classified employees.

8.4 **Holidays on Saturday or Sunday:** When a holiday falls on a Saturday, the preceding workday, not a holiday, shall be deemed to be that holiday. When a holiday falls on a Sunday, the following workday, not a holiday, shall be deemed to be that holiday.

8.5 **Holiday Eligibility:**

8.5.1 An employee shall be in paid status on the working day immediately preceding or succeeding the holiday to be paid for the holiday.

8.5.2 Employees who are not normally assigned to duty during the annual school recess periods shall be paid for those holidays, which fall therein, provided that they were in paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the recess period.

8.6 **Holiday During Vacation:** When a holiday falls within a vacation period, it shall not constitute a vacation day.

8.7 Holidays During Leave of Absence: When a holiday falls within a paid leave of absence, it shall not count against the employee's leave credits.

TA Date: 2/8/13

For CSEA:

Terese Gomez

Maria E. Vaz

Isabel Aguirre

Victoria Davis, XPR

Juan Aguirre

Cathy J. Medina

For the District:

Daniel R. Moirao

Daniel R. Moirao Ed.D. State Administrator

Tentative Agreement Between CSEA Chapter 529
and the
South Monterey County Joint Union High School District

ARTICLE IX

9.0 VACATION PLAN

9.1 **Eligibility:** All probationary and permanent employees in the bargaining unit shall earn paid vacation time under this Article. However, earned vacation shall not become a vested right until completion of the initial six (6) months of employment.

9.2 **Paid Vacation:** Except as otherwise provided in this Article, paid vacation shall normally be granted no later than the year immediately following the year in which it is earned **however the number of vacation days allowed to be accrued shall not exceed a total of twenty-one (21) days.**

Employees who work more than a school days calendar, who request to take vacation time off between April 1 and June 30 and the request is denied by the supervisor, may appeal the denial to the State Administrator; if the denial is upheld, those vacation days shall be carried over to the following fiscal year and must be utilized during that fiscal year. Any excess of twenty-one (21) days shall be paid to the employee

No cash payment will be made to unit members for earned vacation pay unless the member resigns, retires or is no longer employed by the District.

9.3 **Vacation Pay:** Pay for vacation days for all bargaining unit employees shall be the same as that which the employee would have received had he/she been in a working status.

9.3.1 Employees who are assigned to less than a ten (10) month work year shall not normally be granted ~~a vacation period~~ **vacation time off**, but shall be paid their **unused** accrued vacation. ~~in the June annually.~~ The District may approve a written request to take a vacation if the reasons are justified.

9.4 **Vacation Pay upon Termination:** When an employee in the bargaining unit is terminated for any

reason, he/she shall be entitled to all vacation pay earned and accumulated up to and including the effective day of the termination, calculated on the daily rate of pay when the vacation was earned. Any vacation that might have been taken, but which was unearned, shall result in an adjustment to the terminated employee's final pay warrant. Employees who have not completed six (6) months of regular employment shall not be entitled to such compensation.

9.5 **Vacation Postponement:** ~~If a bargaining unit employee's vacation becomes due~~

~~during a period when he/she is on leave due to illness or injury; he/she may request that her/his vacation date be changed, and the District may grant such request in accordance with vacation dates available at that time. The employee may request to have her/his vacation rescheduled in accordance with the vacation schedule available at that time or may request to carry over her/his vacation to the following year under Article IX, Section 9.2. With approval of the State Administrator/ Superintendent or designee, an employee may carry over all or part of her/his annual vacation; however, the number of vacation days allowed to be accrued shall not exceed a total of twenty-one (21) days. An employee shall not have more than twenty one (21) days on the books at any one time.~~

An employee in the bargaining unit shall be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave provided by this Agreement without return to active service, provided the employee submits notice and supporting information regarding the basis for such interruption or termination (e.g. illness, injury) and the vacation days shall be rescheduled. If no appropriate available time is left in the fiscal year to schedule the postponed vacation, the postponed vacation time shall be carried over and taken off in the following fiscal year.

9.6 Holidays: When a holiday falls during the scheduled vacation of any bargaining unit employee, such holiday shall not count as a day of vacation.

9.7 Vacation Scheduling: Vacations shall be scheduled at time requested by bargaining unit employees so far as possible within the District work requirements. If there is any conflict between employees who are working in the same or similar classification as to when vacations shall be taken, the employee with the greatest seniority shall be given first consideration unless unusual circumstances exist, which shall be discussed with the employees concerned.

~~9.8 Interruption of Vacation: An employee in the bargaining unit shall be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave provided by this Agreement without a return to active service, provided the employee submits notice and supporting information regarding the basis for such interruption or termination.~~

9.9 9.8 Accumulation: Vacation time shall be earned and accumulated in accordance with the schedules listed below. The date for computing eligible days of vacation shall be July 1st of each fiscal year for all employees.

9.9.1 9.8.1 Employees regularly employed on a twelve (12)-month basis are entitled to days of vacation based on the chart below:

<u>Completed Years Of Service</u>	<u>Vacation to be Taken During</u>	<u>Days Vacation Earned</u>
0 - 3	1st - 4 th years	12
4 - 10	5th - 10 th years	16

9.8.2 For employees less than twelve months the days of vacation earned shall be based on the following formula: The number of days earned (according to the chart above) divided by 12 and multiplied by the employee's work year.

9.10 An employee, employed five (5) days a week, whose work year is less than a full fiscal year (12 months), is entitled to that proportion of the number of vacation days earned based on their completed years of service (9.9.1) as the number of months he/she is employed bears to twelve (12).

TA Date: 8-6-13

For CSEA:

[Signature]
Isabel Aguirre
Juan Aguirre
Valarie Davis, RR

For the District:

[Signature] 8/6/13
FOR
Daniel R. Morao Ed.D. State Administrator

TA Date: 1-25-2013

ARTICLE XI

11.0 PROMOTION/TRANSFER PROCEDURE

All employees are District employees and are assigned to work stations or schools in the best interest of the District as defined by District management.

11.1 Voluntary Transfer/Promotion Procedure: When a new position is created or an existing position becomes vacant, the District shall give first consideration to current employees. All vacancies shall be posted by the District not less than ten (10) working days at all work locations prior to being filled. A copy of the notice of a new position/vacancy shall be provided to the Association President or designee. Any employee may apply for that position by filing a written notice with the ~~Director of Personnel~~ **Human Resources Office** at the District office.

11.1.1 When a new position is created or an existing position becomes vacant, the District shall give first consideration to the most senior employee who qualifies for the position, as determined by the Superintendent/State Administrator.

11.1.2 The District must have written approval from the Chapter President or designee to post less than the ten-(10) day period.

11.1.3 If no current employee is selected for the vacancy/promotion, then the District may post the position outside the District for not less than ten (10) days.

11.1.4 When a job vacancy exists, bargaining unit employees in the same classification as the vacancy may apply for a lateral transfer prior to the vacancy being posted for promotional opportunities or outside the bargaining unit. Transfer decisions shall be considered on a case by case basis as determined by the State Administrator/Superintendent.

11.2 The postings for vacancies shall be dated and include salary range, job description, work location, number of months and number of regularly assigned hours. New positions shall have salary range and job description agreement prior to the postings.

11.2.1 The District shall mail all postings to employees if positions become available during school breaks.

11.2.2 When an employee is selected, the Association President or designee shall be notified of the selection and all pertinent data as soon as possible.

11.2.3 ~~When invited,~~ CSEA shall appoint a representative to interview/selection committees for both CSEA bargaining unit and/or administrative positions. CSEA shall annually establish a list of potential interviewers and submit that list to the Human Resources Department. The Human Resources Department will notify the CSEA President of eligible interviewers (no conflict of interest) from the list. The President will identify and contact the member eligible to ~~serve on interview panel.~~ ~~The CSEA President will notify select a CSEA representative from that list, as long as no conflict of interest exist,~~ participate in the initial interviews for both CSEA bargaining unit and/or administrative positions. The District shall notify the CSEA President, in a timely manner, prior to each scheduled interview. The District may appoint additional classified employees to participate on these committees.

11.3 Involuntary Transfer/Reassignment Employees may be transferred within classification by the District at any time wherever such transfer is in the best interest of the District as defined by the District management. An employee affected by such transfer shall be given notice as soon as administratively practicable, but within no less than five (5) workdays. A conference shall be held between each employee to be transferred and the responsible manager to discuss the reasons for the transfer. The employee may request a CSEA representative to be present at the conference.

11.3.1 Transfers under this article would not preclude two employees from requesting district management to consider allowing a voluntary exchange of positions as long as such exchange is deemed to be in the best interest of the District and agreed to by the employees.

11.3.2 When a position is moved from one site to another, the District will consider volunteers and seniority in the classification when making a determination to involuntarily transfer an employee.

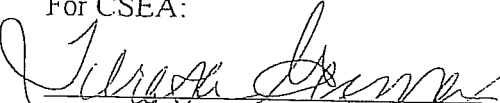

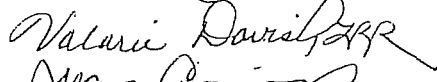
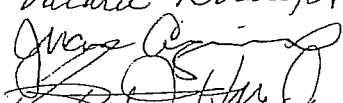
11.4 Medical Transfers: The District may give alternate work when the same is available to an

Employee who has become medically unable to satisfactorily perform her/his regular job class

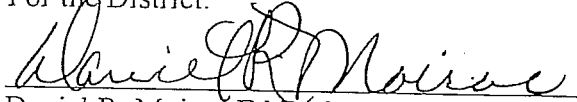
duties. The alternate work may constitute promotion, demotion, or lateral transfer to a related

class, but it shall be constituted only by mutual agreement with District and concurrence of the employee.

For CSEA:

For the District:


Daniel R. Moirao Ed.D. State Administrator

ARTICLE XII

12.0 LEAVES

- 12.1 **Sick Leave:** Any employee employed five (5) days a week, twelve (12) months per year, shall be granted twelve (12) days leave of absence for personal illness or injury, exclusive of all days he/she is not required to render service to the District, with full pay for a fiscal year of service.
- 12.1.1 An employee, employed five (5) days a week, who is employed for less than a full fiscal year, is entitled to that proportion of twelve (12) days leave of absence for personal illness or injury as the number of months he/she is employed bears to twelve (12).
- 12.1.2 An employee employed less than five (5) days per week shall be entitled, for a fiscal year of absence, to the proportion of twelve (12) days leave of absence for illness or injury as the number of days he/she is employed per week bears to five (5). When such persons are employed for less than a full fiscal year of service, this and the preceding paragraph shall determine the proportion of leave of absence for personal illness or injury to which they are entitled.
- 12.1.3 Pay for any day of such absence shall be the same as the pay for which would have been received had the employee served during the day of illness.
- 12.1.4 At the beginning of each fiscal year, the full amount of sick leave granted shall be credited to each employee. Credit for sick leave may be taken at any time during the year. However, a new employee of the District shall not be eligible to take more than six (6) days until the first day of the calendar month after completion of six (6) months of active service with the District.
- 12.1.5 If an employee does not take the full amount of leave allowed in any year under this Section, the amount not taken shall be accumulated from year to year.
- 12.1.6 Any employee who has unused leave of absence for accident or illness accumulated in another California school district at the time he/she is employed in the District and such employment occurs within one (1) year of her/his previous employment, shall upon request, be credited with the accumulated days.
- 12.1.7 Any sick leave benefits earned or unused on the date of retirement may ~~shall~~ be converted to retirement credit ~~if appropriate~~ in accordance with applicable law.
- 12.1.8 Unit members may use up to six (6) accumulated or available sick leave days

per year to

California

care for an ill child, parent, or spouse as provided for by Section 233 of the Labor Code.

- 12.2 **Industrial Accident and Illness Leave:** Employees shall be entitled to industrial accident and illness leave of absence under the following conditions:
- 12.2.1 Allowable leave shall be for a maximum of sixty (60) working days in any one (1) fiscal year for the same accident.
 - 12.2.2 Allowable leave shall not be accumulated from year to year.
 - 12.2.3 Allowable leave shall commence on the first day of absence.
 - 12.2.4 Payment for wages lost for any day while the employee is on industrial accident or illness leave shall not, when added to a temporary disability payment made under Workers' Compensation laws, exceed the normal wage for the day.
 - 12.2.5 Industrial accident or illness leave shall be reduced by one (1) day for each day of authorized absence regardless of a temporary disability payment made under Workers' Compensation.
 - 12.2.6 When an industrial accident or illness occurs at the time when the full sixty (60) days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.
 - 12.2.7 If the sixty (60)-day leave of absence is exhausted and the employee is not medically able to return to work, the employee will be placed on extended illness leave, and he/she shall use her/his accumulated sick leave, accumulated vacation time and accumulated compensatory time which, when added to the Workers' Compensation temporary disability payment, shall provide for a full day's wage or salary.
 - 12.2.8 During all paid industrial leaves, the employee shall endorse to the District all checks received under State Workers' Compensation Insurance laws in lieu of wages. The District shall issue to the employee appropriate warrants for payments of wages, loss of benefits, salary and/or leave benefits and shall deduct normal retirement and other authorized contributions.
 - 12.2.9 Any employee receiving benefits for industrial accident or illness may travel, outside the State of California, for a period not to exceed thirty (30) days if:
 - A) He/she advises the District in writing of her/his departure date,

location, address, and return date.

- B) He/she files with the District a statement from the Workers' Compensation insurance carrier that the agency has no objection to her/his traveling outside the state for the period of time requested.

12.2.10 Employees requesting or claiming leaves of absence for industrial accident or illness are required to provide a doctor's certification that the employee is Medically unfit to return to work. Payment shall not be made unless Certification is on file with the District.

12.2.11 Periods of leave of absence shall not be considered to be a break in service of the employee.

12.3 Extended Accident or Illness Leave: The extended leave provisions pertain to each illness or accident of the employee and shall commence at the first day of absence from his/her duties:

12.3.1 The extended leave provisions apply to whether the accident or illness occurred on or off the job, except that if the accident or illness was suffered as a result of the job, entitlement shall commence after the sixty (60) working days paid leave provided in Section 12.2 of this Article.

12.3.2 When an employee is absent from her/his duties on account of illness or accident for a period of five (5) months or less, the amount deducted from the salary due her/him for any month in which the absence occurs shall not exceed the sum which is actually paid a substitute employee employed to fill her/his position in her/his absence.

12.3.3 All other leave benefits; accumulated sick leave, vacation and any compensatory time, will be exhausted before the sum paid a substitute is deducted from an employee's wages.

12.3.4 The sum paid a substitute will be ~~in accordance with a substitute schedule, but in any event, shall be at least two and one half percent (2 1/2%) less than that paid to the absent regular employee.~~ *the first (1st) step of the employee's salary range. except that an employee on Step 1 shall be compensated 2.5% of their wages.* *AS per*

12.3.5 An extended leave shall not be considered a break in service.

oY 12.3.6 At the conclusion of the five (5) month period, an employee who is unable to resume her/his duties, may request approval from the State Administrator/Board of Education for additional unpaid leave in six (6) month increments.

12.3.7 An employee unable to resume her/his duties upon exhausting all leaves both paid and unpaid shall be placed on a reemployment list for thirty-nine (39)

months in accordance with the Education Code.

12.4 Personal Necessity: An employee may elect to use available illness/injury (sick leave) days in case of personal necessity, including any of the following:

12.4.1 Death of a member of the employee's immediate family when additional leave is required beyond that provided in Section 12.5, Bereavement Leave, of this Article.

12.4.2 Accident, involving the employee's person or property or property of a member of her/his immediate family.

12.4.3 Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.

12.4.4 Illness of a member of the immediate family where other arrangements cannot be made.

12.4.5 Major religious holidays of the employee's faith, which fall on a scheduled workday. The employee must make a written request at least a week prior to the holiday so a substitute, if required, may be secured. If a substitute is required, the cost of a substitute may be deducted from the employee's salary.

12.4.6 All seven days shall be granted ~~(without a reason given by the employee)~~ with at least twenty-four (24) hours' notice.

12.4.7 Such other reasons which may be approved by the District.

12.4.8 This leave shall not exceed seven (7) days in any one fiscal year.

12.4.9 Immediate family, as used in this Section, shall be the same as those listed under Bereavement Leave.

12.4.10 *Personal Necessity shall not be utilized while an employee works outside the District.*

12.5

Bereavement Leave:

Employees are entitled to three (3) days of absence without loss of pay for the death of any member of her/his immediate family. Members of the immediate family are defined as husband, wife, mother, father, sister, brother, son, daughter, aunt, uncle, niece, nephew, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchild, grandfather, grandmother, foster parent, step parent, step son, step daughter, foster son, foster daughter, brother-in-law, sister-in-law, domestic partner, or any relative of the employee or the employee's spouse who is living in the immediate household of the employee. A maximum of two (2) additional days will be allowed if travel of more than 400 miles round-trip is necessary.

DRM
1/8

CSEA propose to include this phrase

DRM
1/8

12.6 Pregnancy Disability Leave:

12.6.1 Employees who request leave because of disability due to pregnancy, miscarriage, childbirth, and recovery therefrom, shall be granted such leave, the length of which, including the date on which the employee shall resume her duties, shall be determined by the employee and the employee's physician.

12.6.2 All employees shall have the right to utilize sick leave benefits for absences necessitated by disability due to pregnancy, miscarriage, childbirth and recovery therefrom.

12.6.3 Nothing in these regulations shall prohibit the Governing Board from granting additional days of non-paid leave prior or subsequent to the leave necessitated by disability therefrom.

12.7 Maternity/Child Bearing Leave: A female employee may be granted a leave without pay during her pregnancy and prior to being temporarily disabled as a result of pregnancy and/or during the child rearing period following the temporary disability resulting from childbirth.

12.7.1 Such leave without pay shall not exceed one (1) year in duration unless the Governing Board extends the leave.

12.8 Paternity Leave: When a child is born to an employee's wife or domestic partner, s/he is allowed time off with no loss in pay up to a total of two (2) day's absence. Such time off may be taken during birth and/or at the time of discharge from the hospital. In addition to the right to two days of paid leave, unit members may request a leave of absence under CFRA and FMLA.

12.9 Adoption Leave: Employees adopting a child or children may be granted a leave of absence without pay for a period of up to, but not exceeding, ninety (90) calendar days. Such leave must coincide with actual taking custody of the child or children. At least one (1) month notice shall be given to the District of the intended leave. In addition to the right to two days of paid leave, unit members may request a leave of absence under CFRA and FMLA.

12.10 Military Leave: Military leave shall be granted in accordance with Federal and State laws subject to the following conditions:

12.10.1 The employee shall notify the District and present to the District a copy of the orders upon the date received by the employee, which stipulates the date of reporting and the date of cessation of such military leave.

12.11 Jury Duty Leave: Leaves of absence for employees selected to serve on a jury shall be granted with no loss in pay provided the employee endorses the fee received,

exclusive of mileage allowance, and proof of service to the District.

12.11.1 An employee who is required to serve on jury duty after 11:00 a.m. shall be relieved from work with pay.

12.12 **General Leave:** When no other leaves are applicable, a leave of absence may be granted to an employee on a paid or unpaid basis acceptable to the District and the employee.

12.13 **Retraining and Study Leave:** An unpaid leave of absence for retraining/study may be granted to any member of the bargaining unit.

12.14 **Family Medical Leave Act:** Employees who have completed one (1) year of District service and have actually worked for the District at least 1,250 hours during the 12-month period immediately prior to the date the requested leave is to commence shall have the right to request unpaid leave of absence for up to twelve (12) weeks of service within a twelve (12) month period for the purposes provided for in the federal Family and Medical Leave Act of 1993 ("FMLA") (29 USC 2654, its implementing regulations (29 CFR Part 825), and Government Code sections 12945 and 12945.2.

This leave shall run concurrently with existing leave provided pursuant to this article and pursuant to the Education Code. It is the intent of the parties that FMLA leave be administered in accordance with current law.

TA Date: 2/28/13

For CSEA:

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

For the District:

[Signature]
Daniel R. Moirao Ed.D. State Administrator

ARTICLE XIII

13.0 GRIEVANCE PROCEDURE

13.1 Section 1 - Definitions:

13.1.1 **Grievance:** A formal written allegation by a grievant that said grievant has been adversely affected by the interpretation, application, or alleged violation of this Agreement.

13.1.2 **Grievant:** Any District employee covered by the terms of this Agreement and who claims that he/she has been personally adversely affected. A grievant could represent other employees affected by the same violation. CSEA has the right to file grievances.

13.1.3 **Day:** A day used herein shall mean a scheduled workday for the employee.

13.2 Section 2 - Grievance Handling:

13.2.1 **Informal Level:** Before filing a formal written grievance, the grievant shall attempt to resolve it by an informal conference with her/his immediate supervisor within thirty (30) days after the circumstances occasioning the grievance or within thirty (30) days of when an employee should have reasonably known. **The supervisor shall respond to the employee within 10 days.**

13.2.2 Level I - Formal Level- Immediate Supervisor/Principal:

- A) Within ten (10) days following the **supervisor's response at the** informal level meeting the grievant must present her/his grievance in writing, using the Grievance Form attached as Appendix C, to the immediate supervisor/building principal if they are not one and the same.
- B) The supervisor shall communicate the decision to the employee in writing within ten (10) days after receiving the grievance. If the supervisor does not respond within the time limits, the grievant may appeal to the next level.
- C) Within the above limits, either party may request a personal conference. Said conference shall be honored when requested.
- D) The employee who is designated as Job Steward and the grievant will exclusively receive time off from duties for the processing of grievances past Level I subject to the following conditions:

1. Twenty-four (24) hours prior to release from duties with pay for grievance processing, the designated representative informs her/his immediate supervisor.
2. ~~That~~ Such time off shall be limited solely to representing a grievant in a conference with a management person, beyond Level I, and in no way shall this limitation include use of such time for matters such as gathering information, interviewing witnesses, or preparing a presentation.

13.2.3 Level II – Superintendent/State Administrator

- A) If the grievant is not satisfied with the decision at Level I, he/she may, within ten (10) days, appeal the decision in writing to the Superintendent/State Administrator.
- B) This statement shall include a copy of the original grievance and appeal, the decisions rendered and a clear, concise statement of the reasons for the appeal.
- C) The Superintendent/State Administrator shall communicate the decision to the grievant within ten (10) days. If the Superintendent/State Administrator does not respond within the time limits provided, the grievant may appeal to the next level.
- D) Within the above limits, either party may request a personal conference. Said conference shall be honored when requested.

13.2.4 Level III - Board of Trustees (Governing Body)

- A) If the grievant is not satisfied with the decision at Level II, he/she may, within ten (10) days, appeal the decision in writing to the Board of Trustees/State Administrator by filing said appeal with the Superintendent. Upon receipt of the appeal, the Superintendent/State Administrator or designee shall prepare, within ten (10) working days, a full report for the Board of Trustees/State Administrator. This report shall include the statement of grievance and other pertinent materials. The grievant and the exclusive representative shall be given a copy of said report.
- B) If the Board of Trustees/State Administrator is unable to render a final determination on the record, it may reopen the record for the taking of additional evidence. The decision of the Board shall be

communicated in writing with ten (10) days of the Board meeting at which the appeal was adjudicated.

- C) Copies will be provided by the Superintendent/**State Administrator** for distribution. The decision of the Board of Trustees/**State Administrator** shall be final unless pursued by the grievant through process made available to her/him by law.
- D) Within the above limits, either party may request a personal conference. Said conference shall be honored when requested.

13.2.5 Alternate Level III - Advisory Committee Arbitration

- A) If the grievant is not satisfied with the decision rendered pursuant to Level II, with the concurrence of CSEA, he/she shall submit a request in writing to the Superintendent/**State Administrator** for arbitration of the dispute **within (10) days**. ~~Said request shall be made within ten (10) days.~~ Within **forty-five (45) days**, CSEA will notify the Superintendent/State Administrator whether or not CSEA will pursue arbitration; this timeline may be extended by mutual agreement.
- B) An impartial arbitrator shall be selected jointly by CSEA and the District within ten (10) days of receipt of the written request. In the event that the parties cannot agree, the State Conciliation Service shall be requested to supply a panel of five (5) names. Alternate names shall be stricken until only one (1) remains.
- C) The fees and expenses of the arbitrator and a court recorder, if required by the arbitrator, shall be shared equally between the District and CSEA. Any additional expenses shall be borne by the party incurring such expenses.
- D) The arbitrator shall have no authority to add to, delete, or alter any provisions of this Agreement but shall limit her/his decision to the application and interpretation of its provisions.
- E) The arbitrator shall rule upon the arbitrability of issues before hearing the merits of the issues.
- F) After hearing the evidence, the arbitrator shall submit her/his findings and recommendations in writing to the District, the grievant and the CSEA.
- G) ~~Binding arbitration to be discussed with the Board for later consideration.~~

13.2.6 Level IV - Board of Trustees

- A) If either party is not satisfied with the findings or recommendations of the arbitrator, he/she shall appeal the decision to the Board of Trustees/**State Administrator** within ten (10) days.
- B) The Board/**State Administrator** shall review the written record and render a final binding decision on the grievance.
- C) Additional evidence will be taken before the Board/**State Administrator** only if the Board/**State Administrator** determines that the record is not sufficiently complete to enable it to render its decision.
- D) The decision shall be rendered no later than the second regularly scheduled meeting after the filing of the appeal.

13.3 Section 3 - Miscellaneous:

- 13.3.1 **Time Limitations:** The number of working days indicated at each step of this procedure may be extended by mutual consent or due to unusual circumstances.
- 13.3.2 **Reprisals:** No reprisals shall be taken by or against any participants in a grievance procedure by reason of such participation.
- 13.3.3 **Records:** All documents, records, tapes or other matters relating to the findings, recommendations, or decisions occurring from the grievance hearings, after **State Administrator**/Board of Trustees decision, shall be delivered to the **State Administrator**/Superintendent to be stored except pursuant to legal order to do so arising from a subsequent administrative or judicial proceeding held in connection with the matter.

TA Date: 2/28/2013

For CSEA:

[Signature]
[Signature]
Isabel Aguirre
Valerie Davis, SRR
[Signature]
[Signature]

For the District:

[Signature]
Daniel R. Moirao Ed.D. State Administrator

TA Date: 1-25-2013

ARTICLE XV

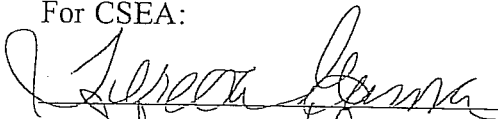
15.0 DISTRICT RIGHTS

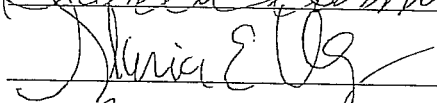
15.1 It is understood that the District has all the customary and usual rights, powers, functions and authority to discharge its obligations. Any of the rights, powers, or authority, which the District had prior to the execution of this Agreement, is retained except as those rights, powers, and functions or authority, which are specifically abridged or modified by this Agreement.

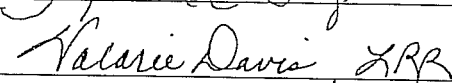
15.2 The District retains the right to amend, modify, or rescind policies and practices referred to in this agreement in emergency circumstances arising from unforeseen events. Such changes, if any, will remain in effect only for the duration of the emergency.


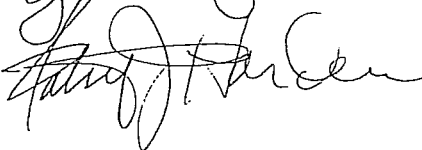
An emergency is defined as a natural disaster or other dire interruption of the District program. Any such declaration, by the State Administrator and/or Board of Trustees, will be as limited in scope and duration as possible to protect the people and property of the district. The declaration of an emergency is solely within the discretion of the State Administrator/Board of Trustees. Where an emergency is declared, the District shall notify the Chapter President or designee as soon after the situation as possible. The District and CSEA shall then negotiate over impacts and effects of the State Administrator and/or Board's decision on its bargaining unit members.

For CSEA:

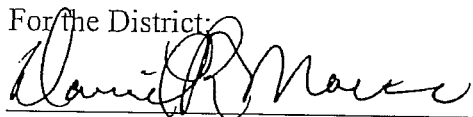






For the District:



Daniel R. Moirao Ed.D. State Administrator

ARTICLE XVII

17.0 NEGOTIATIONS

17.1 If either party desires to alter or amend this Agreement, proposals shall publicly be submitted no later than June 30 for CSEA and no later than September 1 for the District. Should circumstances warrant, the above deadlines may be revised by mutual written agreement of the parties.

17.2 Within ten (10) days of satisfaction of the public notice requirements, and not later than forty-five (45) days following submission of the proposals, negotiations shall commence at a mutually acceptable time and place for the purpose of negotiating matters within the scope of negotiations. The terms and conditions of the Agreement will remain in full force and effect during such negotiations.

17.3 ~~If agreement is not reached with regard to matters proposed within forty five (45) days after the commencement of negotiations, either party may submit the unresolved disputes to impasse in accordance with the rules of the Public Employment Relations Board (PERB). If agreement is not reached through all regular means of negotiations, either party may submit the unresolved disputes to impasse in accordance with rules of the Public Employee Relations Board (PERB).~~ (per MOU dated 10/4/12) *AD*

17.4 The CSEA shall have the right to designate up to six (6) employees who shall be given reasonable release time to participate in negotiations. ~~Six (6) employees will be comprised of three (3) employees from each school site and will include the association president. The Superintendent/State Administrator may authorize release of another employee.~~ (per MOU Dated 10/4/12) *AD*

TA Date: 2/8/13

For CSEA:

[Signature]
[Signature]
[Signature]

For the District:

[Signature]
Daniel R. Moirao Ed.D. State Administrator

[Signature]
[Signature]
[Signature]

Tentative Agreement Between CSEA Chapter 529
and the
South Monterey County Joint Union High School District

ARTICLE XIX

~~23.0~~ DURATION

19.0 DURATION

- 19.1 The parties agree to create a new collective agreement between CSEA and the District with a term of July 1, ~~2010~~ 2013 through June 30, ~~2013~~ 2016. ~~except for any articles and/or appendices pertaining to salary and/or benefits which may be reopened annually by either party.~~
- 19.2 It is understood and agreed that the specific provisions contained in this Agreement are a true and precise representation of all agreements reached by the parties during this round of meet ~~and~~ negotiations.
- 19.3 During the term of this Agreement, CSEA expressly waives and relinquishes the right to meet and negotiate and agrees that the District shall not be obligated to meet and negotiate with respect to any subject or matter whether or not referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both the District or the CSEA at the time they met and negotiated on and executed this Agreement, and even though such subjects or matters were proposed and later withdrawn, except under the following circumstances:
- 19.3.1 Either party may submit a proposal to re-open ~~salary and two other articles VI: Pay and Allowances & VII : Health and Welfare, and two (2) other articles for~~, 2012-13; ~~each year of the contract 2014-2015 and 2015-2016.~~
- 19.3.2 Either party may submit a proposal to negotiate a successor agreement; and/or
- 19.3.3 Either party may submit a proposal to negotiate the impact of a district decision or action, emergency, and/or change in law, on any subject within the scope of bargaining.
- 19.3.4 The District will notify CSEA and meet upon request to review any prospective reorganization, establishment of new positions, transfer of unit duties, layoff(s) and reclassification, prior to implementation to discuss possible alternatives. The District agrees to negotiate on any proposal within the scope of bargaining. (Settlement Agreement 7/1/13).

19.4 Regardless of 19.2 or 19.3 above, this Agreement may be reopened for subsequent inclusion of modifications or amendments by mutual agreement of the parties.

TA Date: 8-6-13

For CSEA: [Signature]

Isabel Aguirre

[Signature]

Valerie Davis, LRR

For the District: [Signature] 8/6/13
FOR
Daniel R. Moirao Ed.D. State Administrator

ARTICLE XX

23.0

DRUG AND ALCOHOL TESTING FOR SAFETY SENSITIVE POSITIONS

20.1 The provisions of the Transportation Employee Testing Act of 1991, its accompanying regulations (see Centralized Drug ^{System} (CDS) Handbook) and this contract language shall apply to all employees who provide safety sensitive functions for the district. Covered employees are required by the District to possess a Commercial Driver's License (Class A or B) to do their jobs. This includes applicants for jobs with the District that require the possession of a Commercial Driver's License, casual, intermittent or occasional employees as well as full-time, regularly employed employees who operate a commercial motor vehicle, including any vehicle designed to transport 16 or more passengers.

A safety sensitive function is defined as all on-duty functions performed from the time an employee begins work or is required to be ready to work until he/she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the district.

20.2 **Required Testing:** Federal regulation requires pre-employment testing, random testing, testing in cases of reasonable suspicion, post accident testing, return to duty, and follow-up tests. No covered employee shall refuse to submit to any of the required tests for the following substances which are specified in the law and are prohibited.

- Amphetamines and Methamphetamines
- Cocaine
- Cannabinoids (THC / Marijuana)
- Phencyclidine (PCP)
- Opiates (Heroin, Morphine, Codeine)
- Alcohol
-

(Please refer to the District's Controlled Substance and Alcohol Testing Program Handbook for additional information.)

20.3 **Notification to Covered Employees:** All covered employees shall be notified that these tests are required prior to the District performing any tests under this policy. Each covered employee shall be provided with a complete copy of the testing policy and procedures that explain the requirements of Code of Federal Regulations, title 49, Part 40 and Part 382 and the District's Controlled Substance and Alcohol Testing Program Handbook. Each employee shall be required to sign a certificate of receipt certifying that he/she has received a copy of the District's controlled substance and alcohol-testing program and Controlled Substance and Alcohol Testing Program

Handbook. Representatives of employee organizations shall be notified of the availability of this information.

20.4 **Costs of Required Testing:** The District shall pay for testing as provided through its participation in any testing consortium. If the District incurs additional costs for re-testing, return-to-duty testing, post accident testing, or follow-up testing and such test produces a positive result; the employee shall be responsible for payment. Testing shall be conducted on paid District time.

20.5 **Pre-Employment Tests:** A pre-employment drug test shall be required of an applicant only after he/she has been offered employment in a safety sensitive position.

20.6 **Random Tests:** Employees off work due to leaves, vacation and layoffs shall be informed that they remain subject to random testing. Employees drawn for such testing shall be notified and tested as soon as practicable after they return to duty.

20.6.1 Employees expected to be off work due to leaves, vacation and layoffs longer than two quarterly selection periods (6 months) may be removed from the random testing pool. Prior to the end of the fifth month of absence, the District's Director of Personnel or designee will contact the employee to discuss potential removal of the employee from the random testing pool. Employees removed from the random testing period due to more than a six (6) month absence shall be notified by certified mail within ten (10) working days of their removal from the random testing pool.

20.6.2 A test shall be required of employees returning to work after a layoff period if the employee was removed from the random testing pool. If the employee remains in the random testing pool, additional testing shall not be necessary. Employees shall not be removed from the random testing pool during periods of illness or injury either work related or non-work related, vacation, or other leaves available through the collective bargaining agreement or applicable law. No covered employee shall be required to test while off-duty or on approved leave.

20.7 **Reasonable Suspicion Tests** All supervisors of covered employees and the Superintendent or designee will follow procedures outlined in the District's Controlled Substance and Alcohol Testing Program Handbook and shall be responsible for the administration of reasonable suspicion tests.

20.7.1 The supervisor or district official shall inform the employee of the facts upon which the reasonable suspicion is based, advise the employee that the supervisor wishes to question the employee about the employee's behavior

or conduct on which the reasonable suspicion is based, and advise the employee that he/she has the right to request a union representative before answering the supervisor's questions. If the employee chooses to be represented, the union representative will be allowed up to one-half hour to arrive. If no union representative is available within one-half hour, the supervisor shall continue the procedure.

20.7.2 Employees who are tested for controlled substances under Reasonable Suspicion shall be assigned to alternate duties to the extent such duties are available and if the employee is able to perform them, pending the results of the test. If, in the District's opinion, alternate duties are not available or if the employee is not able to perform duties which are available or is, in the supervisor's judgment, a safety risk to the employee or to others or is disrupting the workplace, the employee will be placed on appropriate leave and escorted home.

20.7.3 The superintendent or designee shall ensure that an employee under reasonable suspicion is transported to the designated collection or testing site.

20.8 **Post Accident Tests:** No such driver shall use alcohol for eight hours after the accident, or until after he/she undergoes a post-accident alcohol test, whichever occurs first.

20.9 **Follow-up Tests:** Follow-up testing shall be directed by a substance abuse professional in accordance with law. See District's Controlled Substance and Alcohol Testing Program Handbook.

20.10 **Referral, Evaluation, and Treatment:** Covered employees who have engaged in conduct prohibited under this program, who have not been terminated, shall be provided information to assist in evaluating and resolving problems associated with alcohol and substance abuse.

20.11 **Voluntary Intervention:** Prior to receiving notice of testing, any covered employee who feels he/she has an alcohol or drug abuse problem may use accumulated and extended illness leave, vacation, or any other state or federal entitlements to enter a treatment program through the employee's medical insurance provider upon verification of such problem by a medical doctor or other substance abuse professional. The District shall work with a Substance Abuse Professional, as defined in the CDS Handbook, to develop a work schedule and/or leave plan that will enable the employee to complete recommended treatment programs with minimal disruption to the District. Upon exhausting all available leave, the employee may request a Leave of Absence, either paid or unpaid, which, may be granted for up to six months at the discretion of the School Board.

20.12 **Enforcement and Effects of Positive Test** Any driver, who refuses to submit to a post-accident, random or reasonable suspicion test, or to a follow-up test, as described below, shall not perform or continue to perform safety-sensitive functions and shall be immediately suspended and subjected to disciplinary action, up to and including dismissal.

20.12.1 An employee who is tested and found to have an alcohol concentration of 0.02 or greater but less than .04 may not perform or continue to perform safety-sensitive functions including driving a commercial motor vehicle until the start of the driver's next regularly scheduled duty period, but not less than 24 hours after the test was administered. Except that employees who test positive for alcohol with an alcohol concentration of 0.01 through 0.02, shall be provided with alternate duties to perform, to the extent such duties are available and if the employee is able to perform them, during the time the employee is prohibited from performing safety-sensitive functions. If, in the District's opinion, alternate duties are not available, or if the employee is not able to perform duties, which are available, the employee will be placed on sick leave and escorted home. The employee may be subject to disciplinary action, up to and including dismissal, according to Board policy.

20.12.2 An employee with a verified positive test for drugs or is found to have an alcohol concentration of 0.04 or greater shall be subject to disciplinary action up to and including dismissal and shall be placed on appropriate leave until granted a leave of absence, either paid or unpaid, the employee is again permitted to perform safety-sensitive functions, or is terminated. An employee who tests positive for alcohol (0.02 or above) or any other controlled substance, shall not be permitted to drive home or elsewhere in any vehicle. The District shall offer assistance in this circumstance and the employee shall not perform a safety-sensitive function until the employee has submitted to a return-to-duty test with a verified negative result.

20.12.3 An employee who violates district prohibitions related to drugs and alcohol shall receive from the district the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs to evaluate and resolve drug and alcohol-related problems available through the employee's medical insurance provider. The employee shall be evaluated by a substance abuse professional that shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that an employee needs assistance shall not refer the driver to a private practice, person or organization in which he/she has a financial interest, except under circumstances allowed by law. An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that he/she has properly followed the prescribed rehabilitation program.

20.12.4 Nothing in this section is intended to require the District to place an employee on leave in lieu of exercising disciplinary action.

20.13 **Maintenance of Records**: Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, an employee shall receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol

tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

TA Date: 2/28/13

For CSEA:

[Signature]
[Signature]

Isabel Aguiar
Kalaru Davis, FR

Juan Aguiar
[Signature]

For the District:

[Signature]
Daniel R. Moirao Ed.D. State Administrator

ARTICLE XXII

~~23.0~~^{22.0} LAYOFF AND REEMPLOYMENT

- .1 Reasons for Layoff: Layoff shall occur only for lack of work or lack of funds.
- .2 Notice to CSEA: The District shall notify CSEA in writing as soon as the decision is made to agendaize layoffs for a Board meeting. Any notice of layoffs shall specify the reasons for layoff and identify the positions and classifications to be laid off.
- .3 Notice to Employee: Unless otherwise authorized in Education Code Section 45117, affected unit members shall be given notice of layoff not less than ~~45~~60 calendar days prior to the effective date of layoff. They shall be informed of their displacement rights if any and their reemployment rights.
- 22.4 Specially Funded Programs: In cases where positions in specially funded programs expire at the end of a school year, classified employees subject to layoff for lack of funds shall receive written notice on or before April 29. If the termination date of the specially funded program is other than June 30, the notice shall be given at least ~~45~~60 days before the effective date of the layoff. The notice shall state the effective date of the layoff, displacement rights, if any, and reemployment rights.
- 22.5 Order of Layoff: Any layoff shall be effected within a class. The order of layoff shall be based on seniority within that class and higher classes throughout the District. Movement from one classification to another at the same salary range (lateral classification) shall be considered movement to a higher classification for seniority purposes; the original classification held by the employee shall be considered the lower classification. A unit member with the least seniority within the class plus higher classes shall be laid off first.
- 22.6 Seniority Calculation: Seniority and length of service for all purposes related to bargaining unit members shall be determined by hire date by classification. Credit shall be granted for voluntary or involuntary military leave of absence, time spent on unpaid illness or maternity leave, unpaid family care leave, or unpaid industrial accident leave.
- 22.7 Seniority Ties: Two or more unit members with the same seniority shall have the tie broken by using each unit member's hire date (month and day) in the classification. In the event that a tie still exists, the tie shall be broken by lot. The affected unit member(s) and representatives from both CSEA and the District shall be present to break the tie.
- 22.8 Short-Term Employees: A classified employee shall not be laid off if a short-term employee is retained to render service that the classified employee is qualified to render.

- 22.9 Classification Structure: The bargaining unit classification structure is included in this Agreement as Appendix B.
- 22.10 Bumping Rights and Other Options: A unit member whose position is eliminated by the District or who is displaced from his/her position by a unit member exercising bumping rights shall be presented with the following options:
- a) bump into a vacant position in the same classification
 - b) bump into a position that is held by the least senior unit member in the same classification
 - c) bump into a vacancy in a lower or higher classification in which the unit member has seniority
 - d) bump into a position held by the least senior unit member in a lower or higher classification in which the unit member has greater seniority considering his/her seniority in the lower class and any higher class;
 - e) layoff;
 - f) retirement in lieu of layoff.
- 22.11 Layoff in Lieu of Bumping: A unit member who elects a layoff in lieu of bumping is eligible for re-employment in the highest rated job classification available in accordance with their class seniority for a thirty-nine (39) month period and shall be re-employed in the reverse order of layoff.
- 22.12 Voluntary Demotion or Voluntary Reduction in Hours: Bargaining unit members who accept a voluntary demotion or voluntary reduction in assigned time in lieu of layoff shall be eligible for an additional twenty-four (24) months of re-employment rights. If a unit member is laid off and subsequently rehired according to their seniority rights, into a position in a lower class or with lesser hours than his/her position at the time of layoff, he/she shall be afforded the sixty-three (63) months of re-hire rights calculated from the original date of layoff.
- 22.13 Retirement in Lieu of Layoff:
- 22.13.1 A bargaining unit member may elect to accept a service retirement in lieu of layoff, voluntary demotion, or reduction in assigned time. Such a member shall notify the District in writing. The unit member shall then be placed on a thirty-nine (39) month re-employment list in accordance with this Article.
 - 22.13.2 The District agrees that when an offer of re-employment is made to an eligible person retired under this Article, and the District receives, within ten (10) working days, a written acceptance of the offer, the position shall not be filled by any other person and the retired person shall be allowed sufficient time to terminate his/her retired status.

22.13.3 If the retiree qualifies for retiree health and welfare benefits, nothing in this Agreement shall be construed to entitle the retiree to additional years of benefits if s/he retires in lieu of layoff and returns to work. For example, if the employee is entitled to six years of retiree health and welfare benefits and uses two years while retired in lieu of layoff, s/he will only be entitled to an additional four years of retiree health and welfare benefits if s/he returns to work and retires a second time.

22.13.4 Any election to retire after being placed on the re-employment list shall be retirement in lieu of layoff within the meaning of this section

22.14 Reemployment Order: Reemployment shall be in reverse order of layoff. The District shall place all laid off employees on a reemployment lists, regardless of the reason, which shall be ranked in seniority order. In the event of a tie, those on the layoff rehire list shall take precedence.

22.15 Notification of Re-employment Opening: A unit member who is laid off and is subsequently eligible for re-employment shall be notified in writing by the District of an opening. Such notice shall be sent by certified mail to the last address given the District by the unit member, and a copy sent to CSEA by the District, which shall acquit the District of notification responsibility.

22.16 Notification to District: A unit member shall notify the District of his/her intent to accept or refuse re-employment within ten (10) working days following service of a re-employment offer.

22.17 Eligibility for Reinstatement: In order to be reinstated, employees must be fully capable of performing the normal and customary duties of the job and continue to meet the minimum qualifications of the job classification. Employees who either do not meet the minimum qualifications or whose physical condition is such that they cannot be reinstated at the time called for re-employment shall retain their original rehire rights subject to their eligibility for reinstatement.

22.18 Removal from Rehire List: If a unit member receives two offers for a position within the same work year, number of hours, and classification held at the time of layoff and turns down both offers, the unit member shall be removed from the thirty-nine month re-employment list. Failure to accept any other rehire offer will not result in removal from the list.

22.19 Vacancy Posting: The District shall mail all classified job vacancy postings to each laid off employee until each employee is re-employed in the District or his/her re-employment rights expire unless the employee waives, in writing, this provision.

22.20 Promotional Opportunities: Laid off employees shall have the right to apply for promotional positions as an in-house applicant and use their bargaining unit seniority therein for a period of thirty-nine months following layoff. An employee who accepts

a position promotion while on the 39-month rehire list and who does not successfully complete the promotional probationary period shall be returned to the rehire list and retain their original rehire rights subject to their eligibility for reinstatement for the original position from which they were laid off.

22.21 Seniority During Involuntary Unpaid Status: Upon return to work, all time during which an individual is in involuntary unpaid status shall be counted for seniority purposes not to exceed thirty-nine months following layoff.

22.22 Re-employment After Layoff: A laid-off employee, when re-employed, shall be placed on the salary step with all rights and benefits, including accumulated sick leave, accorded to him/her at the time of layoff. An employee reinstated to their his/her previous classification who accepted a voluntary move to a different classification in lieu of layoff, shall be placed on the salary step to which he/she would have progressed in he/she had remained in the original classification. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the District.

22.23 Re-employment of Probationary Employee: A laid-off probationary employee shall be re-employed as a probationary employee. The time served prior to layoff shall be counted toward the required probationary period. He/she shall also be re-employed with all rights and benefits accorded to him/her at the time of layoff.

22.24 Voluntary Resignation: A permanent bargaining unit member who voluntarily resigns from the District and who is rehired into the same classification within thirty-nine (39) months shall be restored all of the rights, benefits, and burdens of a permanent classified employee and the break in service shall be disregarded. Seniority shall not be earned during the break in service; however, the unit member's seniority shall be bridged upon rehire.

22.25 Substitute and Short Term Work Offers: Bargaining unit members on the re-employment list shall receive first priority for "substitute" or "short-term" opportunities, if the duration of the work is at least two (2) months. The laid off unit member must meet the minimum qualifications of the job description for the available work. Offers shall be made in writing, in seniority order. If the most senior person is not available by phone after reasonable attempts are made or is not available for work, the substitute or short term worker will be offered to the next most senior person, in descending order, until the list of laid off employees is exhausted.

22.26 Transfer of Work: Prior to transferring the work of any laid off or reduced bargaining unit position, the District and CSEA shall meet to negotiate the impact and effects of such transfer. "Work" in this case means: significant, re-occurring and/or was an essential function of the laid off or reduced position.

22.27 Improper Layoff: Any unit member who is improperly laid off shall be re-employed immediately upon discovery of the error.

TA Date: 8/6/13

For CSEA:

[Handwritten Signature]

Isabel Aguirre

[Handwritten Signature]

Valerie Davis, LRR

For the District

[Handwritten Signature]

For

8/6/13

Daniel R. Moirao Ed.D. State Administrator

ARTICLE XXIII

(per MOU dated 5-18-11)

23.0 CATASTROPHIC LEAVE BANK

23.1 A catastrophic leave is defined as a long-term illness or disability or life event as determined by the CSEA Committee

23.2 Contribution process

23.2.1 Unit members may voluntarily and confidentially donate up to ~~five (5) days~~ *the number of hours equal to five (5) days* leave to the Catastrophic Leave Bank providing that they have ~~fifteen (15)~~ *ten (10)* days of accrued leave on record.

23.2.2 All sick leave donations will be made in hourly increments of ~~one (1) day~~

23.2.3 All donation and transfer of sick leave will be irrevocable. Unused ~~days~~ hours shall remain available for future use by other eligible members.

23.3 Utilization and Withdrawal Process

23.3.1 The CSEA Committee will be responsible for the authorization of Catastrophic Leave usage on a case-by-case basis.

23.3.2 The unit member must have exhausted all paid leave entitlements before he/she may receive any catastrophic leave donations

23.3.3 Paid sick leave accrued on a monthly basis shall be used prior to using catastrophic leave donations

~~23.3.4 Leave will be available from the Catastrophic Leave Bank on a day-for-day basis.~~

23.4 CSEA Applicants Responsibility

23.4.1 The CSEA member requesting a sick leave donation shall provide medical verification of need by a licensed physician/authorized practitioner to the District and CSEA, notifying CSEA of their need for sick days and approximate number. In the case of a "life event" the member will request leave by providing a written narrative statement to the District and CSEA.

23.4.2 CSEA will put out a request to all District CSEA members requesting donations of sick ~~days~~ leave. Any member who ~~has the days~~ is eligible and is willing may donate, and no member will be required to participate.

23.4.3 CSEA members willing to donate will fill out a form provided by CSEA,

stating the number of ~~days~~ hours they are willing to donate, and returning the form within 10 working days to the CSEA Chapter President. ~~CSEA, the Human Resources Department.~~

23.4.4 Upon receiving donation requests, CSEA will give the list of donors and the number of ~~days~~ hours each has donated to the district. ~~on an originally signed document from each contributing employee. All original documents from the donor and the employee requesting assistance shall be given to the Human Resources Department.~~

23.4.5 The District shall verify that donors are eligible to donate, process sick leave donations and transfer allowable ~~days~~ ^{hours} to the CSEA member in need. ~~CSEA will be informed of the number of days transferred to the member in need.~~

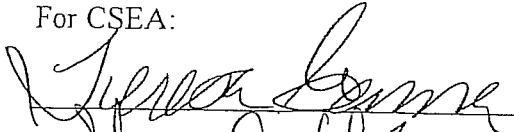
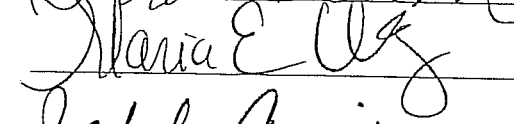

23.5 Other

23.5.1 CSEA agrees to hold the District harmless in any disputes arising in the application of this Program.

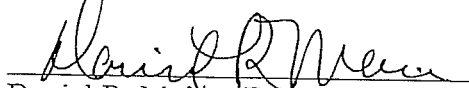
23.5.2 This provision of the contract is not grievable.

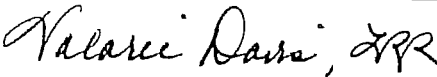

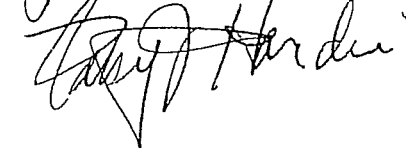
TA Date: 2/8/2013

For CSEA:

For the District:


Daniel R. Moirao Ed.D. State Administrator

Tentative Agreement Between CSEA Chapter 529
and the
South Monterey County Joint Union High School District

APPENDIX B

—KING CITY SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB TITLES AND SALARY RANGES

<u>JOB TITLE</u>	<u>SALARY RANGE</u>
ASB ACTIVITY SUPERVISOR	1
FOOD AND NUTRITIONAL SERVICES (FANS) WORKER	2
FOOD AND NUTRITIONAL SERVICES LEAD WORKER	3
RECEPTIONIST	7
CAMPUS SUPERVISOR	8
CUSTODIAL TECHNICIAN	8
RECEPTIONIST/ HUMAN RESOURCES ASSISTANT	9
ATTENDANCE CLERK	9
INSTRUCTIONAL AIDE	9
SEVERE NEEDS PARA-EDUCATOR	9
ALTERNATIVE ED SECRETARY	10
SCHOOL OFFICE ASSISTANT	10
RECEPTIONIST/COUNSELING CLERK	10
BUS DRIVER	12
UTILITY/BUS DRIVER	12
GROUND S KEEPER	12
LIBRARY CLERK	12
HEAD CUSTODIAN/ BUS DRIVER	14
REGISTRAR	14
GUIDANCE STUDENT SERVICES TECHNICIAN	15
PRINCIPAL'S SECRETARY	16
TECHNOLOGY ASSISTANT	16
MAINTENANCE WORKER/ BUS DRIVER	17
MOTF TECHNICIAN	17
BUSINESS OFFICE TECHNICIAN	17
FISCAL SERVICES TECHNICIAN	18

TRUANCY SPECIALIST	18
CELDT COORDINATOR/TRAINER	18
LIBRARY CLERK	20
MECHANIC/BUS DRIVER	20
STUDENT INFORMATION MANAGER	21
TECHNOLOGY TECHNICIAN	22
TECHNOLOGY TECHNICIAN II	38
DATA SYSTEMS ANALYST	25

TA Date: 8-6-13

For CSEA:

Teresa Gomez
Isabel Aguirre
Juan Lopez
Nalanie Davis, GRR

For the District:

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

**KING CITY SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
PERFORMANCE EVALUATION FOR CLASSIFIED EMPLOYEES**

(The intent of this evaluation form is to provide an accurate assessment of the performance of the employee and should provide both praise and may include areas for improvement. criticism—When "needs improvement" and/or "unsatisfactory" is indicated a plan of assistance must be included.)

EMPLOYEE _____ NEW EMPLOYEE 2nd MO 5th MO
 JOB TITLE _____ SCHOOL or DEPT _____
 EVALUATOR _____ ANNUAL REPORT DATE _____

INSTRUCTIONS FOR COMPLETING THE EVALUATION DOCUMENT

The evaluator is to determine the "LEVEL OF PERFORMANCE" that best describes the work performed by "THE EMPLOYEE". Definitions of each of the eight (8) subject areas are listed below and must be carefully read prior to completing the actual evaluation.

Under each subject area space is provided for comments. In the event the evaluator assigns a marking of "NEEDS IMPROVEMENT" or "UNSATISFACTORY". The evaluator shall include an explanation of the reasons for such markings (Please be specific, days, dates, times and number of occurrences) and recommendations for ways to improve performance, such as:

- a) Specific goals or improvement programs to be undertaken.
- b) Specific job deficiencies or job behavior requiring correction and/or improvement.

The subject areas of performance levels are defined below.

1) ABILITY & WILLINGNESS TO PERFORM DAILY REQUIREMENTS OF THE JOB

MEETS OR EXCEEDS REQUIREMENTS

Interested in work. Demonstrates work initiative without being asked. Does what is expected of the position.

COMMENTS:

NEEDS IMPROVEMENT

Requires close supervision. Shows lack of interest in work. Job performance sometimes not adequate.

UNSATISFACTORY

Needs constant supervision. Job performance not adequate.

2) ABILITY TO WORK EFFICIENTLY & SAFELY

MEETS OR EXCEEDS REQUIREMENTS

Coordinates use of tools provided to perform duties in quick, safe and efficient manner. Follows rules of safety..

COMMENTS:

NEEDS IMPROVEMENT

Usually works quickly, efficiently and follows rules of safety. Occasionally needs to be reminded of rules and regulations.

UNSATISFACTORY

Work is slow and inefficient. Cannot maintain work requirements.

3) ABILITY TO WORK WITH A MINIMUM OF SUPERVISION

MEETS OR EXCEEDS REQUIREMENTS

Does routine duties well with minimum supervision. Solves problems and can make decisions.

COMMENTS:

NEEDS IMPROVEMENT

Usually needs assistance to solve problems. Does routine work adequately. Must be supervised at other times.

UNSATISFACTORY

Finds it difficult to follow directions. Requires maximum supervision.

4) ABILITY TO BE RELIABLE AND DEPENDABLE ON THE JOB

MEETS OR EXCEEDS REQUIREMENTS

Carries out duties in an assigned manner. Always completes work. Is infrequently late or absent.

COMMENTS:

NEEDS IMPROVEMENT

Usually completes work but may try to avoid certain duties. Is occasionally late or absent.

UNSATISFACTORY

Leaves work incomplete. Is frequently late or absent. Tends to be unreliable.

CLASSIFIED PERFORMANCE EVALUATION

Page 2 (continued)

5) ABILITY TO BE FLEXIBLE DESPITE FREQUENT SCHEDULE OR JOB DUTY CHANGES

MEETS OR EXCEEDS REQUIREMENTS
Adaptable to new procedures.
Also adaptable to new duties and occurrences.

NEEDS IMPROVEMENT
Is slow to adapt to new procedures
and occurrences.

UNSATISFACTORY
Is unable to adapt to new procedures
Duties and occurrences.

COMMENTS:

6) ABILITY TO GET ALONG WITH OTHERS

MEETS OR EXCEEDS REQUIREMENTS
Does the required job and is cooperative.
Is usually considerate and understanding
of others.

NEEDS IMPROVEMENT
Usually cooperates with others.
Is sometimes inconsiderate and
difficult to get along with.

UNSATISFACTORY
Does not work well with others.
Is frequently inconsiderate.

COMMENTS:

7) SKILLS AND USE OF EQUIPMENT

MEETS OR EXCEEDS REQUIREMENTS
Uses equipment efficiently
and effectively.

NEEDS IMPROVEMENT
Tends to be unorganized and
inefficient in use of equipment.

UNSATISFACTORY
Unable to operate equipment
safely, efficiently or properly.

COMMENTS:

8) SUMMARY EVALUATION - Check Overall Performance

EXCEEDS REQUIREMENTS MEETS REQUIREMENTS NEEDS IMPROVEMENT UNSATISFACTORY

COMMENTS: (Evaluator shall include recommended goals or remedies if the employee receives "Unsatisfactory" or "Needs Improvements" rating)

COMMENTS: (Evaluator should include positive reinforcement if the employee receives "Meets Requirements" or "Exceeds Requirements" rating.)

(For Supervisor/Administrator):
I certify this report represents my best judgment.

Immediate Supervisor (Administrator)

Date of Signature

(For Employee):
I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.

Employee

Date of Signature

(For Needs Improvement or Unsatisfactory Evaluation)

I have requested the presence of a C.S.E.A. Representative at the evaluation conference.

CSEA Rep (If requested)

Date of Signature

TA Date: 2/8/2013

For CSEA:

Viggo A. ...
Marie E. ...

For the District:

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

Valerie Davis, APR 2/8/13

Juan Aguirre
Cathy J. ...

SMCJUHS
2013-2014 School Calendar

[Signature] For CSEA:
[Signature]
[Signature]
Davis, SR 8-6-13

	MON TUE WED THR FRI					Week	Quarter	Semester
	MON	TUE	WED	THR	FRI			
July	7/1	7/2	7/3	7/4	7/5	0		
	7/8	7/9	7/10	7/11	7/12	0		
	7/15	7/16	7/17	7/18	7/19	0		
	7/22	7/23	7/24	7/25	7/26	0		
	7/29	7/30	7/31	8/1	8/2	0		
August	8/5	8/6	8/7	8/8	8/9	4		
	8/12	8/13	8/14	8/15	8/16	5		
	8/19	8/20	8/21	8/22	8/23	5		
	8/26	8/27	8/28	8/29	8/30	5	19	
September	9/2	9/3	9/4	9/5	9/6	4		
	9/9	9/10	9/11	9/12	9/13	5		
	9/16	9/17	9/18	9/19	9/20	5		
	9/23	9/24	9/25	9/26	9/27	4		19
	9/30	10/1	10/2	10/3	10/4	5		
October	10/7	10/8	10/9	10/10	10/11	5	47	9
	10/14	10/15	10/16	10/17	10/18	5		
	10/21	10/22	10/23	10/24	10/25	4		
November	10/28	10/29	10/30	10/31	11/1	5		13
	11/4	11/5	11/6	11/7	11/8	5		
	11/11	11/12	11/13	11/14	11/15	4		
	11/18	11/19	11/20	11/21	11/22	5		
December	11/25	11/26	11/27	11/28	11/29	2		17
	12/2	12/3	12/4	12/5	12/6	5		
	12/9	12/10	12/11	12/12	12/13	5		13
	12/16	12/17	12/18	12/19	12/20	3	43	90
	12/23	12/24	12/25	12/26	12/27	0		
January	12/30	12/31	1/1	1/2	1/3	0		
	1/6	1/7	1/8	1/9	1/10	0		
	1/13	1/14	1/15	1/16	1/17	5		
	1/20	1/21	1/22	1/23	1/24	4		
February	1/27	1/28	1/29	1/30	1/31	5		14
	2/3	2/4	2/5	2/6	2/7	5		
	2/10	2/11	2/12	2/13	2/14	5		
	2/17	2/18	2/19	2/20	2/21	4		
March	2/24	2/25	2/26	2/27	2/28	5		19
	3/3	3/4	3/5	3/6	3/7	5		
	3/10	3/11	3/12	3/13	3/14	4		
	3/17	3/18	3/19	3/20	3/21	5	47	14
	3/24	3/25	3/26	3/27	3/28	5		
April	3/31	4/1	4/2	4/3	4/4	0		5
	4/7	4/8	4/9	4/10	4/11	5		
	4/14	4/15	4/16	4/17	4/18	5		
	4/21	4/22	4/23	4/24	4/25	4		
May	4/28	4/29	4/30	5/1	5/2	5		17
	5/5	5/6	5/7	5/8	5/9	5		
	5/12	5/13	5/14	5/15	5/16	4		
	5/19	5/20	5/21	5/22	5/23	5		
June	5/26	5/27	5/28	5/29	5/30	3		19
	6/2	6/3	6/4	6/5	6/6	0	41	88
	6/9	6/10	6/11	6/12	6/13	0		178
	6/16	6/17	6/18	6/19	6/20	0		
	6/23	6/24	6/25	6/26	6/27	0		
6/30	7/1	7/2	7/3	7/4	178	178	287	

	Legal Holidays
	Non-school Days
	Minimum Days (mid-terms / finals)
	School Day Only: 8/6 - 6/5
	10.5 mo work year: 7/25 - 6/6
	11 mo work year: 7/18 - 6/13
7/4	Independence Day
8/2	Orientation for New Teachers
8/5	Staff Development Day
8/6	First Day of School
9/2	Labor Day
9/23	Non-School Day
10/11	End of 1st Quarter
10/21	Non-School Day
11/11	Veterans Day
11/27	Non-School Day
11/28 - 11/29	Thanksgiving Day and day after
12/16 - 12/18	Midterms/Finals: (Minimum Days)
12/18	End of 2nd Quarter
	End of 1st Semester
12/19 - 1/10	Winter Break
12/24	Christmas Eve Day
12/25	Christmas Day
12/31	New Year's Eve Day
1/1	New Year's Day
1/20	Dr. Martin Luther King, Jr. Day
2/17	Presidents' Day (Lincoln & Washington)
3/10	Non-School Day
3/21	End of 3rd Quarter
3/28 - 4/4	Spring Break
4/21	Non-School Day
5/16	Non-School Day
5/26	Memorial Day
5/27 - 5/29	Finals: (Minimum Days)
5/29	End of 4th Quarter
	End of 2nd Semester
	Last Day of School

8/6/13

The District will provide a seniority list annually upon request from the CSEA President.

TA Date: 2/8/13

For CSEA:

Ulrich Gomez
Maria Elva
Isabel Aguirre

For the District:

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

Valerie Davis, RR

Juan Ayala

Cathy Jordan

APPENDIX G

Reduction in Work year for 2011-12

- ~~Reduce the position 8 hrs/day Principal's Secretary from a 12-month position to an 11-month position~~
- ~~Reduce the position 8 hrs/day Guidance Technician from an 11-month position to a 10 ½ month position~~
- ~~Reduce the position 8 hrs/day Receptionist/Counseling Clerk from an 11-month position to a 10 ½ month position~~
- ~~Reduce the position 8 hrs/day Alternative Education Secretary position from an 11-month position to a 10 ½ month position~~

TA Date: 2/8/13

For CSEA:

Veronica Gomez
Nancy E. W.
Isabel Aguirre

For the District:

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

Valerie Davis, ZRR
Juan Aguirre
Robert J. Hardin

SIDE LETTER OF AGREEMENT
REGARDING HEALTH PLAN ALTERNATIVES
August 11, 2010

The District and CSEA will explore alternative health insurance plans. The District will notify MCSIG that the District may withdraw from MCSIG by the November 2010 deadline for such notice. The District will convene a District-wide Benefits Committee, with representatives from all of the employee groups, to investigate medical coverage alternatives to MCSIG, and to make recommendations to the District and the bargaining units. The committee will meet by December 2010. CSEA may appoint representatives to the committee. If the committee recommends an alternative to MCSIG, upon request of either party, CSEA and the District shall meet to negotiate implementing the recommendation.

TA Date: 2/8/2013

For CSEA:

Teresa Rivera
Maria C. U...
Isabel Aguirre

For the District:

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

Rosari, ZAR
Juan Aguirre
Anthony Hardin

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

SUBJECT: Approval of Resolution #02:13/14 Sufficiency of
Instructional Materials for the 2013-14 School Year

MEETING: September 12, 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:

This is the annual resolution to be approved by the State Administrator regarding the sufficiency of classroom textbooks.

Recommendation:

The recommendation is being made to approve the resolution for sufficiency of textbooks.

Fiscal Impact:

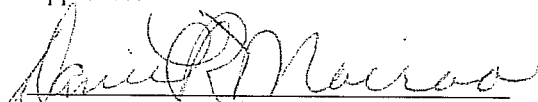
None

Submitted By:



Wendy Pospichal, Ed.D.
Assistant Superintendent, Administrative Services

Approved:



Daniel R. Morao, Ed.D.
State Administrator

RESOLUTION OF THE GOVERNING BOARD OF THE
SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Resolution #02:13:14
Sufficiency of Instructional Materials for 2013-14 School Year

On a motion of the State Administrator (“Administrator”) of the South Monterey County Joint Union High School District (“District”), the following resolution is adopted:

WHEREAS, the Administrator recognizes the importance of providing sufficient textbooks and instructional materials to implement the adopted instructional program and the Administrator places a high priority on the allocation of resources to provide sufficient textbooks and instructional materials in each subject for each student; and,

WHEREAS, on September 12, 2013, which is on or before the end of the eighth week of school, the Administrator adopted a resolution in compliance with Education Code, section 60119, and certified that the District had appropriated sufficient funds for textbooks and instructional materials to ensure that each student, including English learners, within the District, has sufficient textbooks and other instructional materials in each subject consistent with the content and cycles of the curriculum frameworks and that are aligned to the content standards adopted pursuant to Education Code Section 60605; and,

WHEREAS, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home; and,

WHEREAS, each student, including English learners, in each school in the District has sufficient textbooks and instructional materials in Mathematics, Science, History-Social Science, and English/Language Arts, including the English Language Development component of adopted programs; and,

WHEREAS, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes and laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive; and,

WHEREAS, the State Administrator provided at least ten (10) days notice of the public hearing posted in at least three (3) places within the district that stated the time, place, and purpose of the hearing; and,

WHEREAS, the Administrator has encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing;

NOW, THEREFORE BE IT RESOLVED and found that the Administrator hereby determines, as required by Education Code section 60119, that each student in each school in the District has been provided sufficient textbooks and other instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

BE IT FURTHER RESOLVED, that the State Administrator, or his designee, is authorized and directed to submit the required certification to the California Department of Education indicating that the District has complied with requirements of Education Code section 60119.

THE AFOREGOING RESOLUTION was adopted by the State Administrator of the South Monterey County Joint Union High School District at a meeting held on the 12th day of September, 2013:

PASSED AND ADOPTED by the State Administrator of the South Monterey County Joint Union High School District.

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

High School Instructional Materials Survey and Course Section Information To Be Completed by the School/District C.2.1 AND C.2.4

Course/Course #	Listing of Instructional Materials/Publisher/Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	++Periods, room numbers, with # of students enrolled – and special designations*
English / Language Arts					
ELA 9	Glencoe Literature: The Reader's Choice – course 4, 2002 (teal green)	332	296	8	Periods 1-2 Rm 125, 31-ELA 9 Strategic-two period block with the same students Per. 3 Rm. 134 pre AP 25 Per. 4 Rm. 125 33 Per. 4 Rm. 134 pre AP 25 Per. 5 Rm. 134 27 Per. 6 Rm. 125 26 Per. 6 Rm. 134 30 Per. 6 Rm. 125 27
ELA 10	Glencoe Literature: The Reader's Choice – course 5, 2002 (red)	339	241	6	Period 2 pre AP Rm 142, 36 Periods 3-4 Rm 142, 41 (ELA 10 SDAIE- two period block with the same students) Per. 5 Rm. 142, 40 Per. 6 Rm. 142, 39 Per. 7 Rm. 142, 38

ELA 11	Glencoe American Literature: The Reader's Choice, 2002 (blue)	263	216	7	Period 3 & 4 Rm 112, 17 (SDAIE- two period block with the same students) Period 2 AP Rm 112, 42 Per. 3 Rm. 125, 35 Per. 5 Rm. 114, 38 Per. 6 Rm. 114, 39 Per. 7 Rm. 112, 36
ENGLISH 12 AP	Glencoe British Literature: The Reader's Choice, 2002 (dark green)	189	27	1	Period 3 Rm 161, 27 (English 12 AP)
LA 12 ERWC	California State University- Expository Reading and Writing Curriculum, 2008	137	204	5	Period 4 Rm 112, 33 Period 5 Rm 112, 39 Period 6 Rm 161, 21 Period 6 Rm 112, 38 Period 7 Rm 161, 37 ERWC Curriculum is reproducible. The materials are in three teacher binders and each teacher has a binder. Every student has a paper copy of each lesson in their student binder @ 1 packet per student.
ELD 1 and ELD 1/2	Hampton Brown Edge Fundamentals, 2005	124	27	3	Periods 1-3 Rm 132, 27 (Each are three period blocks with the same students.)

	70 Edge Fundamentals ordered req. #14-00019					
ELD 2	Hampton Brown Edge level A, 2005	124	27	3	Periods 1-3 Rm 132, 27 (Each are three period blocks with the same students.)	
ELD 3	60 Edge A ordered req. #14-00019 Hampton Brown Edge level B, 2005	74	27	3	Periods 1-3 Rm 132, 27 (Each are three period blocks with the same students.)	
READ 180/Sys 44 TBD	40 Edge B ordered req. #14-00019 Scholastic Inc, 2005, workbooks, textbooks and computer program 10 workbooks and 10 textbooks, stage C ordered. Reg #14-00153	90 sets	22	2	Period 3-2 , Rm 205, 22 (Intensive two period block with the same students)	

++ May utilize the Master schedule to give this information

* BI = Bilingual; RS= Resource; SD= Special Day; OSE=Other Special Education; Advanced Placement=AP;

High School Instructional Materials Survey and Course Section Information To Be Completed by the School/District C.2.1 AND C.2.4

Course/Course #	Listing of Instructional Materials/Publisher/Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	++Periods, room numbers, with # of students enrolled – and special designations*
Mathematics					
Algebra Readiness	California Algebra Readiness; 2009, Pearson	142	0	0	0
Math 1 Integrated Common Core	Mathematics Visions Project modules Secondary One: Curriculum Materials Integrated Pathway CCSS Mathematics http://www.mathematicsvisionproject.org/secondary-one-mathematics.html	350	330	9	Period 1 Rm. 102, 32 Period 1 Rm. 144, 32 Period 2 Rm. 102, 35 Period 3 Rm. 102, 36 Period 4 Rm. 149, 39 Period 5 Rm. 149, 41 Period 6 Rm 144, 40 Period 7 Rm 150, 37 Period 7 Rm. 149, 38
Algebra 2	350 packets for students ordered req. #14-00185 @ 1 per student Algebra & Trigonometry: Structure & Method, book 2; 2009 classic, McDougal Littell	186	151	4	Period 2, Rm 144, 41 Period 3, Rm 150, 34 Period 5, Rm 150, 36 Period 6, Rm 150, 40
Pre-Calculus	Precalculus with Limits; 2007, Houghton Mifflin	109	55	2	Period 1, Rm 149, 31 Period 5, Rm 144, 24

Adv Alg/Fin App			70	67	2		Period 2 Rm. 149, 34 Period 3 Rm. 149, 33	

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High School Instructional Materials Survey and Course Section Information To Be Completed by the School/District C.2.1 AND C.2.4

Course/Course #	Listing of Instructional Materials/Publisher/Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	++Periods, room numbers, with # of students enrolled – and special designations*
English / Language Arts Sped Language Arts	Read 180 Scholastic Edge Hampton-Brown Edge Fundamentals Reading and Writing Edge Reading and Writing and Language	65 124 43	59	4	Per. 1 Rm 131, 12 (SE-ELA) Per. 3 Rm 185, 15 (SE-ELA) Per. 4 Rm 185, 19 (SDC-ELA) Per. 7 Rm 131, 13 (SE-ELA)
Mathematics Sped Algebra and Algebra Readiness	AGS Algebra Prentice Hall: California Algebra Readiness	133	51	3	Per 1 Rm 142 – 10 students (SE- Algebra 1A) Per 2 Rm 145 – 20 students (SE- Algebra 1B) Per Rm 145 – 21 students (SE-Algebra Readiness)
History/Social Science Sped World History	AGS World History AGS United States History AGS Economics	43 24 33	7 0 0	1 0 0	Per 1 Rm 141 – 14 students (SDC-World History) Per 2 Rm 141 – 7 students (SDC-USHistory)
History/Social Science Sped World History	AGS United States Government	17	0	0	

High School Instructional Materials Survey and Course Section Information To Be Completed by the School/District C.2.1 AND C.2.4

Course/Course #	Listing of Instructional Materials/Publisher/Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	++Periods, room numbers, with # of students enrolled – and special designations*
Science					
Biology	Holt Rinehart and Winston 2007	211	141	4	Period 1, Rm 115, 35 Period 2, Rm 115, 35 Period 5, Rm 115, 37 Period 6, Rm 115, 34
Introduction to Chemistry	Zumdahl, Houghton Mifflin Co. 2000	141	105	3	Period 1, Rm 104, 35 Period 4, Rm 104, 34 Period 7, Rm 104, 36
Earth Science	McDougal Littell 2005/ Prentice Hall 2006	396	153	4	Period 1, Rm 116, 37 Period 2, Rm 116, 33 Period 3, Rm 116, 41 Period 6, Rm 116 42
Conceptual Physics	Foresman Addison Westley 1999	177	51	3	Period 5, Rm 104, 24 Period 6, Rm 104, 27
Life Science	Glencoe 1997	143	119	3	Period 2 Rm 104, 39 Period 5, Rm 116, 38 Period 7, Rm 116, 42
Ag Bio	Holt California Biology 2007	154	72	2	Period 4, Rm 192,36 Period 5, Rm 196,36
Ag. Earth	39 ordered req #15034451 California Earth Science Prentice Hall 2006 Ordered 40 req. #14-00034	60	66	2	Period 1, Rm 192, 31 Period 2, Rm 192, 34
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High School Instructional Materials Survey and Course Section Information To Be Completed by the School/District C.2.1 AND C.2.4

Course/Course #	Listing of Instructional Materials/Publisher/Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	++Periods, room numbers, with # of students enrolled – and special designations*
History / Social Science and Science World History and Geography	Modern World History Patterns of Interaction, McDougal Littell, 2006	362 books	291 World History	8	Per. 1 Rm 146,37 Per. 2 Rm 147, 34 Per. 3 Rm 147, 35 Per. 4 Rm 146, 36 Per. 5 Rm 147,38 Per. 6 Rm 146, 39 Per. 6 Rm 147, 31 Per. 7-- Rm 148, 41

US History AP	The Americans, Semester 1 The Making of America, Houghton Mifflin, 2006 (Only used in AP Classes) Semester 2 Ordered 15 more, req. #14-00034	Total included in US History 70	69	2	Rm. 147 Per. 1, 32 Rm. 147 Per. 4, 37
US History and Geography	The Americans, McDougal Littell, 2006	478	160	5	Per 1, Rm 148, 32 Per 2, Rm 148, 29 Per 3, Rm 148, 23 Per 4, Rm 148, 40 Per 5, Rm 148, 36
Economics and Econ	Economics: Principles and Practices, Glencoe, 2008	250	89	3	Per 1 Rm 182, 31 AP Per 2 Rm 182, 27 Per 3 Rm 182, 31
Civics And AP Civics	American Government, Prentice Hall, 2006	181	67	2	Per. 2 Rm 147, 34 Per. 3 Rm 147, 33
++ May utilize the Master schedule to give this information					

High School Instructional Materials Survey and Course Section Information To Be Completed by the School/District C.2.1 AND C.2.4

Course/Course #	Listing of Instructional Materials/Publisher/Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	++Periods, room numbers, with # of students enrolled – and special designations*
Spanish I	Ven Connmigo Level I, Holt 2003. Purchased additional 5 textbooks, req. #14-00146	132	158	4	Per. 1 Rm. 143, 40 Per. 3 Rm 143, 37 Per. 5 Rm 143, 41 Per. 6 Rm. 301, 40
Spanish II	Ven Connmigo Level II, Holt 2003 Purchased additional 62 textbooks, req. #14-00146	85	42	1	Per. 4 Rm 143, 42
Spanish III	Ven Connmigo Level III. Holt 2003. Purchased additional 5 textbooks, req. #14-00146	39	33	1	Per. 2 Rm 301, 33
Spanish Lit & Culture AP	Azulejo, Wayside Publishing 45 textbooks purchased, req. #14-00204	45	43	1	Per. 2 Rm 143, 39 Per. 3 Rm 143, 38
French I	Discovering French, Bleu-1997. D.C. Heath Ordered 13 textbooks, req. #14-00023	131	121	3	Per. 4 Rm 132, 38 Per. 5 Rm 132, 41 Per. 6 Rm 132, 41
American Sign Language 2	Master ASL, Sign Media-2006 Master Finger Spelling	59 65	22	1	Wed. after school 4:30 to 8:20 22 Greenfield students signed for simultaneous college credit (Hartnell provides materials)

++ May utilize the Master schedule to give this information

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High School Instructional Materials Survey and Course Section Information To Be Completed by the School/District C.2.1 AND C.2.4

Course/Course #	Listing of Instructional Materials/Publisher/Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	++Periods, room numbers, with # of students enrolled – and special designations*
English / Language Arts					
ELA 9	Glencoe Literature: The Reader's Choice – course 4, 2002 (teal green)	332	205	9	Periods 1 Rm 613, 25 Period 2 Rm. 613, 26 Periods 2-3 Rm 607, 25 ELA 9 Strategic-two period block with the same students Period 1-2 Rm 603, 32 ELA 9 SDAIE-two per. Block with the same students Per. 3 Rm. 603 pre AP 31 Per. 4 Rm. 603 36 Per. 6 Rm. 603 pre AP 30
ELA 10	Glencoe Literature: The Reader's Choice – course 5, 2002 (red)	339	185	8	All students are assigned a textbook and there are also class sets. Period 3 pre AP Rm 604, 31 Per. 5 pre AP Rm 205, 33 Per. 6 Rm 205, 28 Periods 6-7 Rm 104, 34 (ELA 10 SDAIE- two period block with the

					<p>same students) Per. 3-4 Rm. 606, 24 (ELA 10 SDAIE- two period block with the same students) Per. 6 Rm. 606, 35</p> <p>All students are assigned a textbook and there are also class sets.</p>
<p>ELA 11</p>	<p>Glencoe American Literature: The Reader's Choice, 2002 (blue)</p>	<p>263</p>	<p>199</p>	<p>7</p>	<p>Period 1 & 2 Rm 205, 27 (SDAIE- two period block with the same students)</p> <p>Period 1 AP Rm 611, 32</p> <p>Per. 4 Rm. 203, 37 Per. 5 AP Rm. 203, 31</p> <p>Per. 5 Rm. 611, 36 Per. 6 Rm. 611, 36</p> <p>All students are assigned a textbook and there are class sets</p>
<p>ENGLISH 12 AP</p>	<p>Glencoe British Literature: The Reader's Choice, 2002 (dark green)</p>	<p>189</p>	<p>36</p>	<p>1</p>	<p>Period 7 Rm 203, 37 (English 12 AP)</p>
<p>ELA 12 ERWC</p>	<p>California State University- Expository Reading and Writing Curriculum, 2008</p>	<p>137</p>	<p>137</p>	<p>4</p>	<p>Period 1 Rm 607, 34 Period 7 Rm 604, 35 Period 2 Rm 104, 33 Period 5 Rm 607, 35</p> <p>ERWC Curriculum is reproducible. The materials are in three teacher binders and each teacher has a</p>

							binder. Every student has a paper copy of each lesson in their student binder @ 1 packet per student.
ELD 1 and ELD 1/2	Hampton Brown Edge Fundamentals, 2005	124	45	4	Periods 1-2 Rm 606, 27 Periods 6-7 Rm 607, 18 (Each are two period blocks with the same students.)		
ELD 2	70 Edge Fundamentals ordered req. #14-00019 Hampton Brown Edge level A, 2005	124	16	2	Periods 3-4 Rm 612, 16 (Two period block with the same students)		
ELD 3	60 Edge A ordered req. #14-00019 Hampton Brown Edge level B, 2005	74	32	2	Period 5-6 Rm 612, 32 (Two period block with the same students.)		
READ 180/Sys 44	40 Edge B ordered req. #14-00019 Scholastic Inc, 2005, workbooks, textbooks and computer program 10 workbooks and 10 textbooks, stage C ordered. Req #14-00153	90 sets	14	2	Period 3, Rm 205, 14 (Intensive two period block with the same students)		

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<p>Ag Mechanics 1, 2</p>	<p>Agricultural Mechanics Fundamentals, Del Mar, Cengage learning 2010</p>	<p>50 1 class set</p>	<p>136</p>	<p>4</p>	<p>Per 1, Rm 401, Per 2, Rm 401, Per 3, Rm 401, Per 4, Rm 401,</p>
<p>Floral Design</p>	<p>The Art of Floral Design 2nd Edition Delmar, Cengage learning 2000 ArtTalk, Glenco</p>	<p>34 1 class set 41 1 class set</p>	<p>153</p>	<p>4</p>	<p>Per 1, Rm 402, 35 Per 2, Rm 402, 32 Per 3, Rm 402, 41 Per 6, Rm 402, 45</p>
<p>Computer Apps</p>	<p>Century 21 Keyboarding 9th Edition Houghton/Stank 2010 Purchased online site license for Century 21 Comp Apps Century 21 Keyboarding Req. #14-00028</p>	<p>37</p>	<p>540</p>	<p>15</p>	<p>Per. 1, Rm 106, 39 Per. 2, Rm 106, 33 Per. 4, Rm 106, 39 Per. 5, Rm 106, 39 Per. 6, Rm 106, 39 Per. 7, Rm 106, 39 Per. 2 Rm 204, 33 Per. 3 Rm 204, 37 Per. 1 Rm. 101, 35 Per. 2 Rm. 101, 33 Per. 3 Rm. 101, 33 Per. 4 Rm. 101, 35 Per. 5 Rm. 101, 35 Per. 6 Rm. 101, 36 Per. 7 Rm. 101, 35</p>
<p>Drama</p>	<p>The Stage and the School Glencoe Mc Graw-Hill 1999</p>	<p>107</p>	<p>38</p>	<p>1</p>	<p>Per 7, Rm 603, 38</p>
<p style="text-align: center;">++ May utilize the Master schedule to give this information</p>					
<p>* BI = Bilingual; RS= Resource; SD= Special Day; OSE=Other Special Education; Advanced Placement=AP</p>					

High School Instructional Materials Survey and Course Section Information To Be Completed by the School/District C.2.1 AND C.2.4

Course/Course #	Listing of Instructional Materials/Publisher/Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	++Periods, room numbers, with # of students enrolled – and special designations*
Spanish I	Ven Conmigo Level I, Holt 2003. Purchased additional 5 textbooks, req. #14-00146	132	68	2	Per. 5 Rm. 301, 33 Per. 6 Rm. 301, 35
Spanish II	Ven Conmigo Level II, Holt 2003 Purchased additional 62 textbooks, req. #14-00146	85	73	2	Per. 4 Rm 301, 37 Per. 7 Rm 301, 36
Spanish III	Ven Conmigo Level III. Holt 2003. Purchased additional 5 textbooks, req. #14-00146	39	33	1	Per. 2 Rm 301, 33
Spanish Flu	Repaso-Glenco McGraw Hill 2002	243	34	1	Per. 1 Rm 301, 34
Spanish Lit & Culture AP	Azulejo, Wayside Publishing 45 textbooks purchased, req. #14-00204	45	43	1	Per. 3 Rm 301, 43
French I	Discovering French, Bleu-1997. D.C. Heath Ordered 13 textbooks, req. #14-00023	131	90	3	Per. 1 Rm 202, 32 Per. 2 Rm 202, 27 Per. 5 Rm 202, 31
French II	Discovering French, Blanc-1997. D.C. Heath Ordered 11 textbooks, req. #14-00023	91	65	2	Per. 3 Rm 202, 31 Per. 6 Rm 202, 34
French III	Discovering French, Red-1997. D.C. Heath	51	26	1	Per. 4 Rm 202, 26
French IV	Personnages, 2003. D.C. Heath	18	9	1	Per. 4 Rm 202, 9
American Sign Language 2	Master ASL, Sign Media-2006 Master Finger Spelling	59 65	22	1	Wed. after school 4:30 to 8:20 22 Greenfield students signed for simultaneous college credit (Hartnell provides materials)

High School Instructional Materials Survey and Course Section Information To Be Completed by the School/District C.2.1 AND C.2.4

Course/Course #	Listing of Instructional Materials/Publisher/Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	++Periods, room numbers, with # of students enrolled – and special designations*
History / Social Science and Science World History and Geography	Modern World History Patterns of Interaction, McDougal Littell, 2006	362 books	229 World History	7	Per. 2 Gildersleeve Rm 601, 37 Per. 2 Schierer Rm 201, 34 H Per. 3 Schierer Rm 201, 27 H Per. 4 Schierer Rm 201, 36 Per. 6–Gildersleeve Rm 601, 32 Per. 5–Schieer Rm 201, 28 (WH SDAIE) Per. 7– Gildersleeve Rm 601, 35

<p>US History AP</p>	<p>The Americans, Semester 1</p> <p>The Making of America, Houghton Mifflin, 2006 (Only used in AP Classes) Semester 2 Ordered 15 more, req. #14-00034</p>	<p>Total included in US History</p> <p>70</p>	<p>64</p>	<p>2</p>	<p>Rm. 201 Per. 6, 34 Rm. 201 Per. 7, 36</p>
<p>US History and Geography</p>	<p>The Americans, McDougal Littell, 2006</p>	<p>478</p>	<p>144</p>	<p>5</p>	<p>Per 1, Rm 601, 29 Per 1, Rm 201, 26 Per 3, Rm 601, SDAIE 29 Per 4, Rm 601, 32 Per 5, Rm 601, 28</p>
<p>Economics and AP Econ</p>	<p>Economics: Principles and Practices, Glencoe, 2008</p>	<p>250</p>	<p>124</p>	<p>4</p>	<p>Per 1 Rm 608, 25 Per 5 Rm 608, 30 Per 4 Rm 608, 28 Per. 6 Rm 608 AP, 41 (fall)</p>
<p>Civics And AP Civics</p>	<p>American Government, Prentice Hall, 2006</p>	<p>181</p>	<p>104</p>	<p>3</p>	<p>Per. 2 Rm 608, 29 Per. 3 Rm 608, 34 Per. 6 Rm 608 AP, 41 (spring)</p>
<p>++ May utilize the Master schedule to give this information</p>					

High School Instructional Materials Survey and Course Section Information To Be Completed by the School/District C.2.1 AND C.2.4

Course/Course #	Listing of Instructional Materials/Publisher/Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	++Periods, room numbers, with # of students enrolled – and special designations*
Mathematics					
Algebra Readiness	California Algebra Readiness; 2009; Pearson	142	0	0	0
Math 1 Integrated Common Core	Mathematics Visions Project modules Secondary One: Curriculum Materials Integrated Pathway CCSS Mathematics http://www.mathematicsvisionproject.org/secondary-one-mathematics.html	460	449	14	Period 1 Rm. 605, 27 Period 3 Rm. 605, 36 Period 4 Rm. 605, 35 Period 5 Rm. 605, 34 Period 7 Rm 605, 37 Period 6 Rm 602, 30 Period 2 Rm. 609, 28 Period 3 Rm. 609, 37 Period 4 Rm. 609, 37 Period 5 Rm. 609, 32 Period 6 Rm. 609, 26 Period 7 Rm. 609, 36 Period 1 Rm. 614, 27 Period 6 Rm. 614, 27
Algebra 2	460 packets for students ordered req. #14-00185 @ 1 per student Algebra & Trigonometry: Structure & Method, book 2; 2009 classic, McDougal Littell	186	186	6	Period 1, Rm 602, 32 Period 2, Rm 602, 30 Period 4, Rm 602, 25 Period 7, Rm 602, 38 Period 3, Rm 614, 34 Period 3, Rm 614, 27
Pre-Calculus	Precalculus with Limits; 2007, Houghton Mifflin	109	82	3	Period 2, Rm 614, 23 Period 7, Rm 614, 26 Period 3, Rm 602, 33

AP Calculus	Calculus: Graphical, Numerical, Algebraic (AP edition); 3 rd edition, 2007, Pearson	34	28	1	Period 5, Rm 614, 28
Consumer Math	Consumer Math AGS 2003	66	34	1	Period 6 Rm. 605, 34

++ May utilize the Master schedule to give this information

* BI = Bilingual; RS= Resource; SD= Special Day; OSE=Other Special Education; Advanced Placement=AP;

High School Instructional Materials Survey and Course Section Information To Be Completed by the School/District C.2.1 AND C.2.4

Course/Course #	Listing of Instructional Materials/Publisher/Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	++Periods, room numbers, with # of students enrolled -- and special designations*
Science					
Biology	Holt Rinehart and Winston 2007	211	139	4	Period 3, Rm 102, 36 Period 4, Rm 102, 37 Period 5, Rm 102, 34 Period 6, Rm 102, 32
Introduction to Chemistry	Zumdahl, Houghton Mifflin Co. 2000	141	77	2	Period 2, Rm 105, 38 Period 4, Rm 105, 39
Earth Science	McDougal Littell 2005/ Prentice Hall 2006	396	156	5	Period 1, Rm 103, 28 Period 2, Rm 103, 30 Period 3, Rm 103, 33 Period 6, Rm 103 29 Period 7 SDAIE, Rm 105, 36
Conceptual Physics	Foresman Addison Westley 1999	177	96	3	Period 1, Rm 105, 31 Period 5, Rm 105, 29 Period 5, Rm 105, 36
Life Science	Glencoe 1997	143	94	3	Period 4 SDAIE, Rm 103, 33 Period 5, Rm 103, 34 Period 7, Rm 102, 27
AP Bio	AP Bio Campbell-Reece 8 th edition 2008 (Pearson)	73	29	1	Period 1-2, AP Bio Rm 102, 30
Ag Bio	Holt California Biology 2007	154	68	2	Period 5, Rm 402 & 403,31 Period 7, Rm 402 & 403,37
Ag. Earth	39 ordered req #15034451 California Earth Science Prentice Hall 2006 Ordered 40 req. #14-00034	60	68	2	Period 6, Rm 401, 33 Period 7, Rm 401, 35
					++ May utilize the Master schedule to give this information

* BI = Bilingual; RS= Resource; SD= Special Day; OSE=Other Special Education; Advanced Placement=AP

High School Instructional Materials Survey and Course Section Information To Be Completed by the School/District C.2.1 AND C.2.4

Course/Course #	Listing of Instructional Materials/Publisher/Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	++Periods, room numbers, with # of students enrolled – and special designations*
English / Language Arts Sped Language Arts	Read 180 Scholastic	65	51	4	Per. 3 & 4 Rm 205, 16 (SE-ELA)
	Edge Hampton-Brown	124			Per. 2 Rm 610, 7 (SDC-ELA)
	Edge Fundamentals Reading and Writing	43			Per. 4 Rm 610,9 (SE-ELA)
	Edge Reading and Writing and Language				Per. 5 Rm 610, 6 (SE-ELA)
Mathematics Sped Algebra and Algebra Readiness	AGS Algebra	133	17	2	Per 1 Rm 612 – 8 students (SE- Algebra 1A)
	Prentice Hall: California Algebra Readiness	151	12	2	Per 2 Rm 612 – 9 students (SE- Algebra 1B)
History/Social Science Sped World History	AGS World History	43	7	1	Per 3 Rm 610 – 7 students (SDC-World History)
	AGS United States History	24	0	0	
	AGS Economics	33	0	0	
History/Social Science Sped World History	AGS United States Government	17	0	0	
Sciences Special Education Life Sciences Special Education Earth Science	AGS Biology: Cycles of Life	48	11	1	Per 6 Rm 615, 11 (SE – Life Science)
	AGS Earth Science	24			

<p>Life Skills</p>	<p>PCI Education Integrated Reading and Writing Edmark Mathematics PCI Education Technology Cooking PCI Education Technology Survival Signs/Environmental Edmark Clocks/Time Scholastic Readers Software Touch Math Curriculum Additional resources</p>	<p>All are computer-based and programs are accessed in the classroom</p>	<p>13</p>	<p>6</p>	<p>Per 1, Rm 303, 5 Per 2, Rm 303, 9 Per 3, Rm 303, 11 Per 5, Rm 303, 7 Per 6, Rm 303, 11 Per 7, Rm 303, 11</p>
<p>Life Math</p>	<p>AGS Basic Math Skills</p>	<p>20</p>	<p>5</p>	<p>1</p>	<p>Per. 1 Rm 615, 5</p>
					<p>++ May utilize the Master schedule to give this information</p>

* BI = Bilingual; RS= Resource; SD= Special Day; OSE=Other Special Education; Advanced Placement=AP

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of Resolution 03:13/14 Recalculated
2012-13 and 2013-14 Gann Limit

MEETING: September 12, 2013

AGENDA SECTION: ACTION

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

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

Summary:

In November, 1979 the California voters approved Proposition 4, commonly known as the Gann Initiative, which established the State Appropriations Limit in the State Constitution. This limits the amount of monies that can be spent from state tax proceeds and limits the growth in government spending to be no faster than the growth in population and inflation.

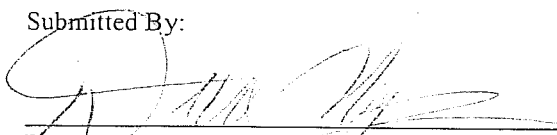
Recommendation:

It is recommended that the State Administrator approve the Gann Limit calculations, Resolution 3:13/14

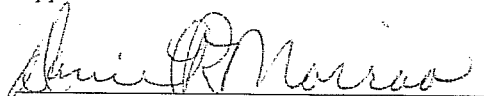
Fiscal Impact:

None

Submitted By:


 Duane Wolgamott
 Business Manager

Approved:


 Daniel R. Moirao, Ed.D.
 State Administrator

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

RESOLUTION #3:13-14

FOR ADOPTING THE RECALCULATED 2012-13 AND THE 2013-14 "GANN" LIMIT

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, Commonly called "Gann Limits", for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann Limit for the 2012-13 fiscal year and a projected Gann Limit for the 2013-14 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that the State Administrator does provide public notice that the attached calculations and documentation of the Gann limits for the 2012-13 and 2013-14 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that the State Administrator does hereby declare that the appropriations in the Budget for the 2012-13 and 2013-14 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the State Administrator will provide copies of this resolution along with the appropriate attachments to interested citizens of this district.

Adopted this 12th day of September, 2013

Daniel Moirao, State Administrator

	2012-13 Calculations			2013-14 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA (2011-12 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2011-12 Actual			2012-13 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	12,739,373.30		12,739,373.30			13,172,056.94
2. PRIOR YEAR GANN ADA (Preload/Line B9, PY column)	1,846.23		1,846.23			1,839.59
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2011-12			Adjustments to 2012-13		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)		0.00				0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2012-13 data should tie to Principal Apportionment Attendance Software reports)	2012-13 P2 Report			2013-14 P2 Estimate		
1. Total K-12 ADA (Form A, Lines 10, 28, & 29)	1,839.59		1,839.59	1,839.34		1,839.34
2. ROC/P ADA**						
3. Total Charter Schools ADA (Form A, Line 26)	0.00		0.00	0.00		0.00
4. Total Supplemental Instructional Hours**						
5. Divide Line B4 by 700 (Round to 2 decimal places)						
6. TOTAL P2 ADA (Lines B1 through B3 plus B5)			1,839.59			1,839.34
OTHER ADA (From Principal Apportionment Attendance Software)						
7. Apprentice Hours - High School						
8. Divide Line B7 by 525 (Round to 2 decimal places)			0.00			0.00
9. TOTAL CURRENT YEAR GANN ADA (Sum Lines B6 plus B8)			1,839.59			1,839.34
LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED TAXES AND SUBVENTIONS (Funds 01, 09, and 62)	2012-13 Actual			2013-14 Budget		
1. Homeowners' Exemption (Object 8021)	29,622.00		29,622.00	0.00		0.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	4,376,923.37		4,376,923.37	4,323,376.00		4,323,376.00
5. Unsecured Roll Taxes (Object 8042)	194,759.96		194,759.96	185,000.00		185,000.00
6. Prior Years' Taxes (Object 8043)	29,225.86		29,225.86	219,933.00		219,933.00
7. Supplemental Taxes (Object 8044)	57,940.68		57,940.68	43,000.00		43,000.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	(19,374.21)		(19,374.21)	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	4,221.24		4,221.24	2,500.00		2,500.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (Obj. 8047 & 8625)	101,655.76		101,655.76	55,009.00		55,009.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-Revenue Limit Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)	(192,436.00)		(192,436.00)	(104,819.00)		(104,819.00)
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	4,582,538.66	0.00	4,582,538.66	4,723,999.00	0.00	4,723,999.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	4,582,538.66	0.00	4,582,538.66	4,723,999.00	0.00	4,723,999.00

	2012-13 Calculations			2013-14 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from obj. 3301 & 3302; do not include negotiated amounts)			0.00			0.00
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			0.00			0.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. Revenue Limit State Aid - CY (objects 8011 and 8012)	6,630,866.19		6,630,866.19	6,992,505.00		6,992,505.00
25. Revenue Limit State Aid - Prior Years (Object 8019)	(245,363.05)	0.00	(245,363.05)	0.00		0.00
26. Supplemental Instruction - CY (Res. 0000, Object 8590)**		85,087.61	85,087.61			0.00
27. Supplemental Instruction - PY (Res. 0000, Object 8590)**		83,285.84	83,285.84			0.00
28. Comm Day Sch Addl Funding - CY (Res. 2430, Obj. 8311 and Res. 0000, Obj. 8590)**		0.00	0.00			0.00
29. Comm Day Sch Addl Funding - PY (Res. 2430, Obj. 8319 and Res. 0000, Obj. 8590)**		0.00	0.00			0.00
30. ROC/P Apportionment - CY (Res. 0000, Object 8590)**		452,825.00	452,825.00			0.00
31. ROC/P Apportionment - PY (Res. 0000, Object 8590)**		291,698.00	291,698.00			0.00
32. Charter Schs. Gen. Purpose Entitlement (Object 8015)	8,093.00	0.00	8,093.00	0.00		0.00
33. Charter Schs. Categorical Block Grant (Object 8590)**		0.00	0.00			0.00
34. Class Size Reduction, Grades K-3 (Object 8434)	0.00	0.00	0.00	0.00		0.00
35. Class Size Reduction, Grade 9 (Object 8590)**		0.00	0.00			0.00
36. SUBTOTAL STATE AID RECEIVED (Lines C24 through C35)	6,393,596.14	912,896.45	7,306,492.59	6,992,505.00	0.00	6,992,505.00
ADD BACK TRANSFERS TO COUNTY						
37. County Office Funds Transfer (Form RL, Line 32)	51,648.00		51,648.00	57,827.00		57,827.00
38. TOTAL STATE AID (Lines C36 plus C37)	6,445,244.14	912,896.45	7,358,140.59	7,050,332.00	0.00	7,050,332.00
DATA FOR INTEREST CALCULATION						
39. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	15,966,459.75		15,966,459.75	16,110,320.00		16,110,320.00
40. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	18,533.83		18,533.83	5,000.00		5,000.00
APPROPRIATIONS LIMIT CALCULATIONS						
PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			12,739,373.30			13,172,056.94
2. Inflation Adjustment			1.0377			1.0512
3. Program Population Adjustment (Lines B9 divided by [A2 plus A7]) (Round to four decimal places)			0.9964			0.9999
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			13,172,056.94			13,845,081.61
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			4,582,538.66			4,723,999.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B9 or \$2,400; but not greater than Line C38 or less than zero)			220,750.80			220,720.80
b. Maximum State Aid in Local Limit (Lesser of Line C38 or Lines D4 minus D5 plus C23; but not less than zero)			7,358,140.59			7,050,332.00
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			7,358,140.59			7,050,332.00
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C40 divided by [Lines C39 minus C40] times [Lines D5 plus D6c])			13,876.82			3,655.42
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			4,596,415.48			4,727,654.42
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C38 or less than zero)			7,358,140.59			7,050,332.00
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			4,596,415.48			
b. State Subventions (Line D8)			7,358,140.59			
c. Less: Excluded Appropriations (Line C23)			0.00			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			11,954,556.07			

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

SUBJECT: FCMAT Report

MEETING: September 12,
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
- X 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 requested that FCMAT do a study of the Home-Hospital and Independent Study programs in the district. The team has completed their report and is attached. The board was provided copies of this report previously.

Recommendation:

It is recommended that the State Administrator accept the FCMAT report

Fiscal Impact:

None, implementation of the recommendations could realize additional ADA revenues for the district.

Submitted By:



Daniel R. Moirao Ed.D.
State Administrator

Approved:



Daniel R. Moirao Ed.D.
State Administrator

FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

South Monterey County Joint Union High School District Management Review

August 8, 2013

Joel D. Montero
Chief Executive Officer



FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

August 8, 2013

Daniel Moirao, State Administrator
South Monterey County Joint Union High School District
800 Broadway
King City, CA 93930

Dear State Administrator Moirao:

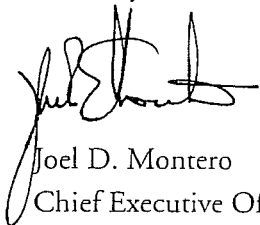
In April 2013, the South Monterey County Joint Union High School District and the Fiscal Crisis and Management Assistance Team (FCMAT) entered into an agreement for a review of the district's independent study and home and hospital programs. Specifically, the study agreement calls for FCMAT to perform the following:

1. Review the independent study and home hospital programs to provide the district with reasonable assurances based on the testing performed that adequate management controls are in place regarding the district's reporting and monitoring of financial transactions. Management controls include the processes for planning, organizing, directing, and controlling program operations, including systems for measuring, reporting, and monitoring performance. Specific objectives of the review include evaluating the policies, procedures, and internal controls and transactions performed by the district.
 - a. The team will review the attendance accounting records for the independent study and home hospital programs related to required weekly and monthly reporting for the current and two prior fiscal years in accordance with California Education Code Section 51747.
 - b. The team will sample test data from the current and two prior fiscal years and review the attendance accounting procedures to determine if reporting errors may have occurred. Testing associated with this review will be based on sample selection and will not include testing of all transactions and records for this period. Sample testing and review results are intended to provide reasonable but not absolute assurance as to the accuracy of the district's transactions and financial activity.

This final report presents the study team's findings and recommendations.

On behalf of FCMAT, we appreciate the opportunity to serve you and extend our thanks to all the staff of the South Monterey County Joint Union High School District.

Sincerely,



Joel D. Montero
Chief Executive Officer

FCMAT

Joel D. Montero, Chief Executive Officer

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Administrative Agent: Christine L. Frazer • County Superintendent of Schools

Table of contents

About FCMAT	iii
Introduction	1
Executive Summary	3
Findings and Recommendations.....	5
Program Overview.....	5
Audit Findings.....	6
Independent Study	6
Home and Hospital Instruction.....	8
Program Compliance and District Forms.....	8
Recommendations	10
Appendix	13

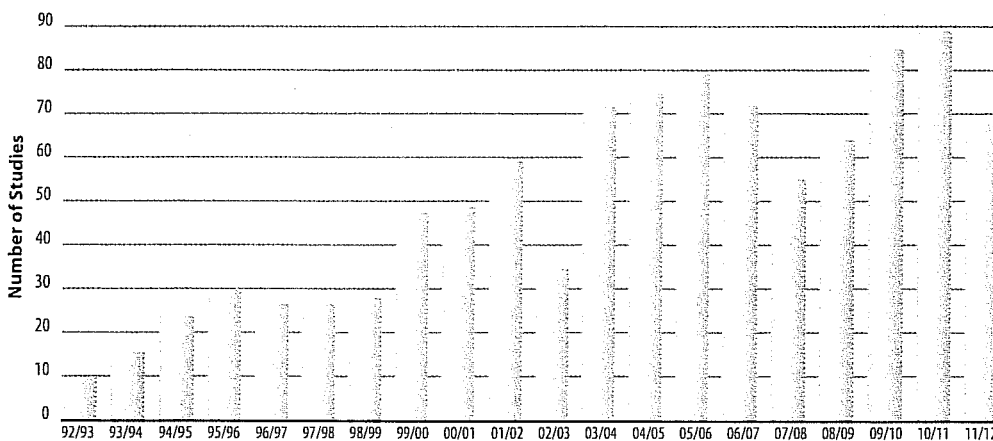
About FCMAT

FCMAT's primary mission is to assist California's local K-14 educational agencies to identify, prevent, and resolve financial and data management challenges. FCMAT provides fiscal and data management assistance, professional development training, product development and other related school business and data services. FCMAT's fiscal and management assistance services are used not just to help avert fiscal crisis, but to promote sound financial practices and efficient operations. FCMAT's data management services are used to help local educational agencies (LEAs) meet state reporting responsibilities, improve data quality, and share information.

FCMAT may be requested to provide fiscal crisis or management assistance by a school district, charter school, community college, county office of education, the state Superintendent of Public Instruction, or the Legislature.

When a request or assignment is received, FCMAT assembles a study team that works closely with the local education agency to define the scope of work, conduct on-site fieldwork and provide a written report with findings and recommendations to help resolve issues, overcome challenges and plan for the future.

Studies by Fiscal Year



FCMAT also develops and provides numerous publications, software tools, workshops and professional development opportunities to help local educational agencies operate more effectively and fulfill their fiscal oversight and data management responsibilities. The California School Information Services (CSIS) arm of FCMAT assists the California Department of Education with the implementation of the California Longitudinal Pupil Achievement Data System (CALPADS) and also maintains DataGate, the FCMAT/CSIS software LEAs use for CSIS services. FCMAT was created by Assembly Bill 1200 in 1992 to assist LEAs to meet and sustain their financial obligations. Assembly Bill 107 in 1997 charged FCMAT with responsibility for CSIS and its statewide data management work. Assembly Bill 1115 in 1999 codified CSIS' mission.

AB 1200 is also a statewide plan for county office of education and school districts to work together locally to improve fiscal procedures and accountability standards. Assembly Bill 2756 (2004) provides specific responsibilities to FCMAT with regard to districts that have received emergency state loans.

In January 2006, SB 430 (charter schools) and AB 1366 (community colleges) became law and expanded FCMAT's services to those types of LEAs.

Since 1992, FCMAT has been engaged to perform nearly 850 reviews for LEAs, including school districts, county offices of education, charter schools and community colleges. The Kern County Superintendent of Schools is the administrative agent for FCMAT. The team is led by Joel D. Montero, Chief Executive Officer, with funding derived through appropriations in the state budget and a modest fee schedule for charges to requesting agencies.

Introduction

Background

Located in the Salinas Valley, the South Monterey County Joint Union High School District serves more than 2,000 students at two comprehensive high schools and a continuation high school.

The district is under state receivership and requires an audit to be performed each year by the State Controller's Office. In addition, the Fiscal Crisis and Management Assistance Team (FCMAT) conducts an annual comprehensive review of the district.

During the State Controller's Office audit and FCMAT comprehensive review, several instances of student attendance irregularities were noted. In April 2013, the district requested FCMAT to conduct a review of the district's independent study and home hospital programs following previous compliance findings with hourly programs by the state auditors and in conjunction with the FCMAT comprehensive review. The study agreement specifies that FCMAT will perform the following:

1. Review the independent study and home hospital programs to provide the district with reasonable assurances based on the testing performed that adequate management controls are in place regarding the district's reporting and monitoring of financial transactions. Management controls include the processes for planning, organizing, directing, and controlling program operations, including systems for measuring, reporting, and monitoring performance. Specific objectives of the review include evaluating the policies, procedures, and internal controls and transactions performed by the district.
 - a. The team will review the attendance accounting records for the independent study and home hospital programs related to required weekly and monthly reporting for the current and two prior fiscal years in accordance with California Education Code Section 51747.
 - b. The team will sample test data from the current and two prior fiscal years and review the attendance accounting procedures to determine if reporting errors may have occurred. Testing associated with this review will be based on sample selection and will not include testing of all transactions and records for this period. Sample testing and review results are intended to provide reasonable but not absolute assurance as to the accuracy of the district's transactions and financial activity.

Study Team

The study team was composed of the following members:

Debi Deal, CFE
FCMAT Fiscal Intervention Specialist
Los Angeles, CA

Micheal Ammermon, CPA, CFE
FCMAT Consultant
Laguna Nigel, CA

Leonel Martínez
FCMAT Technical Writer
Bakersfield, CA

Study Guidelines

FCMAT visited the district May 14-15, 2013 to interview staff, review documents, and collect information. This report is the result of those activities.

FCMAT used the following items to prepare this analysis based on the 2011-12 and 2012-13 school year records:

- Payroll labor and employee benefits distribution history for home and hospital program and independent study.
- Certificated hourly time report – October 2012 through January 2013 – Home and hospital program and independent study.
- Budget reports:
 - July 1, 2011 through June 30, 2012 - Home hospital, credit recovery, Saturday school, independent study.
 - July 1, 2012 to May 13, 2013 – home and hospital.
- Daily attendance and instructor time record (ADA) – Home and hospital.
- SMCJUHSD home/hospital as of February 25, 2013 – Aeries listing of students.
- Home and hospital instruction request form, withdrawal form and physician's statement.
- Home and hospital instruction teaching agreement and orientation form.
- Individual learning plan agreement – Independent study.
- Alternative education application.
- Independent study attendance 2012-13 form.
- Board policies (BP) and administrative regulations (AR):
 - BP 6158 – Instruction – Independent Study.
 - AR 6158 (a)-(g) – Instruction.
 - Exhibit AR 6158 – Short-Term Independent Study Contract, Short-Term Independent Study Assignment Sheet.
 - BP 6179 – Instruction – Supplemental Instruction.
 - AR 6179 – Instruction – Supplemental Instruction.
 - AR 6183 (a)-(c) – Home and Hospital Instruction.
- SCO Findings and compliance audit dated June 30, 2011 – Findings and recommendations section.

Executive Summary

As a result of findings contained in the June 30, 2011 independent audit conducted by the state controller classified as “material weaknesses” in the South Monterey County Joint Union High School District’s student attendance, the Fiscal Crisis and Management Assistance Team (FCMAT) conducted an hourly program review to provide the district with findings and recommendations for improvement.

Since attendance generates a large percentage of the district’s funding, it is imperative that attendance reporting meet all the requirements for apportionment purposes.. Of particular concern is the attendance for alternative instructional services such as independent study, home and hospital, continuation school, after school, and Saturday school programs. California Education Code (EC) Section 51747 requires that local educational agencies that claim apportionment for independent study adopt and implement written specified policies relating to independent study. The required written policies must be developed as specified in the California Code of Regulations, Title 5 Section 11701.

The FCMAT study team sampled records from each alternative instructional program, but focused the findings on independent study and home and hospital programs because of the high incidence of irregularities noted in the annual independent audit findings and FCMAT comprehensive review reports.

Before the 2011-12 fiscal year, the district had a dedicated home and hospital teacher. When that teacher retired, the district assigned the duties to a temporary central office administrator until November 2012 when the administrator’s contract expired. The district then reassigned this function to the high school counselors at both comprehensive high schools with oversight by the school site principals.

FCMAT reviewed four 2012-2013 home and hospital student files and four 2012-2013 independent study student files. The student files examined in conjunction with staff interviews identified several significant material weaknesses in both programs primarily concerning the lack of proper documentation and mischaracterization of student placement.

For example, one home and hospital student file indicated that the student served was identified for both home and hospital and independent study; however, the Education Code does not provide for a combined program. The district may either approve a student participating in a home and hospital program or an independent study agreement, but may not combine the two. This is the type of finding that will disallow the student’s attendance for apportionment.

Findings and Recommendations

Program Overview

Education Code (EC) Sections 44865, 48206.3, 48206.5, 48208, 48980 and 48400 govern individual instruction for students with a temporary disability requiring home and/or hospital instruction. Individual instruction is defined by EC 48206.3, which aligns with the South Monterey County Joint Union High School District's administrative regulation 6183 that states:

A student with a temporary disability which makes school attendance impossible or inadvisable shall receive individual instruction in the student's home or in a hospital or other residential health facility, excluding state hospitals.

The district is required to provide students with direct instruction from a teacher holding a valid California teaching credential issued by the State Board of Education or the Commission on Teacher Credentialing (EC 44865.)

The Education Code requires local educational agencies that claim apportionment for independent study or home hospital programs to first adopt and implement specified written policies. These policies must be developed as specified in the California Code of Regulations (CCR), Title 5, Section 11701. Attendance credit for home hospital and independent study is reported by a school district in average daily attendance units. The district has several board policies and administrative regulations. Although it has an administrative regulation for home and hospital, 6183, there is no accompanying board policy.

Students receiving home and hospital instruction are given attendance credit, and the district is entitled to funding accordingly. Attendance procedures for home and hospital are codified in EC 48206.3, which state that average daily attendance is equivalent to one hour of teaching time devoted to individual instruction as one day, and no more than five days of attendance can be recorded in each calendar week.

Based on the district staff interviews, teacher e-mail correspondence, the documentation examined, and a review of the district's home and hospital policies and instructions, students who participated in the home and hospital program at King City High School sometimes met with the school site teacher in the teacher's classroom on campus and not at the student's home or hospital as required by the Education Code. In some instances, home and hospital program students met with the teacher as a group at the school site, which does not meet the definition as required by the Education Code. The district should disallow all attendance provided at the school site for home and hospital instruction for individual and group instruction.

The same teacher reportedly met with home and hospital students in the classroom during regularly scheduled duty hours. Home and hospital programs must be provided either at the home of the student or at the hospital facility where the student resides and cannot occur simultaneously with the teacher's regular classroom work hours.

Submitting a timesheet for additional pay during the teacher's regularly scheduled classroom could be considered misappropriation of funds (payroll fraud). The district should ensure that teachers receiving home and hospital assignments in addition to their regular teaching contract understand the requirements for home and hospital instruction. They should particularly comprehend the Education Code sections that require instruction to occur at the student's home,

in a hospital or other residential health facility, (excluding state hospitals) and require instruction to be conducted outside the normal workday.

Audit Findings

The State Controller's Office financial and compliance audit for the fiscal year ended June 30, 2011 had four audit findings in the area of attendance:

1. Finding 11-20: Attendance reporting deficiencies – General attendance recording. This finding was related to overstated attendance for apportionment purposes.
2. Finding 11-21: Attendance reconciliation variance – Home and Hospital. The findings cited variances between the attendance summary by teacher for the home and hospital program and the official P2 attendance report filed with the California Department of Education (CDE).
3. Finding 11-27: Attendance pupil teacher ratio – Charter School and Independent Study. The district exceeded teacher to pupil ratios in both programs.
4. Finding 11-28: Attendance program deficiencies – Charter School and Independent Study. The district claimed attendance before student contracts were signed in five of 15 contracts tested and did not maintain work samples for two of the 15 tested.

The district responded to each auditing finding and agreed to revise reports, monitor and establish procedures to ensure compliance. District administration has taken a proactive approach to ensuring that all alternative education programs are in compliance according to the auditor's recommendations.

Independent Study

Independent study legislation was enacted in 1976 to provide an alternative instructional program to students for a variety of reasons. The program is voluntary and is not intended to offer an alternative curriculum, only an alternative schedule. School districts are not obligated to establish an independent study program. California Education Code Section 51747 requires that local educational agencies that claim apportionment for independent study must first adopt and implement written specified policies relating to independent study. The required written policies must be developed as specified in the California Code of Regulations, Title 5 Section 11701.

During the 2008-09 school year, more than 125,000 students participated full-time in independent study programs throughout California. Students are served in the short- or long-term independent study program depending on their individual circumstances. For example, a parent and/or guardian may request the program to ensure that the student maintains academic progress in regularly scheduled classes while traveling, or because of emergencies and sometimes illness. Other students are offered independent study because of work requirements (as is the case for child actors and Olympic athletes), the need to accelerate or advance grade levels (for highly gifted students), the need to make up credits, or to avoid dropping out of school.

The CDE provides an overview, guide and references for the type of programs available, legal requirements and other essential information for parents, students and district staff at the following websites:

<http://www.cde.ca.gov/sp/eo/is/cefindependentst.asp>

<http://www.cde.ca.gov/sp/eo/is/isoperationsmanual.asp>

While independent study may be offered to students in cases of illness, it is important to note that this does not replace the requirement for districts to offer students with temporary disabilities an individualized instruction through a home and hospital program.

To be eligible for apportionment for independent study attendance, districts must ensure that all legal requirements are met. The following table identifies various code sections and the CDE Independent Study Operations Manual (ISOM) available for reference:

California Code of Regulations, Title 5	Education Code	Independent Study Operations Manual	General Description
	46300.1, 51748, 51747.3(b), 51747(c)(5)		General student data: Name, address, grade level, school or enrollment and program placement. Beginning and ending dates, and duration of the agreement.
5 CCR 11703(b)(2)	51747(c)(6)		List of subjects/courses enrolled and number of course credits to be earned.
5 CCR 11700(e)(f) and 11702(b)	51747(c)(2) and 51745(a)(3)		Learning objectives and assignments attempted per the agreement.
5 CCR 11704(c)	51747(c)(2)		Methods of study, student activities selected by the supervising teacher to meet the course objectives identified in the agreement.
	51747(c)(2)	ISOM: Chapter 7 p. 6, Chapter 8 p. 10 and Chapter 11 pp. 7-8	Methods of evaluation.
5 CCR 11700(i) and 11701.5	51746 and 51747(c)(3), 51747(a)		Specific resources available to the student. Maximum length of time between date of assignment and due date, grade level and type of program.
	51747(b) and 51747(c)(4)		Number of missed assignments that will lead to an evaluation to determine if independent study is an appropriate placement.
5 CCR 11700(d)(2)(A)	51747(c)(7)		Statement of voluntary program option.
5 CCR 11700(d)(2)(B)	48915, 48917 and 51747(e)(7), 51747(c)(1)		Expulsion or suspension requirements.
	51747(c)(4)		Reporting and turning in assignments to teacher(s). Dated signatures for student, parent/guardian teacher and/or other assisting person(s).

An analysis of the samples reviewed by FCMAT found that teachers do not utilize consistent timesheet forms throughout the district and often combine time reported for independent study and home and hospital on the same time record. The district should create a standardized independent study timesheet and require teachers to use separate timesheets for each alternative program served during that reporting period. Alternatively, the district may wish to create a form that includes each alternative program with a checkbox next to each program type to identify the hourly program being served. All time reporting forms should include clock-in and clock-out times for each student served and for each day.

The independent study sample files reviewed include sufficient student assignment work product to demonstrate that students complete assignments; however, they do not contain any type of master summary schedule identifying the proposed list of coursework to be completed. Furthermore, the files did not have the independent study teacher's follow-up correspondence demonstrating that coursework was signed off and objectives were met in accordance with EC 51747(b).

The district should prepare a standardized independent study checklist that includes all the key legal requirements listed in the table above and ensure that each student file has been examined by an administrator. The administrator should confirm in writing that all required elements for eligibility to receive apportionment for independent study students are complete.

Home and Hospital Instruction

The purpose of a home and hospital instructional program is to provide students with temporary disabilities with individualized instruction until they can reasonably be expected to resume regular classes at school per EC 48206.3(b)(1). CDE provides information regarding the purpose, program service, outcomes, funding, and students served at the following website:

<http://www.cde.ca.gov/sp/eo/hh/hhprogramsummary.asp>

To receive services for the student, home and hospital teacher visits are required to be performed at the student's home and/or hospital where the student resides. Each attendance form should provide for a parent or guardian signature that clearly identifies that the teacher provided the services in accordance with Education Code requirements. Each timesheet presented for payment by a teacher should be matched to the attendance for an identified student.

FCMAT examined the student folders for the home and hospital and independent study programs. The files and forms documenting the services performed consistently lacked the school site principal's signature that authorizes the student's acceptance into the program and did not have a summary form, which identifies each student's work assignments or work product.

The home and hospital sample files reviewed included sufficient student assignment work product to demonstrate that students complete assignments; however, the files are missing several key components. They do not identify the type of coursework or a master summary schedule for the coursework to be completed, or the teacher's signature indicating that objectives were met following the instruction. The district should implement requirements for the home and hospital program similar to those listed in the table above for independent study for EC sections 51747(c) (2)-(6).

The home and hospital file for each student must contain a physician's statement that includes the doctor's name, license number, description of the student medical condition, and the physician's determination of the start and end dates for the services. One home and hospital student file specified that the ending date was "open," which does not qualify as a specific ending date. A specific ending date is required in the doctor's note for the home and hospital program attendance to be an acceptable student placement. The district should ensure that the physician clearly identifies the start and end dates expected for home and hospital instruction on each request form.

Program Compliance and District Forms

Education Code 51748 and 5 CCR 11703 require the superintendent or designee to ensure that certain records are maintained for audit purposes for all students placed in independent study programs for a period of not less than three years, excluding the current fiscal year. In addition, the district is required to maintain student grades and written evaluations at each school of attendance. The district's administrative regulation 6158 clearly defines these requirements.

Home and hospital instruction by contrast is less restrictive than independent study. This program is limited to students with temporary disabilities, yet the attendance reported for instruction must be in accordance with EC 48200 and 48206.3. Therefore, documentation must be sufficient to support that all requirements have been met.

In order for a student to be accepted into the home and hospital or independent study programs, the school site principal's signature must appear on the program request forms. Some request forms examined by FCMAT did not have the school site principal's signature authorizing the acceptance of the student into the program, which is a condition of funding for independent study apportionment. The district should ensure that each request has the principal's signature authorizing the student's placement in the home and hospital or independent study programs.

The team interviewed one school site counselor responsible for monitoring the home and hospital program and was told that the student files were located in the principal's office. To effectively administer alternative programs such as home and hospital and independent study, the principal's designee should have access to all applicable information, including student files.

FCMAT obtained a list of home and hospital and independent study students from the district's Aeries attendance system. The daily attendance reporting of home and hospital and independent study program hours was not entered into this system. The student information manager manually tracks all alternative education attendance with a spreadsheet and enters the attendance data manually into the state attendance reports, bypassing the district's official attendance reporting system.

One sample home and hospital student file examined for this report indicated that the student served was identified for home and hospital and independent study, yet the Education Code does not provide for a combined program. The district may either approve a student participating in a home and hospital or an independent study agreement, but may not combine the two. This type of finding will disallow the student's attendance for apportionment purposes.

The team compared the manual spreadsheet to what was recorded in the Aeries attendance system and determined that the spreadsheet list of participating students is not reconciled to the actual number of participating students reported in Aeries. The district should record all student attendance data in the Aeries attendance system.

Home and hospital and independent study attendance is required to be submitted to the district office by the 15th of each month, but is often submitted late. The district no longer employs full-time experienced staff who works regularly with and has a thorough understanding of these alternative education programs. Instead, the home and hospital and independent study programs are managed by staff and teachers who lack experience with state regulations and are not properly trained. Utilizing untrained staff and teachers who do not specialize in the requirements necessary to accurately administer these programs will continue to result in late reporting, insufficient documentation, and disallowance of apportionment for program attendance. Alternative programs are highly regulated and require that staff be appropriately trained in all CCR and Education Code requirements to avoid a loss of funding.

The district should implement internal compliance procedures to ensure conformity with the district's alternative education programs. Interviews with district staff and review of the available home and hospital and independent study program documentation confirm that district office staff, site principals, and designees (such as school site counselors) had not performed internal reviews of these programs. Periodic internal reviews should be conducted to evaluate teachers during independent study sessions and at students' homes and/or hospital locations to verify program compliance.

There may be time constraints involved in performing internal reviews as well as follow-up discussions with teachers, but failure to complete these leaves the district vulnerable to noncompliance and ultimately, disallowance of attendance revenue, which results in additional financial hardship.

A review of the home and hospital and independent study programs found that teachers use several different types of timesheets and attendance forms at both comprehensive high school sites. These forms and timesheets are utilized to report attendance and record service hours for both programs. Payroll timesheets do not designate start and end times; the school site principal or principal designee's signature was missing in several instances; hours worked were commingled between both home and hospital and independent study services; and the home and hospital forms were missing the signatures of the parent and/or guardian. Payroll timesheets and program forms that are uniform throughout the district should be established, and the teachers should be required to use the same timesheets and forms for alternative programs operating at all schools.

Recommendations

The district should:

1. Disallow all attendance provided at the school site for home and hospital instruction for individual and group instruction.
2. Ensure that teachers receiving home and hospital assignments in addition to their regular teaching contract understand the Education Code regulations that require instruction at the student's home, in a hospital or other residential health facility (excluding state hospitals).
3. Ensure that home and hospital program instruction occurs outside the normal workday as required.
4. Create a standardized timesheet and require teachers to use separate timesheets for each alternative program served during that reporting period.
5. Prepare a standardized independent study checklist that includes all the key legal requirements listed in the table provided.
6. Ensure that an administrator examines each student file and confirms in writing that all the elements required for eligibility to receive apportionment for students in independent study programs are complete.
7. Match each timesheet that a teacher submits for payment to the attendance for an identified student.
8. Implement requirements for home and hospital programs similar to those provided in the table for independent study programs.
9. Ensure that the physician clearly identifies the start and end dates expected for home and hospital instruction on each request form.
10. Include on each request form the principal's signature authorizing the student's placement in either the home and hospital or independent study program.

11. Ensure that the principal's designee has access to all applicable information including the student files for the home and hospital and independent study programs.
12. Record all student attendance data in the Aeries attendance system.
13. Train staff in all CCR and EC requirements to avoid a loss of funding for the home and hospital and independent study programs.
14. Implement internal compliance procedures to ensure conformity with the district's alternative education programs, especially in the home and hospital and independent study programs.
15. Establish payroll timesheets and program forms that are uniform throughout the district, and require teachers to use the same timesheets and forms for alternative programs operating at all schools.
16. Ensure students are enrolled in only one alternative program to be determined by the site administrator.
17. Include student work product and teacher evaluation for both home and hospital and independent study programs in the student folder.

Appendix

A. Study Agreement

FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM STUDY AGREEMENT April 17, 2013

The Fiscal Crisis and Management Assistance Team (FCMAT), hereinafter referred to as the team, and the South Monterey Joint Unified High School District, hereinafter referred to as the district, mutually agree as follows:

1. BASIS OF AGREEMENT

The team provides a variety of services to school districts and county offices of education upon request. The district has requested that the team assign professionals to study specific aspects of the South Monterey Joint Unified High School District's operations. These professionals may include staff of the team, county offices of education, the California State Department of Education, school districts, or private contractors. All work shall be performed in accordance with the terms and conditions of this agreement.

In keeping with the provisions of Assembly Bill 1200, the county superintendent will be notified of this agreement between the district and FCMAT and will receive a copy of the final report. The final report will also be published on the FCMAT website.

2. SCOPE OF THE WORK

A. Scope and Objectives of the Study

The scope and objectives of this study as follows:

1. Review the independent study and home hospital programs to provide the district with reasonable assurances based on the testing performed that adequate management controls are in place regarding the district's reporting and monitoring of financial transactions. Management controls include the processes for planning, organizing, directing, and controlling program operations, including systems for measuring, reporting, and monitoring performance. Specific objectives of the review include evaluating the policies, procedures, and internal controls and transactions performed by the district.

- a. The team will review the attendance accounting records for the independent study and home hospital programs related to required weekly and monthly reporting for the current and two prior fiscal years in accordance with California Education Code Section 51747. The Education Code requires local educational agencies that claim apportionment for independent study or home hospital programs to first adopt and implement specified written policies. These policies must be developed as specified in the California Code of Regulations, Title 5, Section 11701. In California, attendance credit is reported by the school district in average daily attendance units or, for some programs, in hours, and generates an apportionment of revenue for that district.
- b. The team will sample test data from the current and two prior fiscal years and review the attendance accounting procedures to determine if reporting errors may have occurred. Testing associated with this review will be based on sample selection and will not include testing of all transactions and records for this period. Sample testing and review results are intended to provide reasonable but not absolute assurance as to the accuracy of the district's transactions and financial activity.

B. Services and Products to be Provided

1. Orientation Meeting - The team will conduct an orientation session at the district to brief district management and supervisory personnel on the team's procedures and the purpose and schedule of the study.
2. On-site Review - The team will conduct an on-site review at the district office and at school sites if necessary.
3. Exit Report - The team will hold an exit meeting at the conclusion of the on-site review to inform the district of significant findings and recommendations to that point.
4. Exit Letter – Approximately 10 days after the exit meeting, the team will issue an exit letter briefly summarizing significant findings and recommendations to date and memorializing the topics discussed in the exit meeting.
5. Draft Reports - Electronic copies of a preliminary draft report will be delivered to the district's administration for review and comment.
6. Final Report - Electronic copies of the final report will be delivered to the district's administration and to the county superintendent following completion of the review. Printed copies are available from FCMAT upon request.

7. Follow-Up Support – If requested, FCMAT will return to the district at no cost six months after completion of the study to assess the district's progress in implementing the recommendations included in the report. Progress in implementing the recommendations will be documented to the district in a FCMAT management letter.

3. **PROJECT PERSONNEL**

The study team will be supervised by Anthony L. Bridges, CFE, Deputy Executive Officer, Fiscal Crisis and Management Assistance Team, Kern County Superintendent of Schools Office. The study team may also include:

- | | |
|-----------------------------------|---|
| <i>A. Deborah Deal, CFE</i> | <i>FCMAT Fiscal Intervention Specialist</i> |
| <i>B. Mike Ammermon, CPA, CFE</i> | <i>FCMAT Consultant</i> |

Other equally qualified staff or consultants will be substituted in the event one of the above individuals is unable to participate in the study.

4. **PROJECT COSTS**

The cost for studies requested pursuant to E.C. 42127.8(d)(1) shall be as follows:

- A. \$500 per day for each team member while on site, conducting fieldwork at other locations, preparing and presenting reports, or participating in meetings. The cost of independent consultants will be billed at the actual daily rate based on the provisions of Education Code section 84041.
- B. All out-of-pocket expenses, including travel, meals and lodging.
- C. The district will be invoiced at actual costs, with 50% of the estimated cost due following the completion of the on-site review and the remaining amount due upon the district's acceptance of the final report.

Based on the elements noted in section 2 A, the total estimated cost of the study will be \$12,000.

- D. Any change to the scope will affect the estimate of total cost.

Payments for FCMAT's services are payable to Kern County Superintendent of Schools - Administrative Agent.

- B. The district will provide the following if requested:
1. A map of the local area.
 2. Existing policies, regulations and prior reports that address the study scope.
 3. Current or proposed organizational charts.
 4. Current and two prior years' audit reports.
 5. Any documents requested on a supplemental list. Documents requested on the supplemental list should be provided to FCMAT only in electronic format; if only hard copies are available, they should be scanned by the district and sent to FCMAT in electronic format.
 6. Documents should be provided in advance of field work; any delay in the receipt of the requested documents may affect the start date of the project. Upon approval of the signed study agreement, access will be provided to FCMAT's online SharePoint document repository, where the district will upload all requested documents.
- C. The district's administration will review a preliminary draft copy of the report resulting from the study. Any comments regarding the accuracy of the data presented in the report or the practicability of the recommendations will be reviewed with the team prior to completion of the final report.

Pursuant to EC 45125.1(c), representatives of FCMAT will have limited contact with pupils. The district shall take appropriate steps to comply with EC 45125.1(c).

i. **PROJECT SCHEDULE**

The following schedule outlines the planned completion dates for different phases of the study:

Orientation:	April, 2013
Staff Interviews:	to be determined
Exit Meeting:	to be determined
Preliminary Report Submitted:	to be determined
Final Report Submitted:	to be determined
Board Presentation:	to be determined, if requested
Follow-Up Support:	if requested

7.

CONTACT PERSON

Name: Linda Grundhoffer
Telephone: (831) 385-06066, x4339
E-mail: lgrundhoffer@kingcity.k12.ca.us



4/24/13

Daniel Moirao, State Administrator
South Monterey Joint Unified High School District

Date



April 17, 2013

Anthony L. Bridges, CFE
Deputy Executive Officer
Fiscal Crisis and Management Assistance Team

Date

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

SUBJECT: Approval of Single School Site Plan for Portola-Butler Continuation High School

MEETING: September 12, 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 Single School Site Plan is a requirement that each school develop goals, objectives and a plan to use categorical funds for student improvement. This plan is based on data and written with input from the School Site Council.

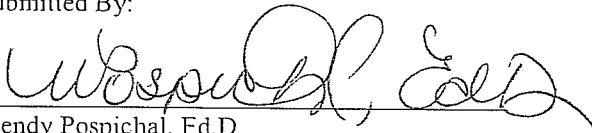
Recommendation:

The recommendation is being made for the State Administrator to approve the Portola-Butler Continuation High School Single School Site Plan.


Fiscal Impact:

This is required to approve expenditures of State and Federal program funds.

Submitted By:


Wendy Pospichal, Ed.D.
Assistant Superintendent Administrative Services

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
PORTOLA-BUTLER CONTINUATION HIGH SCHOOL

Single Plan for Student Achievement



The Single Plan for Student Achievement

School: Portola-Butler Continuation High School

District: South Monterey County Joint Union High School District

County-District School (CDS) Code: 2730083

Principal: Michael Onderko

Date of this revision: August 2013

The Single Plan for Student Achievement (SPSA) is a plan of actions to raise the academic performance of all students. California *Education Code* sections 41507, 41572, and 64001 and the federal Elementary and Secondary Education Act (ESEA) require each school to consolidate all school plans for programs funded through the ConApp and ESEA Program Improvement into the SPSA.

For additional information on school programs and how you may become involved locally, please contact the following person:

Contact Person: Michael Onderko

Position: Principal

Telephone Number: 831-385-4661

Address: 760 Broadway Street, King City, CA 93930-3311

E-mail Address: monderko@smcjuhsd.k12.ca.us

The District Governing Board approved this revision of the SPSA on _____



Table of Contents

School Site Planned Improvements in Student Performance

Centralized Services for Planned Improvements in Student Performance

Form C: Programs Included in This Plan

Form D: School Site Council Membership

Form E: Recommendations and Assurances

Form A: Planned Improvements in Student Performance

The School Site Council and staff have analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet academic performance index and adequate yearly progress growth targets. As a result, the following school goals, related actions, and expenditures have been adopted to raise the academic performance of students not yet meeting state standards:

LEA GOAL: English language arts (ELA). All students will attain proficient or better in ELA by 2014-15.

SCHOOL GOAL 1A:

By June 2014 improve school wide student achievement in English language arts from 4% proficient or advanced in 2011-12 to 20% proficient or advanced in 2013-14. (Target is 100% proficient or advanced by 2013-14.)

What data did you use to form this goal?	What were the findings from the analysis of this data?	How will the school evaluate the progress of this goal?
ELA CST data 2006-07 to 2011-12 ELSSA	<ul style="list-style-type: none"> The percent of students achieving at the Proficient or Advanced level on the ELA CST remained the same (4%) from 2009-10 to 2011-12. The Portola-Butler API decreased from 148 in 2010-11 to -182 in 2011-12. About 50% of the students are English Learners. 	Collegial learning walks CM walkthroughs with instructional coach Results on local writing benchmarks Results on common formative assessments disaggregated per proficiency level per significant subgroup. ELA CST results

STRATEGY 1A.1 During 2013-14, Portola-Butler will create and/or modify ELA instructional pacing guides and a series of benchmark and common formative assessments. The pacing guides and the results of the formative and benchmark assessments will be the focus of PLC work.

Action/Date	Person(s) Responsible	Task/Date	Cost and Funding Source (Itemize for Each Source)
By September 1, 2013, pacing guides and writing benchmarks will be revised/modified as needed for ELA grades 10, 11, and 12.	Principal Instructional Coach	Provide all staff the opportunity to review results of 2013 CSTs, CELDT, and CAHSEE and released items from these state assessments and create/revise pacing guides and ELA benchmark exams as necessary. Train any new ELA teachers in the pacing guides.	\$0

STRATEGY 1A.2 Implement collaboration time for vertical and horizontal articulation.

Action/Date	Person(s) Responsible	Task/Date	Cost and Funding Source (Itemize for Each Source)
<p>1. By June 2014 improve the level of implementation of the PLCs</p>	<p>Principal</p>	<p>By September 30, 2013, analyze level of implementation of the PLCs</p> <p>Use data from analysis of level of implementation of the PLCs to set 1-2 PLC goals for 2013-14 and a support plan including any needed materials or professional development.</p> <p>Train all teachers to fully use Aeries for the development of benchmark exams and the creation and analysis of reports of individual and subgroup performance.</p> <p>Train all teachers in the implementation of SMART goal cycles.</p> <p>Monitor quality use of PLC time through PLC sign-ins, agendas, minutes and next steps.</p>	<p>\$0</p>
<p>2. Selected staff will participate in district-organized horizontal collaboration opportunities with KCHS and GHS.</p>	<p>Assistant Superintendent Principal</p>	<p>By May, 2014, repeat analysis of level of implementation of PLCs activity completed in the fall and set goals for 2014-15.</p> <p>By September 30, 2013, establish a purpose, goals and publish a calendar for quarterly district wide horizontal collaboration.</p> <p>Monitor quality of district wide collaboration through meeting sign-ins, agendas, minutes and next steps disseminated to all staff.</p> <p>By May, 2014, analyze quality of district-wide collaboration and develop plan for 2014-15.</p>	<p>Release days and/or extra hours \$1200 Title I</p>
<p>3. Selected staff will participate in district-organized vertical collaboration opportunities with the feeder district's staff.</p>	<p>Assistant Superintendent Principal</p>	<p>By September 30, 2013, establish a purpose, goals and publish a calendar for collaboration with the feeder district.</p> <p>Monitor quality of the vertical collaboration through meeting sign-ins, agendas, minutes and next steps disseminated to all staff.</p> <p>By May, 2014, analyze quality of vertical collaboration and develop plan for 2014-15</p>	<p>Release days and/or extra hours \$1200 Title I</p>

STRATEGY 1A.3: During 2013-14, all students will receive a tiered set of timely and appropriate academic interventions to insure ongoing achievement in ELA, math, and ELD.

Action/Date	Person(s) Responsible	Task/Date	Cost and Funding Source (Itemize for Each Source)
By September 30, 2013, implement an intervention plan for students in danger of failing and/or dropping out will be in place.	Principal	<p>Create a written plan for timely and appropriate intervention for students in danger of failing and/or dropping out as identified in the Aeries Early Warning System.</p> <ul style="list-style-type: none"> • Include a system for systematic monitoring of the interventions and follow up. • Establish a calendar for proactive reviewing of the progress of individual students. 	\$0

STRATEGY 1A.4: During the 2013-14, all students will be on the diploma track by passing the ELA CAHSEE.

Action/Date	Person(s) Responsible	Task/Date	Cost and Funding Source (Itemize for Each Source)
By September 30, 2013, create and implement an intervention plan for students in danger of not passing the ELA CAHSEE.	Principal	<p>Analyze the individual student CAHSEE reports for areas of strength and weakness.</p> <p>Revise pacing guides, benchmarks, and common formative assessments as necessary.</p> <p>Provide professional development as needed.</p> <p>Purchase necessary materials and technology.</p> <p>Establish a calendar for proactive reviewing of the progress of individual students towards mastery of the CAHSEE standards.</p>	<p>\$0</p> <p>\$0</p> <p>Centralized District Funds</p> <p>Centralized District Funds</p> <p>\$0</p>

LEA GOAL: Performance Goal 1: Mathematics: All students will attain proficient or better in mathematics by 2014-15.

SCHOOL GOAL 1B: By June 2014 improve school wide student achievement in math from 0% proficient or advanced in 2011-12 to 10% proficient or advanced in 2013-14. (Target is 100% proficient or advanced by 2013-14.)

<p>What data did you use to form this goal?</p> <p>Math CST data 2006-07 to 2011-12 ELSSA</p>	<p>What were the findings from the analysis of this data?</p> <ul style="list-style-type: none"> The percent of students achieving at the Proficient or Advanced level on the math CSTs remained the same (0%) from 2009-10 to 2011-12. 	<p>How will the school evaluate the progress of this goal?</p> <p>Collegial learning walks CM walkthroughs with instructional coach Administrative CM walkthroughs Local quarterly benchmark results Common formative assessment results Math CST/Summative Assessment results</p>
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STRATEGY 1B.1 During the 2013-14, Portola-Butler will modify math instructional pacing guides as needed and a series of benchmark and formative assessments. The pacing guides and the results of the formative and benchmark assessments will be the focus of PLC work.

Action/Date	Person(s) Responsible	Task/Date	Cost and Funding Source (Itemize for Each Source)
<p>By September 1, 2013, pacing guides and writing benchmarks will be revised/modified as needed for math.</p>	<p>Principal Instructional Coach</p>	<p>Provide all staff the opportunity to review results of 2013 CSTs, CELDT, and CAHSEE and released items from these state assessments and create/revise pacing guides and math benchmark exams as necessary. Train any new teachers in the pacing guides.</p>	<p>\$0</p>

STRATEGY 1B.2: During the 2013-14, all students will be on the diploma track by passing the math CAHSEE.

Action/Date	Person(s) Responsible	Task/Date	Cost and Funding Source (Itemize for Each Source)
1. By September 30, 2013, create and implement an intervention plan for students in danger of not passing the math CAHSEE.	Principal	Analyze the individual student CAHSEE reports for areas of strength and weakness. Revise pacing guides, benchmarks, and common formative assessments as necessary. Provide professional development as needed. Purchase necessary materials and technology. Establish a calendar for proactive reviewing of the progress of individual students towards mastery of the CAHSEE standards.	\$0 \$0 Centralized District Funds Centralized District Funds \$0

SCHOOL GOAL 2: All limited-English-proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

SCHOOL GOAL 2: By June 2014, EL students will reach the targets for AMAO 1, 2, and make progress towards meeting the target for AMAO 3 ELA.

- The percentage of ELs meeting AMAO 1 (increasing one CELDT level per year) will increase from 59.6% to 70%.
- The percentage of ELs meeting AMAO 2 (achieving levels 4/5 on the CELDT) will increase from 44.9% to 55%.
- The percentage of ELs meeting AMAO 3 (at the proficient or advanced level on the ELA CST) will increase from 4% to 20%. (The target for 2013-14 is 100%.)
- The percentage of ELs meeting AMAO 3 (at the proficient or advanced level on the Math CSTs) will increase from 0% to 10%. The target for 2013-14 is 100%.)

What data did you use to form this goal?	What were the findings from the analysis of this data?	How will the school evaluate the progress of this goal?
ELSSA EL performance on the ELA CST EL performance on the Math CST EL performance on the CAHSEE EL Parent Survey results	About 50% of the ELs are meeting AMAO 1 and 2. No ELs are meeting AMAO 3. Of 55 ELs enrolled, 14 were scoring at the beginning/early intermediate level on the CELDT.	ELSSA ELA/math CST results by EL subgroup ELA/math CAHSEE results by EL subgroup Benchmark results by EL subgroup Evaluation of ELD instruction

STRATEGY 2.1: Hire an EL Specialist to insure that the EL Master Plan is fully implemented.

Action/Date	Person(s) Responsible	Task/Date	Cost and Funding Source (Itemize for Each Source)
Hire an EL Specialist by August 1, 2013	Assistant Superintendent	Train the EL Specialist in the requirements found in the EL Master Plan. Establish an accountability system for monitoring that the tasks and responsibilities found in the EL Master Plan are being accomplished. By May 2014 the EL Specialist will have completed the annual evaluation of the EL Program as outlined in the EL Master Plan. Use the evaluation results to modify the EL Master Plan as necessary.	\$10,000 EIA \$250 EIA

STRATEGY 2.2: Provide ELD to all English Learners.

Action/Date	Person(s) Responsible	Task/Date	Cost and Funding Source (Itemize for Each Source)
1. Create a plan to provide ELD to all English Learners.	Principal EL Specialist Teachers	Analyze the language proficiency levels and academic needs of all English Learners. Provide necessary professional development in the Next Generation ELD standards. By September 30, 2013, create a plan to provide ELD to all English Learners which includes: <ul style="list-style-type: none"> Necessary purchase of materials Professional development Description of how the ELD instruction will be monitored and evaluated. 	\$0 Centralized District Funds Centralized District Funds
		By May, 2014, evaluate the plan to provide ELD to all English Learners and modify as necessary.	\$0

LEA GOAL: Performance Goal 3: By 2014-15 all students will be taught by highly qualified teachers.

SCHOOL GOAL 3 Increase the school wide implementation of research-based instructional strategies including Constructing Meaning and the transition to the CCSS.

<p>What data did you use to form this goal?</p> <p>Analysis of spring 2013 agendas from collaboration</p>	<p>What were the findings from the analysis of this data?</p> <p>Agendas included directives to use collaboration time to discuss how to deal with disruptive students, how to complete a course expectations form, and references to Intervention Tiers and special groupings. The course expectations form asks teachers to identify strategies for English Learners but it doesn't reference Constructing Meaning.</p>	<p>How will the school evaluate the progress of this goal?</p> <p>Ongoing monitoring of CM implementation</p> <p>Implementation of a plan to transition to CCSS.</p>
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<p>STRATEGY 3.1 Provide training and ongoing support for CM implementation, transition to the CCSS and teacher collaboration (PLCs).</p>			
<p>Action/Date</p>	<p>Person(s) Responsible</p>	<p>Task/Date</p>	<p>Cost and Funding Source (Itemize for Each Source)</p>
<p>Increase the school wide implementation of Constructing Meaning.</p>	<p>Assistant Superintendent Instructional coach</p>	<p>By September 1, 2013, analyze the current level of CM implementation and develop and publish a plan to increase the level through training and ongoing support. The plan includes:</p> <ul style="list-style-type: none"> • Training of administrator coaches • PLC Learning Walks' timesheets and peer support sheets • CM Learning Walks and observation sheets • analysis of lesson plans • sign-ins, agendas, evaluations of professional development <p>By May 1, 2014 develop an evaluation of the level of CM implementation and create a plan for 2014-15.</p>	<p>.10 Instructional Coach \$10,000 EIA:LEP</p> <p>\$1000 Subs/extra time during school year EIA</p> <p>\$1000 CM materials EIA</p>

2. Continue to assist staff in the transition to the CCSS	Instructional coach	By September 30, 2013, develop and publish the 2013-14 plan for transition to the CCSS by content area including training and ongoing support across the curriculum.	Subs/extra time/registration fees during school year Title I: \$2000
3. By June 2014 improve the level of implementation of PLCs	Principal	<p>By September 30, 2013, analyze level of implementation of PLCs and develop 1-2 PLC goals for 2013-14 with a support plan including any needed materials or professional development.</p> <p>Monitor use of PLC time through PLC sign-ins, agendas, minutes and next steps.</p> <p>By May 30, 2014, repeat analysis of level of implementation of PLCs and develop PLC goals and plan for 2014-15.</p> <p>Continue to incorporate CM strategy monitoring and CM data results into PLCs</p>	PLC training/materials Title I \$3000

356

LEA GOAL: Performance Goal 4: All students will be educated in learning environments that are safe, drug-free, and conducive to learning.

SCHOOL GOAL: ?

<p>What data did you use to form this goal?</p> <p>Portola-Butler 2011-12 SARC California Healthy Kids Survey Results</p>	<p>What were the findings from the analysis of this data?</p> <ul style="list-style-type: none"> The number of suspensions increased from 4 in 2009-10 to 15 in 2010-11. The dropout rate declined from 16.9% in 2008-09 to 13.9% in 2010-11. 	<p>How will the school evaluate the progress of this goal?</p> <p>The number of suspensions, expulsions, and dropouts.</p>
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STRATEGY 4.1: Utilize existing technology to improve communication with all parents and to increase their knowledge of school events and programs.

Action/Date	Person(s) Responsible	Task/Date	Cost and Funding Source (Itemize for Each Source)
1. Increase parent/staff communication by June 2014	Principal	<p>By August 30, 2013, analyze staff use of email and Aries parent portal and develop a plan of training and ongoing support to increase its use.</p> <p>Continue to mail progress reports with letter grades every five weeks.</p> <p>Continue to promote Cal Grip Grant:4 Cities for Peace grant activities.</p> <p>Develop and maintain school website which includes a newsletter from the Principal and a calendar of events.</p> <p>Continue to use school website as a communication tool</p>	\$0

STRATEGY 4.2: Maintain a functioning School Site Council as a tool for shared staff-parent decision making.			
Action/Date	Person(s) Responsible	Task/Date	Cost and Funding Source (Itemize for Each Source)
1. Maintain a functioning SSC.	Principal	<p>By August 1, 2013, begin the process of forming/maintaining a strong SSC:</p> <ul style="list-style-type: none"> • Hold staff, parent, and student elections as necessary. • Provide required training. • Develop a calendar of 2013-14 meetings with draft topics which will enable the SSC to perform all of its responsibilities. 	Materials for parent events and SSC meetings

LEA GOAL: Performance Goal 5: All students will graduate from high school.

SCHOOL GOAL: The graduation rate will improve from 77.42% in 2010-11 to 85% by the end of the 2013-14 school year.

What data did you use to form this goal?	What were the findings from the analysis of this data?	How will the school evaluate the progress of this goal?
Portola-Butler Graduation rate	<ul style="list-style-type: none">• The number of suspensions increased from 4 in 2009-10 to 15 in 2010-11.• The dropout rate declined from 16.9% in 2008-09 to 13.9% in 2010-11.• The graduation rate increased from 60.7% in 2008-09 to 77.42% in 2010-11.	The annual graduation rate

STRATEGY 5.1: During 2013-14, all students will receive a tiered set of timely and appropriate academic interventions to insure ongoing achievement in ELA, math, and ELD.

(See STRATEGIES 1 A.3 and 1 B.2)

Centralized Services for Planned Improvements in Student Performance

The following actions and related expenditures support this site program goal and will be performed as a centralized service. Note: the total amount for each categorical program in Form B must be aligned with the Consolidated Application.

School Goals

#1A By June 2014 improve school wide student achievement in English language arts from 4% proficient or advanced in 2011-12 to 20% proficient or advanced in 2013-14. (Target is 100% proficient or advanced by 2013-14.)

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#1B: By June 2014 improve school wide student achievement in math from 0% proficient or advanced in 2011-12 to 10% proficient or advanced in 2013-14. (Target is 100% proficient or advanced by 2013-14.)

Actions to be Taken to Reach This Goal ¹ Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing, and Professional Development)	Start Date ² Completion Date	Proposed Expenditures	Estimated Cost	Funding Source (itemize for each source)
Provide Portola-Butler with an instructional coach to provide training and ongoing support to teachers in the implementation of PLCs, CCSS, CM and EL strategies.	2013-14	Hire instructional coach	\$10,000	Title I Gear Up

¹ See Appendix A: Chart of Legal Specifics for the Single Plan for Student Achievement for content required by each program or funding source supporting this goal.

² List the date an action will be taken, or will begin, and the date it will be completed.

School Goal # 2: By June 2014, EL students will reach the targets for AMAO 1, 2, and make progress towards meeting the target for AMAO 3 ELA.

- The percentage of ELs meeting AMAO 1 (increasing one CELDT level per year) will increase from 59.6% to 70%.
- The percentage of ELs meeting AMAO 2 (achieving levels 4/5 on the CELDT) will increase from 44.9% to 55%.
- The percentage of ELs meeting AMAO 3 (at the proficient or advanced level on the ELA CST) will increase from 4% to 20%. (The target for 2013-14 is 100%.)
- The percentage of ELs meeting AMAO 3 (at the proficient or advanced level on the Math CSTs) will increase from 0% to 10%. The target for 2013-14 is 100%.)

Actions to be Taken to Reach This Goal ³ Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing, and Professional Development)	Start Date ⁴ Completion Date	Proposed Expenditures	Estimated Cost	Funding Source (itemize for each source)
1. Provide Portola-Butler with a part-time EL Specialist to insure that every EL is identified and served as described in the EL Master Plan and to provide ongoing training and support to teachers.	Aug – May 2013-14	Hire EL Specialist	\$10,000	EIA:LEP
2. Provide Portola-Butler with the ELSSA	Aug. 2013	Contract with MMARS	\$0	Centralized District Funds

³ See Appendix A: Chart of Legal Specifics for the Single Plan for Student Achievement for content required by each program or funding source supporting this goal.

⁴ List the date an action will be taken, or will begin, and the date it will be completed.

School Goal #3 Increase the school wide implementation of research-based instructional strategies including Constructing Meaning and the transition to the CCSS.

Actions to be Taken to Reach This Goal ⁵ Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing, and Professional Development)	Start Date ⁶ Completion Date	Proposed Expenditures	Estimated Cost	Funding Source (itemize for each source)
1. Create and implement a plan for horizontal collaboration among GHS, KCHS and Portola-Butler ELA, and math teachers.	Sept. 2013 – May 2014	Teacher extra hours @ \$40/hour X 6 teachers X 5 hours	\$1,200	Title I
2. Create and implement a plan for vertical collaboration with district feeder districts focused on alignment of ELA and math	Sept. 2013 – May 2014	Teacher extra hours @\$40/hour X 6 teachers X 5 hours	\$1,200	Title I

Note: Centralized services may include the following direct services:

- Research-based instructional strategies, curriculum development, school climate, and data disaggregation for instructional staff
- District-wide staff providing specific services to schools, e.g., English Language Development Coordinator, Teachers on Special Assignment, Instructional Coaches
- After-School and Summer School programs funded by categorical programs
- Data analysis services, software, and training for assessment of student progress

Centralized services do not include administrative costs.

⁵ See Appendix A: Chart of Legal Specifics for the Single Plan for Student Achievement for content required by each program or funding source supporting this goal.

⁶ List the date an action will be taken, or will begin, and the date it will be completed.

Form C: Programs Included in this Plan

Check the box for each state and federal categorical program in which the school participates and, if applicable, enter amounts allocated. The plan must describe the activities to be conducted at the school for each of the state and federal categorical program in which the school participates. The totals on these pages should match the cost estimates in Form A and the school's allocation from the ConApp.

Note: for many of the funding sources listed below, school districts may be exercising Categorical Program Provisions options (flexibility), which are described at: <http://www.cde.ca.gov/fq/aa/co/ca12sqiappcatprog.asp>

State Programs	Allocation
<input type="checkbox"/> California School Age Families Education Purpose: Assist expectant and parenting students to succeed in school	\$
<input type="checkbox"/> Economic Impact Aid/State Compensatory Education (EIA-SCE) Purpose: Help educationally disadvantaged students succeed in the regular program	\$
<input checked="" type="checkbox"/> Economic Impact Aid/Limited English Proficient (EIA-LEP) Purpose: Develop fluency in English and academic proficiency of English learners	\$12,250
<input type="checkbox"/> Peer Assistance and Review Purpose: Assist teachers through coaching and mentoring	\$
<input type="checkbox"/> Professional Development Block Grant Purpose: Attract, train, and retain classroom personnel to improve student performance in core curriculum areas	\$
<input type="checkbox"/> Pupil Retention Block Grant Purpose: Prevent students from dropping out of school	\$
<input type="checkbox"/> Quality Education Investment Act (QEIA) Purpose: Funds are available for use in performing various specified measures to improve academic instruction and pupil academic achievement	\$
<input type="checkbox"/> School and Library Improvement Program Block Grant Purpose: Improve library and other school programs	\$
<input type="checkbox"/> School Safety and Violence Prevention Act Purpose: Increase school safety	\$
<input type="checkbox"/> Tobacco-Use Prevention Education Purpose: Eliminate tobacco use among students	\$
<input type="checkbox"/> List and Describe Other State or Local Funds (e.g., Career and Technical Education [CTE], Gifted and Talented Education [GATE])	\$
Total amount of state categorical funds allocated to this school	\$

Federal Programs		Allocation
<input checked="" type="checkbox"/>	Title I, Part A: Allocation Purpose: To improve basic programs operated by local educational agencies (LEAs)	\$20,000
<input checked="" type="checkbox"/>	Title I, Part A: Parental Involvement (if applicable under Section 1118[a][3][c] of the Elementary and Secondary Education Act) Purpose: Ensure that parents have information they need to make well-informed choices for their children, more effectively share responsibility with their children's schools, and help schools develop effective and successful academic programs (this is a reservation from the total Title I, Part A allocation).	\$2600
<input checked="" type="checkbox"/>	For Program Improvement Schools only: Title I, Part A Program Improvement (PI) Professional Development (10 percent minimum reservation from the Title I, Part A reservation for schools in PI Year 1 and 2)	\$3000
<input type="checkbox"/>	Title II, Part A: Improving Teacher Quality Purpose: Improve and increase the number of highly qualified teachers and principals	\$
<input type="checkbox"/>	Title III, Part A: Language Instruction for Limited-English-Proficient (LEP) Students Purpose: Supplement language instruction to help LEP students attain English proficiency and meet academic performance standards	\$
<input type="checkbox"/>	Title VI, Part B: Rural Education Achievement Program Purpose: Provide flexibility in the use of ESEA funds to eligible LEAs	\$
<input type="checkbox"/>	For School Improvement Schools only: School Improvement Grant (SIG) Purpose: to address the needs of schools in improvement, corrective action, and restructuring to improve student achievement	\$
<input type="checkbox"/>	Other federal funds (list and describe)	\$
<input type="checkbox"/>	Other federal funds (list and describe)	\$
<input type="checkbox"/>	Other federal funds (list and describe)	\$
Total amount of federal categorical funds allocated to this school		\$
Total amount of state and federal categorical funds allocated to this school		

Note: Other Title I-supported activities that are not shown on this page may be included in the SPSA Action Plan.

Form D: School Site Council Membership

California *Education Code* describes the required composition of the School Site Council (SSC). The SSC shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; parents of pupils attending the school selected by such parents; and, in secondary schools, pupils selected by pupils attending the school.⁷ The current make-up of the SSC is as follows:

Names of Members	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Student
Mr. Michael Onderko	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Paula Balekian	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Randy Rigdon	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alan Diaz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mrs. Gustavo Ochoa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs. Maria Montoya	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Stephanie Sonnier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Anette Mooneyham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Herman Arroyo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of members in each category	1	2		5	1

⁷ EC Section 52852

Form E: Recommendations and Assurances

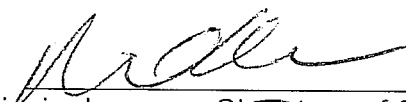
The school site council (SSC) recommends this school plan and proposed expenditures to the district governing board for approval and assures the board of the following:

1. The SSC is correctly constituted and was formed in accordance with district governing board policy and state law.
2. The SSC reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the Single Plan for Student Achievement (SPSA) requiring board approval.
3. The SSC sought and considered all recommendations from the following groups or committees before adopting this plan (**Check those that apply**):
 - State Compensatory Education Advisory Committee _____ Signature
 - English Learner Advisory Committee _____ Signature
 - Special Education Advisory Committee _____ Signature
 - Gifted and Talented Education Advisory Committee _____ Signature
 - District/School Liaison Team for schools in Program Improvement _____ Signature
 - Compensatory Education Advisory Committee _____ Signature
 - Departmental Advisory Committee (secondary) _____ Signature
 - Other committees established by the school or district (list) _____ Signature
4. The SSC reviewed the content requirements for school plans of programs included in this SPSA and believes all such content requirements have been met, including those found in district governing board policies and in the local educational agency plan.
5. This SPSA is based on a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.
6. This SPSA was adopted by the SSC at a public meeting on: 5/28/13.

Attested:

Michael Onderko

Typed name of School Principal



Signature of School Principal

8-6-13

Date

Paula Balekian

Typed name of SSC Chairperson



Signature of SSC Chairperson

8/7/13

Date

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of Contract with Tucci Learning Solutions MEETING: September 12, 2012

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

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

Summary:

This contract is for specific services to a Special Education student from August, 2013 through December, 2013. The master contract is between the Monterey County Office of Education and Tucci Learning Services which sets the rates that can be charged for the specific services

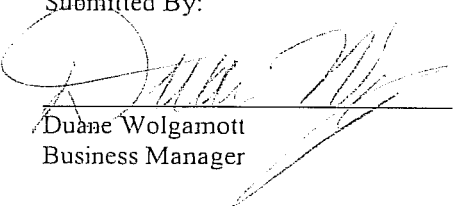
Recommendation:

It is recommended that the State Administrator approve the contract with Tucci Learning Solutions.

Fiscal Impact:

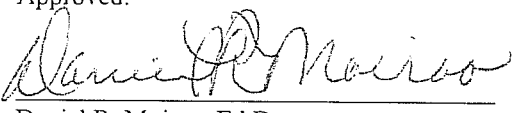
No estimate – Special Education funds

Submitted By:



Duane Wolgamott
Business Manager

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

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

SUBJECT: Approval of Mandated Block Grant Application

MEETING: September 12, 2013

AGENDA SECTION: Action

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 Business Office is recommending that the Board/State Administrator approve the Mandate Block Grant Application. The only mandated cost related funding in the current state budget is in the Block grant program in the amount of \$58 per student for grades 9-12.

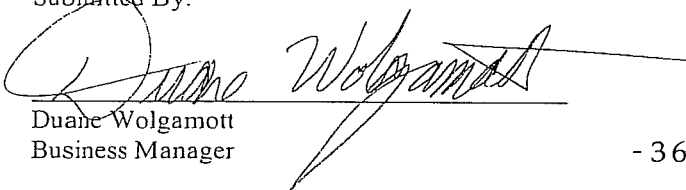
Recommendation:

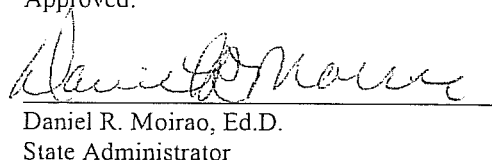
It is recommended that the State Administrator approve the Mandate Block Grant Application.

Fiscal Impact:

Submitted By:

Approved:


Duane Wolgamott
Business Manager


Daniel R. Moirao, Ed.D.
State Administrator



California Department of Education
School Fiscal Services Division

California Department of Education (<https://www3.cde.ca.gov/mandateblockgrant/user/viewdetails.aspx>)

Page Generated: Tuesday, August 20, 2013 06:43:03 PM

Mandate Block Grant (MBG) Application

Fiscal Year 2013–14

Contact Information

Local Educational Agency (LEA): South Monterey County Joint Union High

CDS Code: 27-66068-0000000

Charter Number:

Mailing Address 1: 800 Broadway St.

Mailing Address 2:

City / State / Zip: King City / CA / 93930-3326

Phone: (831) 385-0606

Administrator Name: Dr. Daniel Moirao, State Administrator

Phone: (831) 385-0606

E-mail: dmoirao@kingcity.k12.ca.us

Secondary Contact

Name: Duane Wolgamott, Business Manager

Phone: 831-385-0606 x 4338

E-mail: dvolgamo@smcjuhsd.org

Request for Funding

As the authorized representative of the above applicant entity I am submitting this application, which represents my letter requesting funding, for the 2013–14 Mandate Block Grant (MBG) pursuant to *Government Code (GC)* Section 17581.6. Funding apportioned for the 2013–14 MBG is specifically intended to fund the costs of the programs and activities identified in *GC* Section 17581.6(e). A school district or county office of education that receives MBG funding shall not be eligible to submit claims to the State Controller for reimbursement pursuant to Section 17560 for any costs of any state mandates identified in *GC* Section 17581.6(e) incurred in the same fiscal year that MBG funding is received.

Certification and Signature of Authorized Representative

I want to participate I do not want to participate

I hereby certify that to the best of of my knowledge and belief, this data is true and correct and that data reported on this application have been reported in accordance with applicable laws and regulations.

* Signature: _____

Daniel R. Moirao

* Type name of Authorized Dr. Daniel Moirao, State Administrator
Representative:

Date: 8/20/2013 6:42:55 PM

* It is recommended that this certification be printed, signed, and retained for the local educational agency's records.

Questions: mandate@cde.ca.gov | 916-327-1

Web Policy

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of Warrants from July 1, 2013 to August 31, 2013

MEETING: September 12, 2013

AGENDA SECTION: Action

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:

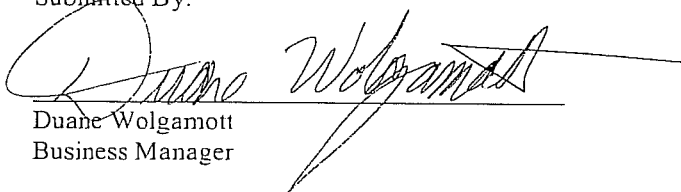
There are the fiscal year to date (2013/14) accounts payable warrants for July and August.

Recommendation:

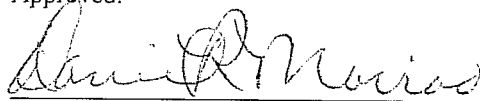
It is recommended that the State Administrator approval the July and August 2013 accounts payable warrants.

Fiscal Impact:

Submitted By:


Duane Wolgamott
Business Manager

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

Checks Dated 07/01/2013 through 08/30/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00000001	07/02/2013	Marisa Martinez	Reissued			75.94 *
00000002	07/02/2013	Reissued on 07/02/2013, Cancel Register # AP07032013A CITY OF GREENFIELD	Reissued			8,800.42 *
00000003	07/02/2013	Reissued on 07/02/2013, Cancel Register # AP07032013A PACIFIC GAS AND ELECTRIC CO	Reissued			731.66 *
12018816	07/03/2013	Marisa Martinez	01-9500	MCOE Escape		75.94
12018817	07/03/2013	CITY OF GREENFIELD	01-5530	Date of Service 5/31/13-6/30/2013	132.78	
				Dates of Service 5/31/2013-6/30/2013	5,195.71	
				Dates of Service 5/30/2013-6/30/2013	21.58	
				Dates of Service 5/31/2013 - 6/30/2013	1,254.40	
				Dates of Service 5/31/2013-6/30/2013	1,386.20	
				Date of Service 5/31/2013 - 6/30/2013	809.75	8,800.42
12018818	07/03/2013	PACIFIC GAS AND ELECTRIC CO	01-9500	Bus Shed @ District Electric	697.03	
				Classrms @ Bus Barn /Whse Gas	25.12	
				Greenhouse Gas	9.51	731.66
12022483	07/30/2013	Maria A. Argueta	01-9500	CalPADS training		26.92
1 2484	07/30/2013	Shirley J. Laws	01-4300	Reimbursement		51.43
1 2485	07/30/2013	Daniel R. Moirao	01-4300	Reimbursement	277.90	
			01-5200	Reimbursement	120.80	
			01-9500	State approved reimbursements	1,098.97	
				Volunteer Luncheon	195.03	
12022486	07/30/2013	Delia Arraola	01-9500	King City Rotary	209.00	1,901.70
12022487	07/30/2013	A & G PUMPING, INC	01-9500	Escape Training		61.70
				Greenfield HS	433.50	
12022488	07/30/2013	AMERICAN SUPPLY COMPANY	01-4300	King City HS	70.75	504.25
				Materials and Supplies	4,512.11	
12022489	07/30/2013	APPERSON	01-9500	1010 Custodial Supplies	2,512.74	7,024.85
12022490	07/30/2013	APPLE COMPUTER	01-4300	SCANTRON CARDS		406.48
12022491	07/30/2013	ARAMARK UNIFORM SERVICES	01-4300	Technology Supplies		100.00
			13-9500	Acct 5585353	25.74	
				Acct 799896000	143.28	
12022492	07/30/2013	BARRACUDA NETWORKS, INC	01-5850	Spam and Virus Firewall		169.02
12022493	07/30/2013	BAY SCHOOL, THE	01-9500	Ponce		2,948.00
12022494	07/30/2013	CA Water Service Company	01-5530	KCHS Water		7,061.50
12022495	07/30/2013	Cal-TASH	01-5200	Conference		1,377.54
12022496	07/30/2013	CAROLINA BIOLOGICAL SUPPLY CO	01-4300	Biology Lab Supplies		260.00
12022497	07/30/2013	CDW-G	01-9500	Biology Lab Supplies		1,470.15
				3575526	262.11	262.11

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

Checks Dated 07/01/2013 through 08/30/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12022498	07/30/2013	CITY OF KING	01-9500	Cust 10-000-472-001	5,374.97	
12022499	07/30/2013	Dannis Woliver Kelley / DWK	01-9500	Swim Team 2013	7,065.76	12,440.73
				File #3785 010313	1,054.25	
12022500	07/30/2013	DGS/DEPT OF GENERAL SERVICES	01-9500	File #3785-020511	275.00	1,329.25
12022501	07/30/2013	EDUCATIONAL DATA SYSTEMS,INC	01-9500	ALJ Hours		276.00
12022502	07/30/2013	FCMAT	01-9500	Order 1626		368.89
12022503	07/30/2013	GE Capital	01-9500	Comprehensive Review		84,078.87
12022504	07/30/2013	GREENFIELD TRUE VALUE	01-5630	Lease of Copier Machines		1,551.35
			01-4300	Maintenance Supplies	206.67	
12022505	07/30/2013	KING CITY TRUE VALUE HARDWARE	01-9500	3828	55.12	261.79
			01-4300	Maintenance Supplies	241.19	
			01-9500	Acctout 297	16.90	
				Acct 307	103.53	
12022506	07/30/2013	LinkCrew Boomerang Project	01-5800	Acct 728	38.61	289.21
12022507	07/30/2013	LOZANO SMITH	01-9500	LinkCrew		6,600.00
12022508	07/30/2013	Mail Finance	01-9500	Matter 01124-00009	146.55	
1 2509	07/30/2013	MEDCO Supply-Sports Medicine	01-5630	Open for Monthly Lease		1,021.52
1 2510	07/30/2013	Nuevo Milenio	01-4300	Phys. Ed. Med. Supplies		168.19
1 2511	07/30/2013	Mission Trail Athletic/M/TAL	01-9500	Florals		193.50
12022512	07/30/2013	MONTEREY COUNTY OFFICE OF ED	01-9500	Fees		4,749.28
				CELDT Training	150.00	
				Common Core Training	250.00	
				Network Hardware	58.00	458.00
12022513	07/30/2013	Norcal Kenworth, dba	01-9500	2002 Thomas Bux		749.23
12022514	07/30/2013	NTD Architecture	35-9500	Project 2011-0175-00		6,808.40
12022515	07/30/2013	Tammy Nunez	01-5800	Mileage	1,580.64	
			01-9500	Mileage	2,542.50	4,123.14
12022516	07/30/2013	PACIFIC GAS AND ELECTRIC CO	01-5510	Utilities	28.83	
			01-5520	Utilities	10,386.21	
12022517	07/30/2013	PARTS & SERVICE CENTER-NAPA	01-9500	May-June	12,603.08	23,018.12
12022518	07/30/2013	PEDIATRIC THERAPY CENTER INC	01-9500	Acct 900001384		91.87
12022519	07/30/2013	PRAXAIR DISTRIBUTION INC	01-9500	3406		528.00
				Acct 0G415	1,782.38	
				Acct oG415	142.93	
12022520	07/30/2013	PURE WATER	01-9500	Acct P1548	84.41	1,840.90
12022521	07/30/2013	RADIOSHACK CORPORATION	01-9500	June deliveries		160.25
				01150100044146		42.99

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

Checks Dated 07/01/2013 through 08/30/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12022522	07/30/2013	Robinson Steel Company, Inc	01-9500	PO 130644		169.60
12022523	07/30/2013	Servico Lighting & Electric	01-9500	1023090		308.43
12022524	07/30/2013	Shred-It San Francisco	01-9500	110093		201.71
12022525	07/30/2013	Sportwide	01-9500	285479		173.63
12022526	07/30/2013	Sprint Solutions, Inc.	01-9500	June		773.52
12022527	07/30/2013	TORO PETROLEUM CORP	01-4310	Open PO for Supplies and Materials	14,212.78	
			01-9500	Acct 7155	279.01	
				Acct 8814	357.79	14,849.58
12022528	07/30/2013	TRI-COUNTY FIRE PRTCTN, INC	01-5800	Open PO for Materials and Supplies		
12022529	07/30/2013	TUCCI LEARNING SOLUTIONS, INC	01-9500	Hernandez, M	1,400.60	1,394.52
12022530	07/30/2013	UNITED PARCEL SERVICE	01-5930	Potter, J; Davis, C; Catalano, A.	2,270.00	3,670.60
			01-9500	Open for fees	64.89	
12022531	07/30/2013	United Rentals	01-9500	6/26/13	23.54	88.43
12022532	07/30/2013	Uretsky Security	01-5620	Repairs		1,520.50
			01-9500	June hours	861.00	
12022533	07/30/2013	Chanel Vargas	01-9500	May hours	2,793.00	3,654.00
1 2534	07/30/2013	WARD'S NATURAL SCIENCE	01-9500	Paid in full		500.00
1 2809	08/01/2013	CA Department of Justice	01-9500	80279528		239.56
1 2810	08/01/2013	Erica Chino	01-9500	Fingerprinting		64.00
12022811	08/01/2013	Jo Ellen Johnsen	01-5800	Damian and Monica Trujillo Family Scholarship		250.00
12022812	08/01/2013	JW Pepper & Son, Inc	01-5800	Bob and Betsy Wood Memorial	500.00	1,000.00
12022813	08/01/2013	Maria S. Monroy	01-9500	Growers Express Scholarship Instrumental Folio	500.00	250.50
12022814	08/01/2013	Midamerica	01-5800	Mileage Reimbursement	1,188.00	
12022815	08/01/2013	NASCO	01-9500	Mileage Reimbursement	1,980.00	3,168.00
12022816	08/01/2013	Nathan Moreno	01-9527	TSA correction for 7-31-13 payroll		1,125.00
12022817	08/01/2013	RG Fabrication, Inc	01-9500	Maintenance and Repairs		13.18
12022818	08/01/2013	WELLS FARGO FINANCIAL LEASING	01-4300	LinkCrew Reimbursement		1,237.18
12024427	08/13/2013	A & G PUMPING, INC	01-9500	Materials and Supplies		213.39
12024428	08/13/2013	ABBOTT PLUMBING	01-5630	Copier Lease		444.86
			01-5620	Rental of Portable Restrooms	417.79	85.75
12024429	08/13/2013	Dept of Industrial Relations	01-5800	Maintenance-Consulting services	432.21	850.00
12024430	08/13/2013	ACCREDITING COMMISSION	01-5800	Maintenance-Consulting services		125.00
12024431	08/13/2013	ALLSAFE ALARM INC	01-5800	Wheel Chair Lift		2,430.00
12024432	08/13/2013	APPERSON	01-5800	Annual Installment		360.00
			01-4300	All Safe Alarm System		280.04
				School Supplies		

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

ESCAPE

Checks Dated 07/01/2013 through 08/30/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12024433	08/13/2013	AT&T	01-5910	AT&T		2,792.70
12024434	08/13/2013	Atkinson Anderson	01-9500	Professional Services and Disbursements		4,185.56
12024435	08/13/2013	BATTERY SYSTEMS, INC	01-4300	Open PO for Supplies and Materials		570.75
12024436	08/13/2013	BENSON PLUMBING INC	01-5620	Maintenance Repairs		3,147.35
12024437	08/13/2013	BRADLEY UNION SCHOOL DISTRICT	25-8681	District Developer Referral		1,419.38
12024438	08/13/2013	CA Department of Justice	01-5860	HR Fingerprints		288.00
12024439	08/13/2013	CA Water Service Company	01-5530	KCHS Water		57.83
12024440	08/13/2013	Caledonia	01-5800	service		2,831.25
12024441	08/13/2013	CARMEL MARINA CORPORATION	01-5550	KCHS Garbage Fees		6,813.74
12024442	08/13/2013	CAROLINA BIOLOGICAL SUPPLY CO	01-4300	Biology Lab Supplies		237.67
12024443	08/13/2013	CDW-G	01-4300	Technology Supplies		4,741.14
12024444	08/13/2013	CENTRAL COAST SYSTEMS INC	01-5620	Repairs		114.00
12024445	08/13/2013	Christy White Associates	01-5800	2012-2013 District Audit		6,676.88
12024446	08/13/2013	CITY OF GREENFIELD	01-5530	Water, Sewer, and Garbage	535.99	
			01-5540	Water, Sewer, and Garbage	809.75	
			01-5550	Water, Sewer, and Garbage	2,640.60	
12024447	08/13/2013	Culligan Water Conditioning	13-5800	Water Conditioning		3,986.34
1 448	08/13/2013	Cyberguys / E-Filliate Inc	Cancelled	Technology Supplies		84.34
1 449	08/13/2013	Cancelled on 08/27/2013, Cancel Register # AP08292013	Cancelled	Technology Supplies		380.98 *
			01-9500	DATAFLOW BUSINESS SYSTEMS		
			01-9500	Copyspar/CS-3035	79.45-	
				Kyocera Copy Machine	119.16	
				Kyocera/KM-4050	278.25-	
				Kyocera/KM-5050	120.78-	
				Kyocera/KM-6030	555.02-	
				Kyocera/TASKalfa620	2,672.13	
				Kyocera/TASKalfa820	13.24-	
12024450	08/13/2013	DELL MARKETING LP	01-4400	Computers		1,744.55
12024451	08/13/2013	EAGLE SOFTWARE	01-5800	Aeries Analytics - thru 6/30/2013		18,902.75
12024452	08/13/2013	Ernesto Rodriguez	01-9500	Aeries Conference		1,971.00
12024453	08/13/2013	ESCHOOL SOLUTIONS, INC	01-5800	ASP Subscription fee		671.22
12024454	08/13/2013	First Alarm Security Svcs Inc	01-9500	Fire Alarm Monitor		1,676.00
12024455	08/13/2013	GRAINGER INC,W W	01-4300	Maintenance Supplies	327.23	912.00
				Technology Supplies	462.08	
12024456	08/13/2013	GREENFIELD TRUE VALUE	01-4300	Maintenance Supplies		789.31
12024457	08/13/2013	KING CITY TRUE VALUE HARDWARE	01-4300	Maintenance Supplies	248.58	220.24
				Technology Supplies	42.36	
12024458	08/13/2013	KING CITY UNION SCHOOL DIST	25-8681	School District Developer Fee Referral		290.94
						554.94

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



Checks Dated 07/01/2013 through 08/30/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12024459	08/13/2013	Linda Grundhoffer	01-5800	Consulting Services		4,320.00
12024460	08/13/2013	LinkCrew Boomerang Project	01-4300	Link Crew Curriculum		354.32
12024461	08/13/2013	MANDEGO APPAREL	01-4300	LinkCrew Shirts	590.02	
12024462	08/13/2013	MATRANGA WHOLESAL FLORISTS	01-9500	T-shirts	710.14	1,300.16
12024463	08/13/2013	Medina, Fabiola	01-5200	Flowers - D. Benson		869.30
12024464	08/13/2013	Mission Trail Athletic/MTAL	01-5800	Mileage Reimbursement		99.00
12024465	08/13/2013	MONTEREY COUNTY OFFICE OF ED	01-9500	Sports Service Fees	3,250.00	
12024466	08/13/2013	Morga, Karla	01-5200	Adjusted Travel Total	133.45	3,383.45
12024467	08/13/2013	Nixon Tire & Automotive Svc	01-5800	Rigorous Curriculum Design Seminar		750.00
12024468	08/13/2013	Norcal Kenworth, dba	01-5620	State Administrator Scholarship		250.00
12024469	08/13/2013	O'Reilly Automotive Stores, Inc	01-9500	Supplies and Materials		731.25
12024470	08/13/2013	OFFICE DEPOT BUSINESS SERVICES	01-4300	Inspect and advise - oil leak at engine		7,427.02
			01-4300	Open for Supplies and Materials		283.56
			01-4300	classroom supplies	763.49	
				COPY PAPER	3,870.00	
				Materials and Supplies	476.12	
				Office Supplies	84.27	
				Open PO for District Supplies	2,935.97	
				Open PO for Office Depot	2.99	
				Technology Supplies	311.19	8,444.03
				Utilities	9,253.20	
				Utilities	2,171.13	11,424.33
				Supplies and Materials		311.23
				Reimbursement		1,820.88
				Reimbursement		523.65
				Travel Reimbursement		493.23
				Progress Report / Report Cards		1,617.00
				Drinking Water		115.25
				PE GRADE CARDS	493.43	
				Phys. Ed. Grade Cards	435.38	
				Work Permits	265.53	1,194.34
				Open PO for Supplies and Materials		238.09
				Open PO for Supplies and Materials		410.13 *
				Cancelled		
				Reimbursement		43.85
				Fees for shredding		128.20
				Leadership Style Inventory		90.40

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

ESCAPE

Checks Dated 07/01/2013 through 08/30/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12024484	08/13/2013	Sprint Solutions, Inc.	01-5940	District Communication		1,538.94
12024485	08/13/2013	STAPLES, Inc	01-4400	Technology Supplies		967.49
12024486	08/13/2013	UNITED PARCEL SERVICE	01-5930	Open for fees		24.51
12024487	08/13/2013	Chanel Vargas	01-5800	Scholarship		750.00
12024488	08/13/2013	Vargas, Cristina	01-5800	Emmy Clark Scholarship		1,000.00
12024489	08/13/2013	VERIZON WIRELESS SVCS LLC	01-5910	Wireless Modem		152.75
12024490	08/13/2013	WELLS FARGO FINANCIAL LEASING	Cancelled	Lease for GHS Copy Machines		87.85 *
12026311	08/22/2013	Cancelled on 08/27/2013, Cancel Register # AP08292013				
12026312	08/22/2013	Atkinson-Anderson	01-5810	Legal Fees		7,560.00
12026313	08/22/2013	BUS WEST	01-4300	Open PO Materials and Supplies		80.05
	08/22/2013	CDW-G	01-4300	Technology Equipment	2,507.70	
				Technology Supplies	278.77	
12026314	08/22/2013	CITY OF GREENFIELD	01-4400	Technology Supplies-Projectors	5,488.63	8,275.10
12026315	08/22/2013	CODESP	01-9500	SRO Contract		10,752.81
12026316	08/22/2013	Cyberguys / E-Filliate Inc	01-5800	Annual Membership		1,850.00
12026317	08/22/2013	D&H Distributing Company	01-4300	Technology Supplies		161.89
12026318	08/22/2013	EAGLE SOFTWARE	01-4300	Calculator		11,698.34
12026319	08/22/2013	Fastenal Company	01-5800	Analytics - Eagle Software Training		1,279.10
12026320	08/22/2013	Gonzales Unified School Dist	01-4300	Maintenance Supplies		332.16
12026321	08/22/2013	GREENFIELD TRUE VALUE	01-5800	School Bus		1,006.24
			01-4300	Maintenance Supplies	28.96	
12026322	08/22/2013	Hatch, Lincoln	01-5800	Technology Supplies		35.78
12026323	08/22/2013	HOME DEPOT CREDIT SERVICES Dept. 32-2501271344	01-9200	Theater Consultant	6.82	1,750.00
				Materials and Supplies		166.36
12026324	08/22/2013	Houghton Mifflin Harcourt Publishing Co.	01-4100	French Textbooks		14,797.43
12026325	08/22/2013	INGRAHAM JEWELERS, INC	01-9500	Sport Plaques	206.60	
				Sports Trophies	82.20	288.80
				Maintenance Supplies	14.05	
12026326	08/22/2013	KING CITY TRUE VALUE HARDWARE	01-4300	Technology Supplies	47.35	61.40
12026327	08/22/2013	Joab Mendez	01-5800	Greenfield Village Scholarship	833.00	
				John McVeigh Memorial Scholarship	500.00	1,333.00
12026328	08/22/2013	Nixon Tire & Automotive Srvc	01-5620	Supplies and Materials		732.75
12026329	08/22/2013	OFFICE DEPOT BUSINESS SERVICES	01-4300	Materials and Supplies	438.85	
				Office Supplies	305.29	
				Open PO for District Supplies	2,374.58	
				Open PO for Office Depot	3,361.69	
				Pallet of Copy Paper	1,290.00	7,770.41

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

ESCAPE

Checks Dated 07/01/2013 through 08/30/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12026330	08/22/2013	PACIFIC TRUCK PARTS INC	01-4300	Supplies and Materials		344.56
12026331	08/22/2013	PRAXAIR DISTRIBUTION INC	01-9500	Ag Dept		637.77
12026332	08/22/2013	Psych Corp Pearson	01-4300	Psych		4,622.85
12026333	08/22/2013	SAFEWAY INC	01-4300	Open PO	69.49	
12026334	08/22/2013	SCHOOL SERVICES OF CA, INC	01-5200	State Administrator supplies for meetings	50.90	120.39
12026335	08/22/2013	Soledad Unified School Dist	01-9500	Finance Conference		390.00
12026336	08/22/2013	UNITED PARCEL SERVICE	01-5930	Regional SPED Services		52,845.00
12026337	08/22/2013	VERIZON WIRELESS SVCS LLC	01-5910	Open for fees		23.54
12026338	08/22/2013	Woodburn Press	01-4300	Wireless Modem		294.32
12027600	08/29/2013	Central Coast Section/CIF	01-5300	Workbook Supplies		112.75
				CCS Admin Fee	2,800.00	
12027601	08/29/2013	CIF-State Federation Office	01-5800	CCS Admin & Sports Fees	2,520.00	5,320.00
				Athletics Dues/Legal Liability Fees	569.52	
12027602	08/29/2013	Coastal Enterprises-PE Clothes	01-4300	CIF State Dues	581.49	1,151.01
12027603	08/29/2013	Kristie Foster	01-5800	PE Clothes		1,987.89
12027604	08/29/2013	Mission Trail Athletic/MTAL	01-5300	Schled Scholarship winner		3,500.00
12027605	08/29/2013	Nixon Tire & Automotive Svc	01-5620	Athletics Fees		3,550.00
12027606	08/29/2013	OFFICE DEPOT BUSINESS SERVICES	01-4300	Supplies and Materials		1,431.50
12027607	08/29/2013	PENINSULA SPORTS, INC/PSI	01-5300	Open PO for Supplies		4,638.97
12027608	08/29/2013	Arbitersports	01-5300	Peninsula Sports PSI Admin Fee		4,275.00
				Arbiter Game New HS Scheduling		325.00
Total Number of Checks					169	506,285.94

Count	Amount
3	878.96
3	9,608.02
	495,798.96

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	158	486,762.88
13	Cafeteria Fund	2	253.36
25	Capital Facilities Fund	2	1,974.32
35	School Facility Program (Regul	1	6,808.40

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

ESCAPE

Checks Dated 07/01/2013 through 08/30/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
			163	Total Number of Checks	495,798.96	
				Less Unpaid Sales Tax Liability	.00	
				Net (Check Amount)	495,798.96	

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

ESCAPE

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

SUBJECT: Approval of Copier Lease Contract with Dataflow Business Systems, Inc.

MEETING: September 12, 2013

AGENDA SECTION: Action

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:

There are currently 4 copiers with expired which gives us the opportunity to upgrade equipment and negotiate new lease terms.

Proposals were received from two companies and Dataflow Business Systems submitted the most economical proposal.

The District Office will receive the 8000i and 6500i copiers
Portola Butler will receive the 5500i copier
Transportation/Maintenance will receive the 3540-MFP copier

Savings from existing (expired) lease:

\$6,700 per year on the District Office copier lease and \$0.0016 per copy
\$3,700 per year on the Portola Butler copier lease and \$0.0016 per copy
\$50 per year on the Transportation/Maintenance copier lease and \$0.0014 per copy

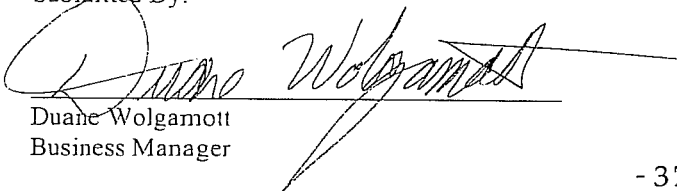
Recommendation:

It is recommended that the State Administrator approves the lease agreement for 4 copiers with Dataflow Business Systems.

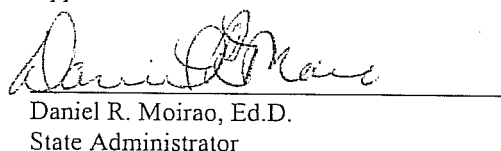
Fiscal Impact:

Minimum annual savings of \$10,450

Submitted By:


Duane Wolgamott
Business Manager

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

Equipment Lease Agreement # _____

EQUIPMENT						
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 45%; border-bottom: 1px solid black;">Equipment MFG Model & Description <u>See Schule</u></td> <td style="width: 25%; border-bottom: 1px solid black;">Serial Number</td> <td style="width: 30%; border-bottom: 1px solid black;">Accessories</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table> <p><input type="checkbox"/> See attached schedule for additional Equipment / Accessories</p>	Equipment MFG Model & Description <u>See Schule</u>	Serial Number	Accessories			
Equipment MFG Model & Description <u>See Schule</u>	Serial Number	Accessories				

Billing Address: 800 Broadway, King City, CA 93930
 Equipment Location: _____

SUPPLIER	TRANSACTION TERMS
<p>Dataflow Business Systems, Inc. 540 Work Street, Suite E Salinas, CA 93901</p>	<p>Purchase Option: Fair Market Value</p> <p>Lease Payment: \$ <u>890.11</u> (plus applicable taxes) Term: <u>36</u> (months)</p> <p>Billing Period: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input checked="" type="checkbox"/> Annually (Monthly if not checked)</p> <p>The following additional payments are due on the date this Lease is signed by you:</p> <p>Advance Payment: \$ <u>0.00</u> (plus applicable taxes) Applied to: <input type="checkbox"/> First <input type="checkbox"/> Last</p> <p>Document Fee: \$75.00 (included on first invoice)</p>

YOU HAVE SELECTED THE EQUIPMENT. THE SUPPLIER AND ITS REPRESENTATIVES ARE NOT AGENTS OF ANY ASSIGNEE OF LESSOR AND ARE NOT AUTHORIZED TO MODIFY THE TERMS OF THIS LEASE. YOU ARE AWARE OF THE NAME OF THE MANUFACTURER OF EACH ITEM OF EQUIPMENT AND YOU WILL CONTACT EACH MANUFACTURER FOR A DESCRIPTION OF YOUR WARRANTY RIGHTS. WE MAKE NO WARRANTIES TO YOU, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY OR OTHERWISE. WE PROVIDE THE EQUIPMENT TO YOU AS-IS. YOU AGREE TO USE THE EQUIPMENT ONLY IN THE LAWFUL CONDUCT OF YOUR BUSINESS, AND NOT FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES. WE SHALL NOT BE LIABLE FOR CONSEQUENTIAL OR SPECIAL DAMAGES. WE MAKE NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE LEGAL, TAX OR ACCOUNTING TREATMENT OF THIS LEASE AND YOU ACKNOWLEDGE THAT WE ARE AN INDEPENDENT CONTRACTOR AND NOT A FIDUCIARY OF LESSEE. YOU WILL OBTAIN YOUR OWN LEGAL, TAX AND ACCOUNTING ADVICE RELATED TO THIS LEASE AND WILL MAKE YOUR OWN DETERMINATION OF THE PROPER LEASE TERM FOR ACCOUNTING PURPOSES.

EXCEPT AS PROVIDED IN SECTION 2, YOUR PAYMENT OBLIGATIONS ARE ABSOLUTE AND UNCONDITIONAL AND ARE NOT SUBJECT TO CANCELLATION, REDUCTION OR SETOFF FOR ANY REASON WHATSOEVER. BOTH PARTIES AGREE TO WAIVE ALL RIGHTS TO A JURY TRIAL. THIS LEASE SHALL BE DEEMED FULLY EXECUTED AND PERFORMED IN THE STATE OF LESSEE'S PRINCIPAL PLACE OF BUSINESS AND SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH SUCH LAWS.

TO HELP THE GOVERNMENT FIGHT THE FUNDING OF TERRORISM AND MONEY LAUNDERING ACTIVITIES, FEDERAL LAW REQUIRES ALL FINANCIAL INSTITUTIONS TO OBTAIN, VERIFY AND RECORD INFORMATION THAT IDENTIFIES EACH PERSON WHO OPENS AN ACCOUNT. WHAT THIS MEANS TO YOU: WHEN YOU OPEN AN ACCOUNT, WE WILL ASK FOR YOUR NAME, ADDRESS AND OTHER INFORMATION THAT WILL ALLOW US TO IDENTIFY YOU. WE MAY ALSO ASK TO SEE IDENTIFYING DOCUMENTS.

BY SIGNING THIS LEASE, YOU ACKNOWLEDGE RECEIPT OF PAGES 1 AND 2 OF THIS LEASE, AND AGREE TO THE TERMS ON PAGES 1 AND 2. ORAL AGREEMENTS OR COMMITMENTS TO LOAN MONEY, EXTEND CREDIT OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT INCLUDING PROMISES TO EXTEND OR RENEW SUCH DEBT ARE NOT ENFORCEABLE. TO PROTECT YOU AND US FROM MISUNDERSTANDING OR DISAPPOINTMENT, ANY AGREEMENTS WE REACH COVERING SUCH MATTERS ARE CONTAINED IN THIS WRITING, WHICH IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN US, EXCEPT AS WE MAY LATER AGREE IN WRITING TO MODIFY IT.

TERMS AND CONDITIONS

1. COMMENCEMENT OF LEASE. Commencement of this Lease and acceptance of the Equipment shall occur upon delivery of the Equipment to you ("Commencement Date"). To the extent that the Equipment includes intangible property or associated services such as periodic software licenses and prepaid database subscription rights, such intangible property shall be referred to as "Software". You understand and agree that we have no right, title or interest in the Software and you will comply throughout the Term of this Lease with any license and/or other agreement ("Software License") entered into with the supplier of the Software ("Software Supplier"). You are responsible for entering into any Software License with the Software Supplier no later than the Commencement Date of this Lease. You agree to inspect the Equipment upon delivery and verify by telephone or in writing such information as we may require. If you signed a purchase order or similar agreement for the purchase of the Equipment, by signing this Lease you assign to us all of your rights, but none of your obligations under it. All attachments, accessories, replacements, replacement parts, substitutions, additions and repairs to the Equipment shall form part of the Equipment under this Lease.

2. LEASE PAYMENTS. You agree to remit to us the Lease Payment and all other sums when due and payable each Billing Period at the address we provide to you from time to time. You agree that you will remit payments to us in the form of company checks (or personal checks in the case of sole proprietorships), direct debit or wires only. You also agree cash and cash equivalents are not acceptable forms of payment for this Lease and that you will not remit such forms of payment to us. Payment in any other form may delay processing or be returned to you. Furthermore, only you or your authorized agent as approved by us will remit payments to us. Lease Payments will include any freight, delivery, installation and other expenses we finance on your behalf at your request. Lease Payments are due whether or not you receive an invoice. You authorize us to adjust the Lease Payments by not more than 15% to reflect any reconfiguration of the Equipment or adjustments to reflect applicable sales taxes or the cost of the Equipment by the manufacturer and/or Supplier.

NON-APPROPRIATION OF FUNDS. You intend to remit to us all Lease Payments and other payments for the full Term if funds are legally available. In the event you are not granted an appropriation of funds at any time during the Term for the Equipment or for equipment which is functionally similar to the Equipment and operating funds are not otherwise available to you to pay Lease Payments and other payments due and to become due under this Lease, and there is no other legal procedure or available funds by or with which payment can be made to us, and the non-appropriation did not result from an act or omission by you, you shall have the right to return the Equipment in accordance with Section 11 of this Lease and terminate this Lease on the last day of the fiscal period for which appropriations were received without penalty or expense to you, except as to the portion of the Lease Payments for which funds shall have been appropriated and budgeted. At least thirty (30) days prior to the end of your fiscal period, your chief executive officer (or legal counsel) shall certify in writing that: (a) funds have not been appropriated for the fiscal period; (b) such non-appropriation did not result from any act or failure to act by you; and (c) you have exhausted all funds legally available to pay Lease Payments. If you terminate this Lease because of a non-appropriation of funds, you may not purchase, lease or rent, during the subsequent fiscal period, equipment performing the same functions as, or functions taking the place of, those performed by the Equipment provided, however, that these restrictions shall not be applicable if or to the extent that the application of these restrictions would affect the validity of this Lease. This Section 2 shall not permit you to terminate this Lease in order to acquire any other Equipment or to allocate funds directly or indirectly to perform essentially the application for which the Equipment is intended.

3. LEASE CHARGES. You agree to: (a) pay all costs and expenses associated with the use, maintenance, servicing, repair or replacement of the Equipment; (b) pay all fees, assessments, taxes and charges governmentally imposed upon Lessor's purchase, ownership, possession, leasing, renting, operation, control or use of the Equipment and pay all premiums and other costs of insuring the Equipment; (c) reimburse us for all costs and expenses incurred in enforcing this Lease; and (d) pay all other costs and expenses for which you are obligated under this Lease ((a) through (d) collectively referred to as "Lease Charges"). NOTWITHSTANDING THE FACT THAT YOU MAY BE EXEMPT FROM THE PAYMENT OF PERSONAL PROPERTY TAXES, you acknowledge that as the owner of the Equipment, we may be required to pay personal property taxes, and you agree, at our discretion, to either: (1) reimburse us for all personal property and other similar taxes and governmental charges associated with the ownership, possession or use of the Equipment when billed by the jurisdictions; or (2) remit us each Billing Period our estimate of the pro-rated equivalent of such taxes and governmental charges. In the event that the Billing Period sums

Continued on Page 2

LESSOR ("We", "Us")	LESSEE ("You")
<p>Dataflow Business Systems, Inc.</p> <p>By: X _____</p> <p>Name: <u>Olegario Gomez</u></p> <p>Title: <u>President</u> Date: _____</p>	<p><u>South Monterey County Joint Union High School District</u> (Lessee Full Legal Name)</p> <p>By: X _____</p> <p>Name: _____ Title: _____</p> <p>Date: _____ Federal Tax ID: _____</p>

includes a separately stated estimate of personal property and other similar taxes, you acknowledge and agree that such amount represents our estimate of such taxes that will be payable with respect to the Equipment during the Term. As compensation for our internal and external costs in the administration of taxes related to each unit of Equipment, you agree to pay us a "Tax Administrative Fee" equal to \$12 per unit of Equipment per year during the Term, not to exceed the maximum permitted by applicable law. The Tax Administrative Fee, at our sole discretion, may be increased by an amount not exceeding 10% thereof for each subsequent year of the Term to reflect our increased cost of administration and we will notify you of any such increase by indicating such increased amount in the relevant invoice or in such other manner as we may deem appropriate. We may take on your behalf any action required under this Lease which you fail to take, and upon receipt of our invoice you will promptly pay our costs (including insurance premiums and other payments to affiliates), plus reasonable processing fees. Restrictive endorsements on checks you send to us will not reduce your obligations to us. We may charge you a return check or non-sufficient funds charge of \$25 for any check which is returned by the bank for any reason (not to exceed the maximum amount permitted by law).

4. **LATE CHARGES.** For any payment which is not received within three (3) days of its due date, you agree to pay a late charge not to exceed the higher of 10% of the amount due or \$35 (not to exceed the maximum amount permitted by law) as reasonable collection costs.

5. **OWNERSHIP, USE, MAINTENANCE AND REPAIR.** We own the Equipment and you have the right to use the Equipment under the terms of this Lease. If this Lease is deemed to be a secured transaction, you grant us a first priority security interest in the Equipment to secure all of your obligations under this Lease. We hereby assign to you all our rights under any manufacturer and/or supplier warranties, so long as you are not in default hereunder. You must keep the Equipment free of liens. You may not remove the Equipment from the address indicated on page 1 of this Lease without first obtaining our approval. You agree to: (a) keep the Equipment in your exclusive control and possession; (b) use the Equipment in conformity with all insurance requirements, manufacturer's instructions and manuals; (c) keep the Equipment repaired and maintained in good working order and as required by the manufacturer's warranty, certification and standard full service maintenance contract; and (d) give us reasonable access to inspect the Equipment and its maintenance and other records.

6. **INDEMNITY.** You are responsible for all losses, damages, claims, infringement claims, injuries and attorneys' fees and costs, including, without limitation, those incurred in connection with responding to subpoenas, third party or otherwise ("Claims"), incurred or asserted by any person, in any manner relating to the Equipment, including its use, condition or possession. You agree to defend and indemnify us against all Claims, although we reserve the right to control the defense and to select or approve defense counsel. This indemnity continues beyond the termination of this Lease for acts or omissions which occurred during the Term of this Lease. You also agree that this Lease has been entered into on the assumption that we are the owner of the Equipment for U.S. federal income tax purposes and will be entitled to certain U.S. federal income tax benefits available to the owner of the Equipment. You agree to indemnify us for the loss of any U.S. federal income tax benefits resulting from the failure of any assumptions in this Lease to be correct or caused by your acts or omissions inconsistent with such assumption or this Lease. In the event of any such loss, we may increase the Lease Payments and other amounts due to offset any such adverse effect.

7. **LOSS OR DAMAGE.** If any item of Equipment is lost, stolen or damaged you will, at your option and cost, either: (a) repair the item or replace the item with a comparable item reasonably acceptable to us; or (b) pay us the sum of: (i) all past due and current Lease Payments and Lease Charges; (ii) the present value of all remaining Lease Payments and Lease Charges for the effected item(s) of Equipment, discounted at the rate of 6% per annum (or the lowest rate permitted by law, whichever is higher); and (iii) the Fair Market Value of the effected item(s) of Equipment. We will then transfer to you all our right, title and interest in the effected item(s) of Equipment AS-IS AND WHERE-IS, WITHOUT ANY WARRANTY AS TO CONDITION, TITLE OR VALUE. Insurance proceeds shall be applied toward repair, replacement or payment hereunder, as applicable. In this Lease, "Fair Market Value" of the Equipment means its fair market value at the end of the Term, assuming good order and condition (except for ordinary wear and tear from normal use), as estimated by us. No such loss or damage shall relieve you of your payment obligations hereunder.

8. **INSURANCE.** You agree, at your cost, to: (a) keep the Equipment insured against all risks of physical loss or damage for its full replacement value, naming us as loss payee; and (b) maintain public liability insurance, covering personal injury and Equipment damage for not less than \$300,000 per occurrence, naming us as additional insured. The policy must be issued by an insurance carrier acceptable to us, must provide us with not less than 15 days' prior written notice of cancellation, non-renewal or amendment, and must provide deductible amounts acceptable to us. If you do not provide acceptable insurance, we have the right but no obligation to obtain insurance covering our interest (and only our interest) in the Equipment for the Lease Term and any renewals. Any insurance we obtain will not insure you against third party or liability claims and may be cancelled at any time. In the event that we elect to obtain such insurance, you will be required to pay us an additional amount each Billing Period for the cost of such insurance and an administrative fee, the cost of which insurance and administrative fee may be more than the cost to obtain your own insurance and on which we may make a profit.

9. **DEFAULT.** You will be in default under this Lease if: (a) you fail to remit to us any payment within ten (10) days of the due date or breach any other obligation under this Lease; (b) a petition is filed by or against you or any guarantor under any bankruptcy or insolvency law; (c) any representation made by you is false or misleading in any material respect; (d) you become insolvent, are liquidated or dissolved, merge, transfer a material portion of your ownership interest or assets, stop doing business, or assign rights or property for the benefit of creditors; or (e) you default under any other agreement with us or our assignees.

10. **REMEDIES.** If you default, we may do one or more of the following: (a) recover from you, AS LIQUIDATED DAMAGES FOR LOSS OF BARGAIN AND NOT AS A PENALTY, the sum of: (i) all past due and current Lease Payments and Lease Charges; (ii) the present value of all remaining Lease Payments and Lease Charges, discounted at the rate of 6% per annum (or the lowest rate permitted by law, whichever is higher); and (iii) the Fair Market Value of the Equipment; (b) declare any other agreements between us in default; (c) require you to return all of the Equipment in the manner outlined in Section 11, or take possession of the Equipment, in which case we shall not be held responsible for any losses directly or indirectly arising out of, or by reason of the presence and/or use of any and all proprietary information residing on or within the Equipment, and to lease or sell the Equipment or any portion thereof, and to apply the proceeds, less reasonable selling and administrative expenses, to the amounts due hereunder; (d) charge you interest on all amounts due us from the due date until paid at the rate of 1-1/2% per month, but in no event more than the lawful maximum rate; and (e) charge you for expenses incurred in connection with the enforcement of our remedies including, without limitation, repossession, repair and collection costs, attorneys' fees and court costs. These remedies are cumulative, are in addition to any other remedies provided for by law, and may be exercised concurrently or separately. Any failure or delay by us to exercise any right shall not operate as a waiver of any other right or future right.

11. **END OF TERM OPTIONS; RETURN OF EQUIPMENT.** At the end of the Term and upon 30 days prior written notice to us, you shall either: (a) return all, but not less than all, of the Equipment; or (b) purchase all, but not less than all, of the Equipment AS-IS AND WHERE-IS, WITHOUT ANY WARRANTY AS TO CONDITION, TITLE OR VALUE, for the Fair Market Value, plus applicable sales and other taxes. If you do not provide us with such written notice and either return all of the Equipment or purchase all of the Equipment at the end of the Term, then this Lease will automatically renew on a month-to-month basis and all of the provisions of this Lease shall continue to apply, including, without limitation, your obligations to remit Lease Payments, Lease Charges and other charges, until all of the Equipment is either returned to us (either because we demand return of the Equipment or you decide to return the Equipment) or purchased by you for the applicable Fair Market Value, plus applicable sales and other taxes, in accordance with the terms hereof. If you are in default (or a non-appropriation of funds occurs), or you do not purchase the Equipment at the end of the Term (or the Renewal Term), you shall: (1) return all of the Equipment, freight and insurance prepaid at your cost and risk, to wherever we indicate in the continental United States, with all manuals and logs, in good order and condition (except for ordinary wear and tear from normal use), packed per the shipping company's specifications; and (2) securely remove all data from any and all disk drives or magnetic media prior to returning the Equipment (and you are solely responsible for selecting an appropriate removal standard that meets your business needs and complies with applicable laws). You will pay us for any loss in value resulting from the failure to maintain the Equipment in accordance with this Lease or for damages incurred in shipping and handling.

12. **ASSIGNMENT.** You may not assign or dispose of any rights or obligations under this Lease or sublease the Equipment without our prior written consent. We may, without notifying you: (a) assign all or any portion of this Lease or our interest in the Equipment; and (b) release information we have about you and this Lease to the manufacturer, Supplier or any prospective investor, participant or purchaser of this Lease. If we do make an assignment under subsection 12(a) above, our assignee will have all of our rights under this Lease, but none of our obligations. You agree not to assert against our assignee claims, offsets or defenses you may have against us.

13. **MISCELLANEOUS.** Notices must be in writing and will be deemed given five (5) days after mailing to your (or our) business address. You represent that: (a) you are the entity indicated in this Lease; (b) any documents required to be delivered in connection with this Lease (collectively, the "Documents") have been duly authorized by you in accordance with all applicable laws, rules, ordinances and regulations; (c) the Documents are valid, legal, binding agreements, enforceable with their terms and the person(s) signing the Documents have the authority to do so, are acting with the full authorization of your governing body, and hold the offices indicated below their signatures; (d) the Equipment is essential to the immediate performance of a governmental or proprietary function by you within the scope of your authority and shall be used during the Term only by you to perform such function; (e) you intend to use the Equipment for the entire Term and shall take all necessary action to include in your annual budget any funds required to fulfill your obligations each fiscal period during the Term; (f) you have complied fully with all applicable law governing open meetings, public bidding and appropriations, required in connection with this Lease and the debt under applicable state law; (g) your obligations to remit Lease Payments constitutes a current expense and not a debt under applicable state law; (h) this Lease is binding on you and your successors and assigns; and (i) all financial information you have provided is true and a reasonable representation of your financial condition. This Lease: (i) constitutes the entire agreement of the parties with respect to the subject matter thereof; (ii) supersedes all other writings, communications, understandings, agreements, purchase orders, solicitation documents (including, without limitation, any request for proposal and responses thereto and other related documents (together, the "Bid Documents")) and other representations, express or implied ("Prior Understandings"), and may not be contradicted or amended by Prior Understandings; and (iii) may be amended or modified only by written documents duly authorized, executed and delivered by the parties. This Lease is binding on you and your successors and assigns. You authorize us, our agent, or our assignee to: (a) obtain credit reports and make credit inquiries; (b) furnish your information, including credit application, payment history and account information, to credit reporting agencies and our assignees, potential purchasers or investors and parties having an economic interest in this Lease or the Equipment, including, without limitation, the seller, Supplier or any manufacturer of the Equipment; and (c) you irrevocably grant us the power to prepare, sign on your behalf (if applicable), and file, electronically or otherwise Uniform Commercial Code ("UCC") financing statements and any amendments thereto or continuation thereof relating to the Equipment, and containing any other information required by the applicable UCC. Any claim you have against us must be made within two (2) years after the event which caused it. If a court finds any provision of this Lease to be unenforceable, all other terms shall remain in effect and enforceable. You authorize us to insert or correct missing information on this Lease, including your proper legal name, serial numbers and any other information describing the Equipment. If you so request, and we permit the early termination of this Lease, you agree to pay a fee for such privilege. **THE PARTIES INTEND THIS TO BE A "FINANCE LEASE" UNDER ARTICLE 2A OF THE UCC. YOU WAIVE ALL RIGHTS AND REMEDIES CONFERRED UPON A LESSEE BY ARTICLE 2A OF THE UCC. YOU FURTHER HEREBY ACKNOWLEDGE AND AGREE THAT WE AND/OR SUPPLIER MAY MAKE A PROFIT ON ANY AND ALL FEES REFERENCED HEREIN AND, IN SO DOING WAIVE ANY AND ALL CLAIM WHICH YOU MAY HAVE FOR UNJUST ENRICHMENT.** We may receive compensation from the manufacturer and/or Supplier of the Equipment in order to enable us to reduce the cost of this Lease below what we otherwise would charge. If we received such compensation, the reduction in the cost of this Lease is reflected in the Lease Payment.

14. **ELECTRONIC TRANSMISSION OF DOCUMENTATION.** This Lease may be executed in counterparts. The executed counterpart which has our original signature and/or is in our possession shall constitute chattel paper as that term is defined in the UCC and shall constitute the original agreement for all purposes, including, without limitation: (i) any hearing, trial or proceeding with respect to this Lease; and (ii) any determination as to which version of this Lease constitutes the single true original item of chattel paper under the UCC. If you sign and transmit this Lease to us by facsimile or other electronic transmission, the transmitted copy shall be binding upon the parties. You agree that the facsimile or other similar electronic transmission of this Lease manually signed by us, when attached to the facsimile or other electronic copy signed by you, shall constitute the original agreement for all purposes. The parties further agree that, for purposes of executing this Lease, and subject to our prior approval and at our sole discretion: (a) a document signed and transmitted by facsimile or other electronic transmission shall be treated as an original document; (b) the signature of any party on such document shall be considered as an original signature; (c) the document transmitted shall have the same effect as a counterpart thereof containing original signature; and (d) at our request, you, who executed this Lease and transmitted its signature by facsimile or other electronic transmission shall provide the counterpart of this Lease containing your original manual signature to us. No party may raise as a defense to the enforcement of this Lease that a facsimile or other electronic transmission was used to transmit any signature of a party to this Lease.

Lease Schedule

Make	Model	Description	Serial #	Monthly Payment
Kyocera	TASKalfa 5500i	Kyocera TASKalfa 5500i Digital Copy System with Print and Scan		\$ 185.46
	DP-770	Document Processor		
	PF-740	Paper Feed Unit (2 x 1500 Sheet Trays)		
	DF-770	Document Finisher		
Kyocera	TASKalfa 8000i	Kyocera TASKalfa 8000i Digital Copy System with Print and Scan		\$ 346.97
	DF-790	Document Finisher		
	PH-7A	Hole Punch Unit		
Kyocera	TASKalfa 6500i	Kyocera TASKalfa 6500i Digital Copy System with Print and Scan		\$ 282.68
	DF-790	Document Finisher		
	PH-7A	Hole Punch Unit		
Kyocera	FS-3540MFP	Kyocera Copy System with Print and Scan		\$ 75.00
				\$ 890.11

Date _____

Company _____

Signature _____

Name _____

Title _____

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of Unaudited Actuals for Fiscal Year
2012/13

MEETING: September 12, 2013

AGENDA SECTION: Action/Consent

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 books have been closed for the 2012-13 fiscal year. All district funds ended with a positive fund balance. Approval is required on or before September 15, 2013.

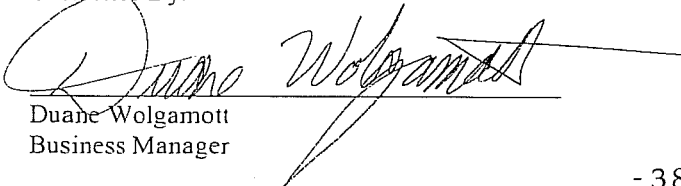
Recommendation:

It is recommended that the State Administrator approve the unaudited actual for 2012-13.

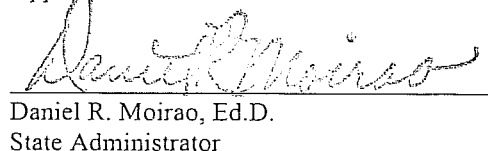
Fiscal Impact:

None

Submitted By:


Duane Wolgamott
Business Manager

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

2012-13

UNAUDITED ACTUALS

EXECUTIVE SUMMARY

PRESENTED

SEPTEMBER 12, 2013

FUND BALANCE

The District is ending the 2012-13 fiscal year with a fund balance of \$2,149,947 in the General Fund. Of this total \$1,202,215 is unrestricted and \$947,732 is restricted.

No State Loan funds were used in the 2012-13 school year.

The overall structural deficit in the General Fund for the 2012-13 was \$886,818. In 2011-12 the structural deficit was \$1,204,143. Great strides have been made in reducing this deficit but more must be done.

OTHER FINANCING SOURCES/USES

\$146,632 was transferred to Fund 13 – Cafeteria Special Fund to cover its cash and fund budget shortfall for 2012-13. In 2011-12 this amount was \$145,989 and in 2010-11 this amount was \$346,431.

CONTRIBUTIONS TO RESTRICTED PROGRAMS

Contributions are made each year to certain restricted categorical programs that are not self-sufficient. For the 2012-13 year those contributions were:

Special Education -	\$1,254,720
Routine Repair/Maint. -	\$ 44,861

FLEXIBILITY PROGRAMS

The District had \$2,239,515 in flexibility funding. With the new LCFF funding for the 2013-14 year – these funding resources no longer exist and are part of the supplemental LCFF funding.

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2012-13 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the school district pursuant to Education Code Section 42100.

Signed _____
Clerk/Secretary of the Governing Board
(Original signature required)

Date of Meeting: Sep 12, 2013

To the Superintendent of Public Instruction:

2012-13 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100.

Signed _____
County Superintendent/Designee
(Original signature required)

Date: _____

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

For School District:

Garry Bousom

Duane Wolgamott

Name

Name

Asst. Supt, Business

Business Manager

Title

Title

831-755-0307

831/385-0606, x4338

Telephone

Telephone

gbousom@monterey.k12.ca.us

dvolgamo@smcjuhsd.org

E-mail Address

E-mail Address

SELECTION OF BUDGET ADOPTION CYCLE:

Pursuant to Education Code Section 42127(i), this school district elects to use the following budget adoption cycle for the 2014-15 budget year:

(S) Budget Adoption Cycle ('D' for Dual or 'S' for Single)

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
A. REVENUES									
1) Revenue Limit Sources		8010-8099	10,955,349.73	0.00	10,955,349.73	11,705,506.00	0.00	11,705,506.00	6.8%
2) Federal Revenue		8100-8299	5,485.30	939,436.53	944,921.83	0.00	1,128,698.00	1,128,698.00	19.4%
3) Other State Revenue		8300-8599	2,183,896.54	703,111.76	2,887,008.30	1,863,214.00	681,402.00	2,544,616.00	-11.9%
4) Other Local Revenue		8600-8799	233,568.52	984,713.50	1,218,282.02	45,500.00	686,000.00	731,500.00	-40.0%
5) TOTAL REVENUES			13,378,300.09	2,627,261.79	16,005,561.88	13,614,220.00	2,496,100.00	16,110,320.00	0.7%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	5,914,989.71	1,242,186.59	7,157,176.30	5,776,582.00	1,287,760.00	7,064,342.00	-1.3%
2) Classified Salaries		2000-2999	1,669,258.30	435,252.09	2,104,510.39	1,375,631.00	600,499.00	1,976,130.00	-6.1%
3) Employee Benefits		3000-3999	2,398,515.26	496,933.86	2,895,449.12	2,068,101.00	590,327.00	2,658,428.00	-8.2%
4) Books and Supplies		4000-4999	349,648.81	313,139.65	662,788.46	328,617.00	323,806.00	652,423.00	-1.6%
5) Utilities and Other Operating Expenditures		5000-5999	1,557,925.96	1,065,924.94	2,623,850.90	1,431,460.00	1,072,496.00	2,503,956.00	-4.6%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299	1,259,940.86	188,663.80	1,448,604.66	1,274,147.00	292,698.00	1,566,845.00	8.2%
8) Other Outgo - Transfers of Indirect Costs		7400-7499	(30,418.11)	30,418.11	0.00	(29,707.00)	29,707.00	0.00	0.0%
9) TOTAL EXPENDITURES		7300-7399	13,119,860.79	3,772,519.04	16,892,379.83	12,224,831.00	4,197,293.00	16,422,124.00	-2.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)									
			258,439.30	(1,145,257.25)	(886,817.95)	1,389,389.00	(1,701,193.00)	(311,804.00)	-64.8%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	2,686.16	0.00	2,686.16	0.00	0.00	0.00	-100.0%
b) Transfers Out		7600-7629	146,653.51	0.00	146,653.51	100,000.00	0.00	100,000.00	-31.8%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(1,294,087.48)	1,294,087.48	0.00	(1,683,293.00)	1,683,293.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			(1,438,054.63)	1,294,087.48	(143,967.35)	(1,783,293.00)	1,683,293.00	(100,000.00)	-30.5%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)									
FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	(1,179,615.53)	148,830.23	(1,030,785.30)	(393,904.00)	(17,900.00)	(411,804.00)	-60.0%
b) Audit Adjustments		9793	2,126,290.09	798,902.18	2,925,192.27	1,202,214.93	947,732.41	2,149,947.34	-26.5%
c) As of July 1 - Audited (F1a + F1b)			276,062.00	0.00	276,062.00	0.00	0.00	0.00	-100.0%
d) Other Restatements		9795	2,402,352.09	798,902.18	3,201,254.27	1,202,214.93	947,732.41	2,149,947.34	-32.8%
e) Adjusted Beginning Balance (F1c + F1d)			(20,521.63)	0.00	(20,521.63)	0.00	0.00	0.00	-100.0%
2) Ending Balance, June 30 (E + F1e)			2,381,830.46	798,902.18	3,180,732.64	1,202,214.93	947,732.41	2,149,947.34	-32.4%
Components of Ending Fund Balance			1,202,214.93	947,732.41	2,149,947.34	808,310.93	929,832.41	1,738,143.34	-19.2%
a) Nonspendable		9711	6,000.00	0.00	6,000.00	0.00	0.00	0.00	-100.0%
Revolving Cash		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Stores		9713	1,961.00	750.00	2,711.00	0.00	0.00	0.00	-100.0%
Repaid Expenditures		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Others		9740	0.00	947,732.41	947,732.41	0.00	929,832.41	929,832.41	-1.9%
b) Restricted		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) Committed		9760	0.00	0.00	0.00	778,169.23	0.00	778,169.23	New
Stabilization Arrangements		9780	778,169.23	0.00	778,169.23	0.00	0.00	0.00	-100.0%
Other Commitments		9789	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned		9790	416,084.70	(750.00)	415,334.70	30,141.70	0.00	30,141.70	-92.7%
Other Assignments									
e) Unassigned/unappropriated									
Reserve for Economic Uncertainties									
Unassigned/Unappropriated Amount									

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget		
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)
3. ASSETS								
1) Cash								
a) in County Treasury		9110	(536,975.96)	729,833.54	192,857.58			
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00	0.00	0.00			
b) in Banks		9120	0.00	0.00	0.00			
c) in Revolving Fund		9130	6,000.00	0.00	6,000.00			
d) with Fiscal Agent		9135	894,028.52	0.00	894,028.52			
e) collections awaiting deposit		9140	0.00	0.00	0.00			
2) Investments		9150	0.00	0.00	0.00			
3) Accounts Receivable		9200	1,358,102.01	741,637.91	2,099,739.92			
4) Due from Grantor Government		9290	0.00	0.00	0.00			
5) Due from Other Funds		9310	0.00	0.00	0.00			
6) Stores		9320	0.00	0.00	0.00			
7) Capital Expenditures		9330	1,961.00	750.00	2,711.00			
8) Other Current Assets		9340	0.00	0.00	0.00			
9) TOTAL ASSETS			1,723,115.57	1,472,221.45	3,195,337.02			
4. LIABILITIES								
1) Accounts Payable		9500	372,362.56	102,218.38	474,580.94			
2) Due to Grantor Governments		9590	0.00	0.00	0.00			
3) Due to Other Funds		9610	148,538.08	0.00	148,538.08			
4) Current Loans		9640	0.00	0.00	0.00			
5) Deferred Revenue		9650	0.00	422,270.66	422,270.66			
6) TOTAL LIABILITIES			520,900.64	524,489.04	1,045,389.68			
FUND EQUITY								
Ending Fund Balance, June 30			1,202,214.93	947,732.41	2,149,947.34			
(must agree with line F2) (G9 - H6)								

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
REVENUE LIMIT SOURCES									
Principal Apportionment									
State Aid - Current Year		8011	4,236,649.19	0.00	4,236,649.19	4,528,250.00	0.00	4,528,250.00	6.9%
Education Protection Account State Aid - Current Year		8012	2,394,217.00	0.00	2,394,217.00	2,464,255.00	0.00	2,464,255.00	2.9%
Charter Schools General Purpose Entitlement - State Aid		8015	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
State Aid - Prior Years		8019	(206,812.05)	0.00	(206,812.05)	0.00	0.00	0.00	-100.0%
Tax Relief Subventions									
Homeowners' Exemptions		8021	29,622.00	0.00	29,622.00	0.00	0.00	0.00	-100.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes									
Secured Roll Taxes		8041	4,376,923.37	0.00	4,376,923.37	4,323,376.00	0.00	4,323,376.00	-1.2%
Unsecured Roll Taxes		8042	194,759.96	0.00	194,759.96	185,000.00	0.00	185,000.00	-5.0%
Prior Years' Taxes		8043	29,225.86	0.00	29,225.86	219,933.00	0.00	219,933.00	652.5%
Special Mental Taxes		8044	57,940.68	0.00	57,940.68	43,000.00	0.00	43,000.00	-25.8%
Education Revenue Augmentation Fund (ERAF)		8045	(19,374.21)	0.00	(19,374.21)	0.00	0.00	0.00	-100.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	34,289.69	0.00	34,289.69	28,309.00	0.00	28,309.00	-17.4%
Penalties and Interest from Delinquent Taxes		8048	4,221.24	0.00	4,221.24	2,500.00	0.00	2,500.00	-40.8%
Miscellaneous Funds (EC 41604)									
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-Revenue Limit (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, Revenue Limit Sources			11,131,662.73	0.00	11,131,662.73	11,794,623.00	0.00	11,794,623.00	6.0%
Revenue Limit Transfers									
Unrestricted Revenue Limit Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Continuation Education ADA Transfer	2200	8091		0.00	0.00		0.00	0.00	0.0%
Community Day Schools Transfer	2430	8091		0.00	0.00		0.00	0.00	0.0%
Special Education ADA Transfer	6500	8091		0.00	0.00		0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
All Other Revenue Limit Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction Transfer		8092	16,123.00	0.00	16,123.00	15,702.00	0.00	15,702.00	-2.6%
Transfers to Charter Schools in Lieu of Property Taxes		8096	(192,436.00)	0.00	(192,436.00)	(104,819.00)	0.00	(104,819.00)	-45.5%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, REVENUE LIMIT SOURCES			10,955,349.73	0.00	10,955,349.73	11,705,506.00	0.00	11,705,506.00	6.8%
FEDERAL REVENUE									
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	248,092.27	248,092.27	0.00	389,076.00	389,076.00	56.8%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
For i Reserve Funds		8260	3,328.46	0.00	3,328.46	0.00	0.00	0.00	-100.0%
Flo Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Wil i Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected	3010	8290		480,641.14	480,641.14		519,688.00	519,688.00	8.1%
NCLB: Title I, Part D, Local Delinquent Programs	3025	8290		0.00	0.00		0.00	0.00	0.0%
NCLB: Title II, Part A, Teacher Quality	4035	8290		64,463.01	64,463.01		81,480.00	81,480.00	26.4%
NCLB: Title III, Immigrant Education Program	4201	8290		12,194.05	12,194.05		7,978.00	7,978.00	-34.6%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290		65,021.17	65,021.17		67,642.00	67,642.00	4.0%
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610	8290		0.00	0.00		0.00	0.00	0.0%
	3011-3020, 3026-3205, 4036-4126, 5510	8290		12,116.86	12,116.86		1,371.00	1,371.00	-88.7%
Other No Child Left Behind									
Vocational and Applied Technology Education	3500-3699	8290		56,908.03	56,908.03		61,463.00	61,463.00	8.0%
Safe and Drug Free Schools	3700-3799	8290		0.00	0.00		0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	2,156.84	0.00	2,156.84	0.00	0.00	0.00	-100.0%
TOTAL FEDERAL REVENUE			5,485.30	939,436.53	944,921.83	0.00	1,128,698.00	1,128,698.00	19.4%
OTHER STATE REVENUE									
Other State Apportionments									
Community Day School Additional Funding	2430	8311		0.00	0.00		0.00	0.00	0.0%
Current Year									
1 Year	2430	8319		0.00	0.00		0.00	0.00	0.0%
ROC/P Entitlement									
Current Year	6355-6360	8311		0.00	0.00		0.00	0.00	0.0%
Prior Years	6355-6360	8319		0.00	0.00		0.00	0.00	0.0%
Special Education Master Plan									
Current Year	6500	8311		0.00	0.00		0.00	0.00	0.0%
Prior Years	6500	8319		0.00	0.00		0.00	0.00	0.0%
Home-lo-School Transportation	7230	8311		289,367.00	289,367.00		288,977.00	288,977.00	-0.1%
Economic Impact Aid	7090-7091	8311		345,035.00	345,035.00		307,573.00	307,573.00	-10.9%
Spec. Ed. Transportation	7240	8311		0.00	0.00		0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Year Round School Incentive									
Class Size Reduction, K-3		8425		0.00	0.00		0.00	0.00	0.0%
Child Nutrition Programs		8434		0.00	0.00		0.00	0.00	0.0%
Child Nutrition Programs		8520		0.00	0.00		0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	51,478.00	0.00	51,478.00	0.00	0.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	299,354.09	39,835.28	339,189.37	227,044.00	65,250.00	292,294.00	-13.8%
Tax Relief Subventions									
California Dept of Education									
CS Financial Reporting Software - 2013.2.0									

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals		2013-14 Budget		% Diff Column C & F	
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)		Restricted (E)
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
School Based Coordination Program	7250	8590		0.00	0.00		0.00	0.0%
After School Education and Safety (ASES)	6010	8590		0.00	0.00		0.00	0.0%
Charter School Facility Grant	6030	8590		0.00	0.00		0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650-6690	8590		0.00	0.00		0.00	0.0%
Healthy Start	6240	8590		0.00	0.00		0.00	0.0%
Class Size Reduction Facilities	6200	8590		0.00	0.00		0.00	0.0%
School Community Violence Prevention Grant	7391	8590		0.00	0.00		0.00	0.0%
Quality Education Investment Act	7400	8590		0.00	0.00		0.00	0.0%
All Other	All Other	8590	1,833,064.45	28,874.48	1,861,938.93	1,636,170.00	1,655,772.00	-11.1%
TOTAL, OTHER STATE REVENUE			2,183,896.54	703,111.76	2,887,008.30	1,863,214.00	2,544,616.00	-11.9%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
OTHER LOCAL REVENUE									
Other Local Revenue									
County and District Taxes									
Other Restricted Levies									
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes									
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds									
Not Subject to RL Deduction		8625	67,366.07	0.00	67,366.07	26,700.00	0.00	26,700.00	-60.4%
Utilities and Interest from									
Delinquent Non-Revenue									
Unit Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sales									
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	21,534.27	0.00	21,534.27	13,800.00	0.00	13,800.00	-35.9%
Interest		8660	19,022.27	60.04	19,082.31	5,000.00	0.00	5,000.00	-73.8%
Net Increase (Decrease) in the Fair Value									
of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts									
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Services		8677							
Interagency Services	7230, 7240	8677							
Mitigation/Developer Fees	All Other	8677	0.00	5,396.16	5,396.16	0.00	0.00	0.00	-100.0%
All Other Fees and Contracts		8681	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
		8689	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Other Local Revenue			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Plus: Misc Funds Non-Revenue Limit (50%) Adjustment		8691							
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	125,645.91	109,935.44	235,581.35	0.00	36,000.00	36,000.00	-84.7%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments									
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6500	8792		841,971.86	841,971.86		650,000.00	650,000.00	-22.8%
From JPAs	6500	8793		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers									
From Districts or Charter Schools	6360	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6360	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6360	8793		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	27,350.00	27,350.00	0.00	0.00	0.00	-100.0%
TOTAL, OTHER LOCAL REVENUE			233,568.52	984,713.50	1,218,282.02	45,500.00	686,000.00	731,500.00	-40.0%
TOTAL REVENUES			13,378,300.09	2,627,261.79	16,005,561.88	13,614,220.00	2,496,100.00	16,110,320.00	0.7%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
CERTIFICATED SALARIES									
Certificated Teachers' Salaries		1100	4,911,190.11	1,079,518.86	5,990,708.97	4,759,764.00	1,105,800.00	5,865,564.00	-2.1%
Certificated Pupil Support Salaries		1200	210,942.02	82,401.96	293,343.98	165,772.00	77,792.00	243,564.00	-17.0%
Certificated Supervisors' and Administrators' Salaries		1300	693,137.58	51,755.77	744,893.35	744,646.00	77,068.00	821,714.00	10.3%
Other Certificated Salaries		1900	99,720.00	28,510.00	128,230.00	106,400.00	27,100.00	133,500.00	4.1%
TOTAL, CERTIFICATED SALARIES			5,914,989.71	1,242,186.59	7,157,176.30	5,776,582.00	1,287,760.00	7,064,342.00	-1.3%
LASSIFIED SALARIES									
Classified Instructional Salaries		2100	12,714.72	275,041.90	287,756.62	0.00	299,610.00	299,610.00	4.1%
Classified Support Salaries		2200	725,035.47	91,772.43	816,807.90	614,114.00	207,885.00	821,999.00	0.6%
Classified Supervisors' and Administrators' Salaries		2300	419,843.96	51,151.92	470,995.88	364,897.00	77,504.00	442,401.00	-6.1%
Clerical, Technical and Office Salaries		2400	401,057.59	17,285.84	418,343.43	293,620.00	15,500.00	309,120.00	-26.1%
Other Classified Salaries		2900	110,606.56	0.00	110,606.56	103,000.00	0.00	103,000.00	-6.9%
TOTAL, LASSIFIED SALARIES			1,669,258.30	435,252.09	2,104,510.39	1,375,631.00	600,499.00	1,976,130.00	-6.1%
EMPLOYEE BENEFITS									
STRS		3101-3102	475,579.54	96,695.49	572,275.03	471,929.00	99,346.00	571,275.00	-0.2%
PERS		3201-3202	164,447.16	47,620.96	212,068.12	156,836.00	68,567.00	225,403.00	6.3%
QASDI/Medicare/Alternative		3301-3302	201,782.98	57,416.23	259,199.21	187,329.00	61,204.00	248,533.00	-4.1%
Health and Welfare Benefits		3401-3402	1,078,526.86	239,515.19	1,318,042.05	1,003,116.00	307,385.00	1,310,501.00	-0.6%
Unemployment Insurance		3501-3502	80,784.87	17,988.10	98,772.97	3,626.00	(10,128.00)	(6,502.00)	-106.6%
Workers' Compensation		3601-3602	163,310.23	35,215.96	198,526.19	234,835.00	58,681.00	293,516.00	47.8%
DPEB, Allocated		3701-3702	117,970.93	0.00	117,970.93	0.00	0.00	0.00	-100.0%
DPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction		3801-3802	13,641.07	2,481.93	16,123.00	10,430.00	5,272.00	15,702.00	-2.6%
Other Employee Benefits		3901-3902	102,471.62	0.00	102,471.62	0.00	0.00	0.00	-100.0%
TOTAL, EMPLOYEE BENEFITS			2,398,515.26	496,933.86	2,895,449.12	2,068,101.00	590,327.00	2,658,428.00	-8.2%
BOOKS AND SUPPLIES									
Approved Textbooks and Core Curricula Materials		4100	393.16	91,456.75	91,849.91	0.00	86,485.00	86,485.00	-5.8%
Books and Other Reference Materials		4200	1,339.01	1,571.81	2,910.82	3,159.00	4,530.00	7,689.00	164.2%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Materials and Supplies		4300	293,948.63	145,622.12	439,570.75	271,688.00	210,211.00	481,899.00	9.6%
Noncapitalized Equipment		4400	53,968.01	74,488.97	128,456.98	53,770.00	22,580.00	76,350.00	-40.6%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			349,648.81	313,139.65	662,788.46	328,617.00	323,806.00	652,423.00	-1.6%
SERVICES AND OTHER OPERATING EXPENDITURES									
Subagreements for Services		5100	0.00	126,343.50	126,343.50	0.00	174,685.00	174,685.00	38.3%
Travel and Conferences		5200	50,080.55	50,377.14	100,457.69	53,368.00	62,903.00	116,271.00	15.7%
Dues and Memberships		5300	11,551.57	0.00	11,551.57	11,781.00	0.00	11,781.00	2.0%
Insurance		5400 - 5450	121,049.00	11,722.40	132,771.40	120,000.00	11,000.00	131,000.00	-1.3%
Operations and Housekeeping Services		5500	408,918.97	0.00	408,918.97	386,830.00	0.00	386,830.00	-5.4%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	128,046.50	36,698.31	164,744.81	88,810.00	73,150.00	161,960.00	-1.7%
Trainers of Direct Costs		5710	12,115.61	(12,115.61)	0.00	9,700.00	(9,700.00)	0.00	0.0%
Trainers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	770,322.10	851,095.55	1,621,417.65	701,050.00	758,982.00	1,460,032.00	-10.0%
Communications		5900	55,841.66	1,803.65	57,645.31	59,921.00	1,476.00	61,397.00	6.5%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,557,925.96	1,065,924.94	2,623,850.90	1,431,460.00	1,072,496.00	2,503,956.00	-4.6%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
CAPITAL OUTLAY									
Land		6100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)									
Tuition									
Tuition for Instruction Under Interdistrict Finance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Schools		7130	6,943.00	0.00	6,943.00	6,943.00	0.00	6,943.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	188,663.80	188,663.80	0.00	292,698.00	292,698.00	55.1%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues to Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments to Districts or Charter Schools	6500	7221		0.00	0.00				
To County Offices	6500	7222		0.00	0.00				
To JPAs	6500	7223		0.00	0.00				
ROC/P Transfers of Apportionments to Districts or Charter Schools	6360	7221		0.00	0.00				
To County Offices	6360	7222		0.00	0.00				
To JPAs	6360	7223		0.00	0.00				
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	19,854.50	0.00	19,854.50	29,860.00	0.00	29,860.00	50.4%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service									
Debt Service - Interest		7438	713,143.36	0.00	713,143.36	717,344.00	0.00	717,344.00	0.6%
Other Debt Service - Principal		7439	520,000.00	0.00	520,000.00	520,000.00	0.00	520,000.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,259,940.86	188,663.80	1,448,604.66	1,274,147.00	292,698.00	1,566,845.00	8.2%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS									
Transfers of Indirect Costs		7310	(30,418.11)	30,418.11	0.00	(29,707.00)	29,707.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(30,418.11)	30,418.11	0.00	(29,707.00)	29,707.00	0.00	0.0%
TOTAL EXPENDITURES									
			13,119,860.79	3,772,519.04	16,892,379.83	12,224,831.00	4,197,293.00	16,422,124.00	-2.8%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
INTERFUND TRANSFERS									
INTERFUND TRANSFERS IN									
From: Special Reserve Fund		8912	5.24	0.00	5.24	0.00	0.00	0.00	-100.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	2,680.92	0.00	2,680.92	0.00	0.00	0.00	-100.0%
(a) TOTAL, INTERFUND TRANSFERS IN			2,686.16	0.00	2,686.16	0.00	0.00	0.00	-100.0%
INTERFUND TRANSFERS OUT									
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Deferred Maintenance Fund		7615	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Cafeteria Fund		7616	146,653.51	0.00	146,653.51	100,000.00	0.00	100,000.00	-31.8%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			146,653.51	0.00	146,653.51	100,000.00	0.00	100,000.00	-31.8%
OTHER SOURCES/USES									
SOURCES									
Slate Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Emergency Apportionments									
Proceeds									
Proceeds from Sale/Lease-Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources									
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds									
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL SOURCES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
USES									
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL USES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS									
Contributions from Unrestricted Revenues		8980	(1,294,087.48)	1,294,087.48	0.00	(1,683,293.00)	1,683,293.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL CONTRIBUTIONS			(1,294,087.48)	1,294,087.48	0.00	(1,683,293.00)	1,683,293.00	0.00	0.0%
OTHER FINANCING SOURCES/USES									
(a-d+e)			(1,438,054.83)	1,294,087.48	(143,967.35)	(1,783,293.00)	1,683,293.00	(100,000.00)	-30.5%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
A. REVENUES									
1) Revenue Limit Sources		8010-8099	10,955,349.73	0.00	10,955,349.73	11,705,506.00	0.00	11,705,506.00	6.8%
2) Federal Revenue		8100-8299	5,485.30	939,436.53	944,921.83	0.00	1,128,698.00	1,128,698.00	19.4%
3) Other State Revenue		8300-8599	2,183,896.54	703,111.76	2,887,008.30	1,863,214.00	681,402.00	2,544,616.00	-11.9%
4) Other Local Revenue		8600-8799	233,568.52	984,713.50	1,218,282.02	45,500.00	686,000.00	731,500.00	-40.0%
5) TOTAL REVENUES			13,378,300.09	2,627,261.79	16,005,561.88	13,614,220.00	2,496,100.00	16,110,320.00	-0.4%
B. EXPENDITURES (Objects 1000-7999)									
1) Instruction	1000-1999		6,508,357.47	2,569,567.88	9,077,925.35	6,145,489.00	2,592,675.00	8,738,164.00	-3.7%
2) Instruction - Related Services	2000-2999		1,297,443.54	243,123.98	1,540,567.52	1,126,629.00	405,900.00	1,532,529.00	-0.5%
3) Pupil Services	3000-3999		684,069.05	695,884.28	1,379,953.33	366,311.00	627,547.00	993,858.00	-28.0%
4) Ancillary Services	4000-4999		415,098.28	0.00	415,098.28	430,577.00	0.00	430,577.00	3.7%
5) Community Services	5000-5999		0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6) Other	6000-6999		0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7) General Administration	7000-7999		1,531,672.73	30,418.11	1,562,090.84	1,638,070.00	29,707.00	1,667,777.00	6.8%
8) Plant Services	8000-8999	Except 7600-7699	1,423,278.86	44,860.99	1,468,139.85	1,243,608.00	248,766.00	1,492,374.00	1.7%
9) Other Outgo	9000-9999		1,259,940.86	188,663.80	1,448,604.66	1,274,147.00	292,698.00	1,566,845.00	8.2%
10) TOTAL EXPENDITURES			13,119,860.79	3,772,519.04	16,892,379.83	12,224,831.00	4,197,293.00	16,422,124.00	-2.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)									
			258,439.30	(1,145,257.25)	(886,817.95)	1,389,389.00	(1,701,193.00)	(311,804.00)	-64.8%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	2,686.16	0.00	2,686.16	0.00	0.00	0.00	-100.0%
b) Transfers Out		7600-7629	146,653.51	0.00	146,653.51	100,000.00	0.00	100,000.00	-31.8%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(1,294,087.48)	1,294,087.48	0.00	(1,683,293.00)	1,683,293.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			(1,438,054.83)	1,294,087.48	(143,967.35)	(1,783,293.00)	1,683,293.00	(100,000.00)	-30.5%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals			2013-14 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,179,615.53)	148,830.23	(1,030,785.30)	(393,904.00)	(17,900.00)	(411,804.00)	-60.0%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	2,126,290.09	798,902.18	2,925,192.27	1,202,214.93	947,732.41	2,149,947.34	-26.5%
b) Audit Adjustments		9793	276,062.00	0.00	276,062.00	0.00	0.00	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			2,402,352.09	798,902.18	3,201,254.27	1,202,214.93	947,732.41	2,149,947.34	-32.8%
d) Other Restatements		9795	(20,521.63)	0.00	(20,521.63)	0.00	0.00	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,381,830.46	798,902.18	3,180,732.64	1,202,214.93	947,732.41	2,149,947.34	-32.4%
2) Ending Balance, June 30 (E + F1e)			1,202,214.93	947,732.41	2,149,947.34	808,310.93	929,832.41	1,738,143.34	-19.2%
Components of Ending Fund Balance									
a) Nonspendable		9711	6,000.00	0.00	6,000.00	0.00	0.00	0.00	-100.0%
Revolving Cash		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Prepaid Expenditures		9713	1,961.00	750.00	2,711.00	0.00	0.00	0.00	-100.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) Restricted		9740	0.00	947,732.41	947,732.41	0.00	929,832.41	929,832.41	-1.9%
Committed		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Stabilization Arrangements		9760	0.00	0.00	0.00	778,169.23	0.00	778,169.23	New
Other Commitments (by Resource/Object)									
d) Assigned		9780	778,169.23	0.00	778,169.23	0.00	0.00	0.00	-100.0%
Other Assignments (by Resource/Object)									
e) Unassigned/unappropriated		9789	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Reserve for Economic Uncertainties		9790	416,084.70	(750.00)	415,334.70	30,141.70	0.00	30,141.70	-92.7%
Unassigned/Unappropriated Amount									

Resource	Description	2012-13	2013-14
		Unaudited Actuals	Budget
3200	ARRA: State Fiscal Stabilization Fund (11-12)	409.18	409.18
6300	Lottery: Instructional Materials	33,534.57	12,299.57
6512	Special Ed: Mental Health Services	9,272.48	9,272.48
7091	Economic Impact Aid (EIA): Limited English Proficiency (LEP)	792,109.96	802,127.96
7230	Transportation: Home to School	16,216.81	16,693.81
9010	Other Restricted Local	96,189.41	89,029.41
Total, Restricted Balance		947,732.41	929,832.41

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	(30,458.00)	0.00	-100.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	(8,095.65)	0.00	-100.0%
4) Other Local Revenue		8600-8799	(548.48)	0.00	-100.0%
5) TOTAL REVENUES			(39,102.13)	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	70.00	0.00	-100.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	(70.00)	0.00	-100.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)					
			(39,102.13)	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	39,102.13	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			39,102.13	0.00	-100.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	0.00	0.00	0.0%
b) Audit Adjustments					
		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)					
			0.00	0.00	0.0%
d) Other Restatements					
		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)					
			0.00	0.00	0.0%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash					
		9711	0.00	0.00	0.0%
Stores					
		9712	0.00	0.00	0.0%
Prepaid Expenditures					
		9713	0.00	0.00	0.0%
All Others					
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements					
		9750	0.00	0.00	0.0%
Other Commitments					
		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments					
		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties					
		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount					
		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	(1,884.57)		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	1,884.57		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			0.00		
H. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 - H6)			0.00		

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
REVENUE LIMIT SOURCES					
Principal Apportionment					
Education Protection Account State Aid - Current Year		8012	0.00	0.00	0.0%
Charter Schools General Purpose Entitlement - State Aid		8015	8,093.00	0.00	-100.0%
State Aid - Prior Years		8019	(38,551.00)	0.00	-100.0%
Revenue Limit Transfers					
Unrestricted Revenue Limit Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other Revenue Limit Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.0%
Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, REVENUE LIMIT SOURCES			(30,458.00)	0.00	-100.0%
FEDERAL REVENUE					
Maintenance and Operations		8110	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected	3010	8290	0.00	0.00	0.0%
NCLB: Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.0%
NCLB: Title II, Part A, Teacher Quality	4035	8290	0.00	0.00	0.0%
NCLB: Title III, Immigrant Education Program	4201	8290	0.00	0.00	0.0%
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	0.00	0.00	0.0%
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.0%
Other No Child Left Behind	3011-3020, 3026-3205, 4036-4126, 5510	8290	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
OTHER STATE REVENUE					
Other State Apportionments					
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.0%
Home-to-School Transportation	7230	8311	0.00	0.00	0.0%
Special Education Transportation	7240	8311	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
Year Round School Incentive		8425	0.00	0.00	0.0%
Class Size Reduction, K-3		8434	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	(2.65)	0.00	-100.0%
School Based Coordination Program	7250	8590	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650-6690	8590	0.00	0.00	0.0%
Healthy Start	6240	8590	0.00	0.00	0.0%
Class Size Reduction Facilities	6200	8590	0.00	0.00	0.0%
School Community Violence Prevention Grant	7391	8590	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	(8,093.00)	0.00	-100.0%
TOTAL, OTHER STATE REVENUE			(8,095.65)	0.00	-100.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
OTHER LOCAL REVENUE					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	(548.48)	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Transportation Services	7230, 7240	8677	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	0.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			(548.48)	0.00	-100.0%
TOTAL, REVENUES			(39,102.13)	0.00	-100.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	0.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	70.00	0.00	-100.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			70.00	0.00	-100.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	(70.00)	0.00	-100.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			(70.00)	0.00	-100.0%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL EXPENDITURES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	39,102.13	0.00	-100.0%
(a) TOTAL, INTERFUND TRANSFERS IN			39,102.13	0.00	-100.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs					
		7651	0.00	0.00	0.0%
All Other Financing Uses					
		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues					
		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues					
		8990	0.00	0.00	0.0%
Transfers of Restricted Balances					
		8997	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			39,102.13	0.00	-100.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	(30,458.00)	0.00	-100.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	(8,095.65)	0.00	-100.0%
4) Other Local Revenue		8600-8799	(548.48)	0.00	-100.0%
5) TOTAL, REVENUES			(39,102.13)	0.00	-100.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(39,102.13)	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	39,102.13	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			39,102.13	0.00	-100.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00	0.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00	0.0%
2) Ending Balance, June 30 (E + F1e)			0.00	0.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

<u>Resource</u>	<u>Description</u>	<u>2012-13 Unaudited Actuals</u>	<u>2013-14 Budget</u>
	Total, Restricted Balance	0.00	0.00

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	407,379.53	328,500.00	-19.4%
3) Other State Revenue		8300-8599	33,406.62	30,000.00	-10.2%
4) Other Local Revenue		8600-8799	57,073.57	57,500.00	0.7%
5) TOTAL, REVENUES			497,859.72	416,000.00	-16.4%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	128,638.14	65,158.00	-49.3%
3) Employee Benefits		3000-3999	58,676.82	41,484.00	-29.3%
4) Books and Supplies		4000-4999	447,886.15	399,858.00	-10.7%
5) Services and Other Operating Expenditures		5000-5999	9,312.12	9,500.00	2.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			644,513.23	516,000.00	-19.9%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(146,653.51)	(100,000.00)	-31.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	146,653.51	100,000.00	-31.8%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			146,653.51	100,000.00	-31.8%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	0.00	0.00	0.0%
b) Audit Adjustments					
		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)					
			0.00	0.00	0.0%
d) Other Restatements					
		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)					
			0.00	0.00	0.0%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash					
		9711	0.00	0.00	0.0%
Stores					
		9712	0.00	0.00	0.0%
Prepaid Expenditures					
		9713	0.00	0.00	0.0%
All Others					
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements					
		9750	0.00	0.00	0.0%
Other Commitments					
		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments					
		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties					
		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount					
		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	(150,338.61)		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	254.57		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	3,599.55		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	146,653.51		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			169.02		
H. LIABILITIES					
1) Accounts Payable		9500	169.02		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) TOTAL, LIABILITIES			169.02		
I. FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 - H6)			0.00		

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
REVENUE LIMIT SOURCES					
Revenue Limit Transfers					
Unrestricted Revenue Limit Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other Revenue Limit Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, REVENUE LIMIT SOURCES			0.00	0.00	0.0%
FEDERAL REVENUE					
Child Nutrition Programs		8220	407,379.53	328,500.00	-19.4%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			407,379.53	328,500.00	-19.4%
OTHER STATE REVENUE					
Child Nutrition Programs		8520	33,406.62	30,000.00	-10.2%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			33,406.62	30,000.00	-10.2%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	57,566.38	58,000.00	0.8%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	(492.81)	(500.00)	1.5%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			57,073.57	57,500.00	0.7%
TOTAL, REVENUES			497,859.72	416,000.00	-16.4%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	82,983.30	65,158.00	-21.5%
Classified Supervisors' and Administrators' Salaries		2300	45,654.84	0.00	-100.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			128,638.14	65,158.00	-49.3%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	10,296.58	4,526.00	-56.0%
OASDI/Medicare/Alternative		3301-3302	9,826.25	4,986.00	-49.3%
Health and Welfare Benefits		3401-3402	34,304.99	29,754.00	-13.3%
Unemployment Insurance		3501-3502	1,412.99	34.00	-97.6%
Workers' Compensation		3601-3602	2,836.01	2,184.00	-23.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			58,676.82	41,484.00	-29.3%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	1,865.20	4,500.00	141.3%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
Food		4700	446,020.95	395,358.00	-11.4%
TOTAL, BOOKS AND SUPPLIES			447,886.15	399,858.00	-10.7%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	1,982.30	2,500.00	26.1%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	1,738.17	2,000.00	15.1%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	5,591.65	5,000.00	-10.6%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			9,312.12	9,500.00	2.0%
CAPITAL OUTLAY					
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			644,513.23	516,000.00	-19.9%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund		8916	146,653.51	100,000.00	-31.8%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			146,653.51	100,000.00	-31.8%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			146,653.51	100,000.00	-31.8%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	407,379.53	328,500.00	-19.4%
3) Other State Revenue		8300-8599	33,406.62	30,000.00	-10.2%
4) Other Local Revenue		8600-8799	57,073.57	57,500.00	0.7%
5) TOTAL, REVENUES			497,859.72	416,000.00	-16.4%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		644,513.23	516,000.00	-19.9%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			644,513.23	516,000.00	-19.9%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(146,653.51)	(100,000.00)	-31.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	146,653.51	100,000.00	-31.8%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			146,653.51	100,000.00	-31.8%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00	0.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00	0.0%
2) Ending Balance, June 30 (E + F1e)			0.00	0.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2012-13 Unaudited Actuals	2013-14 Budget
Total, Restricted Balance		0.00	0.00

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	34,998.96	0.00	-100.0%
5) TOTAL REVENUES			34,998.96	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	35,000.00	0.00	-100.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			35,000.00	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)					
			(1.04)	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	2,686.16	0.00	-100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			(2,686.16)	0.00	-100.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(2,687.20)	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	2,687.20	0.00	-100.0%
b) Audit Adjustments					
		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)					
			2,687.20	0.00	-100.0%
d) Other Restatements					
		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)					
			2,687.20	0.00	-100.0%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash					
		9711	0.00	0.00	0.0%
Stores					
		9712	0.00	0.00	0.0%
Prepaid Expenditures					
		9713	0.00	0.00	0.0%
All Others					
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements					
		9750	0.00	0.00	0.0%
Other Commitments					
		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments					
		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties					
		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount					
		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			0.00		
H. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 - H6)			0.00		

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
OTHER STATE REVENUE					
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	(1.04)	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	35,000.00	0.00	-100.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			34,998.96	0.00	-100.0%
TOTAL, REVENUES			34,998.96	0.00	-100.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	35,000.00	0.00	-100.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			35,000.00	0.00	-100.0%
CAPITAL OUTLAY					
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			35,000.00	0.00	-100.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General, Special Reserve, & Building Funds		8915	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	2,686.16	0.00	-100.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			2,686.16	0.00	-100.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(2,686.16)	0.00	-100.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	34,998.96	0.00	-100.0%
5) TOTAL, REVENUES			34,998.96	0.00	-100.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		35,000.00	0.00	-100.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			35,000.00	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(1.04)	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	2,686.16	0.00	-100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(2,686.16)	0.00	-100.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(2,687.20)	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	2,687.20	0.00	-100.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,687.20	0.00	-100.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,687.20	0.00	-100.0%
2) Ending Balance, June 30 (E + F1e)			0.00	0.00	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

<u>Resource</u>	<u>Description</u>	<u>2012-13 Unaudited Actuals</u>	<u>2013-14 Budget</u>
Total, Restricted Balance		0.00	0.00

Unaudited Actuals

South Monterey County Joint Union High Special Reserve Fund for Other Than Capital Outlay Projects
 Monterey County Expenditures by Object

27 66068 000000
 Form 17

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	11,706.69	14,800.00	26.4%
5) TOTAL REVENUES			11,706.69	14,800.00	26.4%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			11,706.69	14,800.00	26.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	39,102.13	0.00	-100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			(39,102.13)	0.00	-100.0%

Unaudited Actuals

South Monterey County Joint Union High Special Reserve Fund for Other Than Capital Outlay Projects
 Monterey County Expenditures by Object

27 66068 000000
 Form 17

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(27,395.44)	14,800.00	-154.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	4,252,143.60	2,970,358.68	-30.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,252,143.60	2,970,358.68	-30.1%
d) Other Restatements		9795	(1,254,389.48)	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,997,754.12	2,970,358.68	-0.9%
2) Ending Balance, June 30 (E + F1e)			2,970,358.68	2,985,158.68	0.5%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	2,970,358.68	2,985,158.68	0.5%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Unaudited Actuals

South Monterey County Joint Union High Special Reserve Fund for Other Than Capital Outlay Projects
 Monterey County Expenditures by Object

27 66068 0000000
 Form 17

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	2,970,358.68		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			2,970,358.68		
H. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 - H6)			2,970,358.68		

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	11,706.69	14,800.00	26.4%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			11,706.69	14,800.00	26.4%
TOTAL, REVENUES			11,706.69	14,800.00	26.4%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund/CSSF		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: General Fund/CSSF		7612	39,102.13	0.00	-100.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
To: Deferred Maintenance Fund		7615	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			39,102.13	0.00	-100.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES a - b + c - d + e)			(39,102.13)	0.00	-100.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	11,706.69	14,800.00	26.4%
5) TOTAL, REVENUES			11,706.69	14,800.00	26.4%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			11,706.69	14,800.00	26.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	39,102.13	0.00	-100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(39,102.13)	0.00	-100.0%

Unaudited Actuals

South Monterey County Joint Union High Special Reserve Fund for Other Than Capital Outlay Projects
 Monterey County Expenditures by Function

27 66068 000000
 Form 17

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(27,395.44)	14,800.00	-154.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	4,252,143.60	2,970,358.68	-30.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,252,143.60	2,970,358.68	-30.1%
d) Other Restatements		9795	(1,254,389.48)	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,997,754.12	2,970,358.68	-0.9%
2) Ending Balance, June 30 (E + F1e)			2,970,358.68	2,985,158.68	0.5%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	2,970,358.68	2,985,158.68	0.5%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

<u>Resource</u>	<u>Description</u>	<u>2012-13 Unaudited Actuals</u>	<u>2013-14 Budget</u>
Total, Restricted Balance		0.00	0.00

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	67,470.18	10,000.00	-85.2%
5) TOTAL REVENUES			67,470.18	10,000.00	-85.2%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	108,672.76	104,674.00	-3.7%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			108,672.76	104,674.00	-3.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)					
			(41,202.58)	(94,674.00)	129.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(41,202.58)	(94,674.00)	129.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	456,422.12	453,681.54	-0.6%
b) Audit Adjustments					
		9793	38,462.00	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)					
			494,884.12	453,681.54	-8.3%
d) Other Restatements					
		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)					
			494,884.12	453,681.54	-8.3%
2) Ending Balance, June 30 (E + F1e)					
			453,681.54	359,007.54	-20.9%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash					
		9711	0.00	0.00	0.0%
Stores					
		9712	0.00	0.00	0.0%
Prepaid Expenditures					
		9713	0.00	0.00	0.0%
All Others					
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements					
		9750	0.00	0.00	0.0%
Other Commitments					
		9760	453,681.54	359,007.54	-20.9%
d) Assigned					
Other Assignments					
		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties					
		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount					
		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	453,681.54		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL ASSETS			453,681.54		
H. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) TOTAL LIABILITIES			0.00		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 - H6)			453,681.54		

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
OTHER STATE REVENUE					
Tax Relief Subventions Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue County and District Taxes					
Other Restricted Levies Secured Roll					
		8615	0.00	0.00	0.0%
Unsecured Roll					
		8616	0.00	0.00	0.0%
Prior Years' Taxes					
		8617	0.00	0.00	0.0%
Supplemental Taxes					
		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes					
		8621	0.00	0.00	0.0%
Other					
		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to RL Deduction					
		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-Revenue Limit Taxes					
		8629	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies					
		8631	0.00	0.00	0.0%
Interest					
		8660	1,912.37	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments					
		8662	4,107.00	0.00	-100.0%
Fees and Contracts					
Mitigation/Developer Fees					
		8681	61,450.81	10,000.00	-83.7%
Other Local Revenue					
All Other Local Revenue					
		8699	0.00	0.00	0.0%
All Other Transfers In from All Others					
		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			67,470.18	10,000.00	-85.2%
TOTAL, REVENUES			67,470.18	10,000.00	-85.2%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
CERTIFICATED SALARIES					
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.0%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	23,851.76	20,135.00	-15.6%
Other Debt Service - Principal		7439	84,821.00	84,539.00	-0.3%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			108,672.76	104,674.00	-3.7%
TOTAL, EXPENDITURES			108,672.76	104,674.00	-3.7%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Proceeds					
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.0%
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)					
		- 451 -	0.00	0.00	0.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	67,470.18	10,000.00	-85.2%
5) TOTAL, REVENUES			67,470.18	10,000.00	-85.2%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	108,672.76	104,674.00	-3.7%
10) TOTAL, EXPENDITURES			108,672.76	104,674.00	-3.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(41,202.58)	(94,674.00)	129.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(41,202.58)	(94,674.00)	129.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	456,422.12	453,681.54	-0.6%
b) Audit Adjustments		9793	38,462.00	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			494,884.12	453,681.54	-8.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			494,884.12	453,681.54	-8.3%
2) Ending Balance, June 30 (E + F1e) Components of Ending Fund Balance)			453,681.54	359,007.54	-20.9%
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	453,681.54	359,007.54	-20.9%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

<u>Resource</u>	<u>Description</u>	<u>2012-13 Unaudited Actuals</u>	<u>2013-14 Budget</u>
Total, Restricted Balance		0.00	0.00

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	6,260.77	3,300.00	-47.3%
5) TOTAL, REVENUES			6,260.77	3,300.00	-47.3%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	19,391.00	0.00	-100.0%
6) Capital Outlay		6000-6999	831,270.30	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			850,661.30	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(844,400.53)	3,300.00	-100.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(844,400.53)	3,300.00	-100.4%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	1,848,328.47	564,451.23	-69.5%
b) Audit Adjustments					
		9793	(439,476.71)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			1,408,851.76	564,451.23	-59.9%
d) Other Restatements					
		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,408,851.76	564,451.23	-59.9%
2) Ending Balance, June 30 (E + F1e)			564,451.23	567,751.23	0.6%
Components of Ending Fund Balance					
a) Nonspendable					
		9711	0.00	0.00	0.0%
		9712	0.00	0.00	0.0%
		9713	0.00	0.00	0.0%
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	564,451.23	567,751.23	0.6%
c) Committed					
		9750	0.00	0.00	0.0%
		9760	0.00	0.00	0.0%
d) Assigned					
		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
		9789	0.00	0.00	0.0%
		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	571,259.63		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL ASSETS			571,259.63		
H. LIABILITIES					
1) Accounts Payable		9500	6,808.40		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) TOTAL LIABILITIES			6,808.40		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 - H6)			564,451.23		

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
FEDERAL REVENUE					
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
School Facilities Apportionments		8545	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	6,260.77	3,300.00	-47.3%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			6,260.77	3,300.00	-47.3%
TOTAL, REVENUES			6,260.77	3,300.00	-47.3%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	19,391.00	0.00	-100.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			19,391.00	0.00	-100.0%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	831,270.30	0.00	-100.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			831,270.30	0.00	-100.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			850,661.30	0.00	-100.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
To: State School Building Fund/ County School Facilities Fund From: All Other Funds		8913	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
OTHER SOURCES/USES					
SOURCES					
Proceeds					
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.0%
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	6,260.77	3,300.00	-47.3%
5) TOTAL, REVENUES			6,260.77	3,300.00	-47.3%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		850,661.30	0.00	-100.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			850,661.30	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(844,400.53)	3,300.00	-100.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(844,400.53)	3,300.00	-100.4%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,848,328.47	564,451.23	-69.5%
b) Audit Adjustments		9793	(439,476.71)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			1,408,851.76	564,451.23	-59.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,408,851.76	564,451.23	-59.9%
2) Ending Balance, June 30 (E + F1e) Components of Ending Fund Balance)			564,451.23	567,751.23	0.6%
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			564,451.23	567,751.23	0.6%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

<u>Resource</u>	<u>Description</u>	<u>2012-13 Unaudited Actuals</u>	<u>2013-14 Budget</u>
7710	State School Facilities Projects	564,451.23	567,751.23
Total, Restricted Balance		<u>564,451.23</u>	<u>567,751.23</u>

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	6,858.00	0.00	-100.0%
4) Other Local Revenue		8600-8799	1,369,573.00	0.00	-100.0%
5) TOTAL, REVENUES			1,376,431.00	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	1,469,070.00	0.00	-100.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,469,070.00	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)					
			(92,639.00)	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(92,639.00)	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	1,646,838.00	1,557,586.00	-5.4%
b) Audit Adjustments					
		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)					
			1,646,838.00	1,557,586.00	-5.4%
d) Other Restatements					
		9795	3,387.00	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)					
			1,650,225.00	1,557,586.00	-5.6%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash					
		9711	0.00	0.00	0.0%
Stores					
		9712	0.00	0.00	0.0%
Prepaid Expenditures					
		9713	0.00	0.00	0.0%
All Others					
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements					
		9750	0.00	0.00	0.0%
Other Commitments					
		9760	0.00	1,557,586.00	New
d) Assigned					
Other Assignments					
		9780	1,557,586.00	0.00	-100.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties					
		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount					
		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	1,557,586.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL ASSETS			1,557,586.00		
H. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) TOTAL LIABILITIES			0.00		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 - H6)			1,557,586.00		

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
FEDERAL REVENUE					
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Tax Relief Subventions Voted Indebtedness Levies					
Homeowners' Exemptions		8571	6,858.00	0.00	-100.0%
Other Subventions/In-Lieu Taxes		8572	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			6,858.00	0.00	-100.0%
OTHER LOCAL REVENUE					
Other Local Revenue County and District Taxes Voted Indebtedness Levies Secured Roll					
		8611	1,367,394.00	0.00	-100.0%
Unsecured Roll		8612	0.00	0.00	0.0%
Prior Years' Taxes		8613	0.00	0.00	0.0%
Supplemental Taxes		8614	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-Revenue Limit Taxes					
		8629	0.00	0.00	0.0%
Interest		8660	2,179.00	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,369,573.00	0.00	-100.0%
TOTAL, REVENUES			1,376,431.00	0.00	-100.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Bond Redemptions		7433	1,165,000.00	0.00	-100.0%
Bond Interest and Other Service Charges		7434	304,070.00	0.00	-100.0%
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			1,469,070.00	0.00	-100.0%
TOTAL EXPENDITURES			1,469,070.00	0.00	-100.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: General Fund		7614	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	6,858.00	0.00	-100.0%
4) Other Local Revenue		8600-8799	1,369,573.00	0.00	-100.0%
5) TOTAL, REVENUES			1,376,431.00	0.00	-100.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	1,469,070.00	0.00	-100.0%
10) TOTAL, EXPENDITURES			1,469,070.00	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(92,639.00)	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(92,639.00)	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,646,838.00	1,557,586.00	-5.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,646,838.00	1,557,586.00	-5.4%
d) Other Restatements		9795	3,387.00	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,650,225.00	1,557,586.00	-5.6%
2) Ending Balance, June 30 (E + F1e) Components of Ending Fund Balance)			1,557,586.00	1,557,586.00	0.0%
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted			0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	1,557,586.00	New
d) Assigned					
Other Assignments (by Resource/Object)		9780	1,557,586.00	0.00	-100.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

<u>Resource</u>	<u>Description</u>	<u>2012-13</u> <u>Unaudited Actuals</u>	<u>2013-14</u> <u>Budget</u>
Total, Restricted Balance		0.00	0.00

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Linit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.0%
5) TOTAL REVENUES			0.00	0.00	0.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)					
			0.00	0.00	0.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	1,248,727.02	New
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	1,248,727.02	New
d) Other Restatements		9795	1,248,727.02	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,248,727.02	1,248,727.02	0.0%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	1,248,727.02	1,248,727.02	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	1,248,727.02		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) TOTAL, ASSETS			1,248,727.02		
H. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
FUND EQUITY					
Ending Fund Balance, June 30 (must agree with line F2) (G9 - H6)			1,248,727.02		

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
FEDERAL REVENUE					
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00	0.0%
TOTAL, REVENUES			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
A. REVENUES					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	0.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			0.00	0.00	0.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2012-13 Unaudited Actuals	2013-14 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	0.00	1,248,727.02	New
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	1,248,727.02	New
d) Other Restatements		9795	1,248,727.02	0.00	-100.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,248,727.02	1,248,727.02	0.0%
2) Ending Balance, June 30 (E + F1e) Components of Ending Fund Balance)			1,248,727.02	1,248,727.02	0.0%
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Expenditures		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	1,248,727.02	1,248,727.02	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

<u>Resource</u>	<u>Description</u>	<u>2012-13 Unaudited Actuals</u>	<u>2013-14 Budget</u>
Total, Restricted Balance		0.00	0.00

Description	2012-13 Unaudited Actuals			2013-14 Budget		
	P-2 ADA	Annual ADA	Revenue Limit ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Revenue Limit ADA
ELEMENTARY						
1. General Education			1,831.01			
a. Kindergarten						
b. Grades One through Three						
c. Grades Four through Six						
d. Grades Seven and Eight						
e. Opportunity Schools and Full-Day Opportunity Classes						
f. Home and Hospital						
g. Community Day School						
2. Special Education						
a. Special Day Class						
b. Nonpublic, Nonsectarian Schools (EC 56366[a][7])						
c. Nonpublic, Nonsectarian Schools - Licensed Children's Institutions						
3. TOTAL, ELEMENTARY	0.00	0.00	1,831.01	0.00	0.00	0.00
HIGH SCHOOL						
4. General Education				1,786.44	1,786.44	1,786.69
a. Grades Nine through Twelve	1,682.13	1,695.15				
b. Continuation Education	99.91	94.15				
c. Opportunity Schools and Full-Day Opportunity Classes						
d. Home and Hospital	4.65	4.51				
e. Community Day School						
5. Special Education						
a. Special Day Class	43.35	44.02		43.35	43.35	43.35
b. Nonpublic, Nonsectarian Schools (EC 56366[a][7])	0.97	0.98		0.97	0.97	0.97
c. Nonpublic, Nonsectarian Schools - Licensed Children's Institutions						
6. TOTAL, HIGH SCHOOL	1,831.01	1,838.81	0.00	1,830.76	1,830.76	1,831.01
COUNTY SUPPLEMENT						
7. County Community Schools (EC 1982[a])						
a. Elementary						
b. High School	4.50	4.50	4.50	4.50	4.50	4.50
8. Special Education						
a. Special Day Class - Elementary						
b. Special Day Class - High School	4.08	4.08	4.08	4.08	4.08	4.08
c. Nonpublic, Nonsectarian Schools - Elementary						
d. Nonpublic, Nonsectarian Schools - High School						
e. Nonpublic, Nonsectarian Schools - Licensed Children's Institutions - Elementary						
f. Nonpublic, Nonsectarian Schools - Licensed Children's Institutions - High School						
9. TOTAL, ADA REPORTED BY COUNTY OFFICES	8.58	8.58	8.58	8.58	8.58	8.58
0. TOTAL, K-12 ADA (sum lines 3, 6, and 9)	1,839.59	1,847.39	1,839.59	1,839.34	1,839.34	1,839.59
1. ADA for Necessary Small Schools also included in lines 3 and 6.						
2. REGIONAL OCCUPATIONAL CENTERS & PROGRAMS*						

Description	2012-13 Unaudited Actuals			2013-14 Budget		
	P-2 ADA	Annual ADA	Revenue Limit ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Revenue Limit ADA
CLASSES FOR ADULTS						
13. Concurrently Enrolled Secondary Students*						
14. Adults Enrolled, State Apportioned*						
15. Students 21 Years or Older and Students 19 or Older Not Continuously Enrolled Since Their 18th Birthday, Participating in Full-Time Independent Study*						
16. TOTAL, CLASSES FOR ADULTS (sum lines 13 through 15)						
17. Adults in Correctional Facilities						
18. TOTAL, ADA (sum lines 10, 12, 16, and 17)	1,839.59	1,847.39	1,839.59	1,839.34	1,839.34	1,839.59
SUPPLEMENTAL INSTRUCTIONAL HOURS						
19. ELEMENTARY*						
20. HIGH SCHOOL*						
21. TOTAL, SUPPLEMENTAL INSTRUCTIONAL HOURS (sum lines 19 and 20)						
COMMUNITY DAY SCHOOLS - Additional Funds						
22. ELEMENTARY						
a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only						
b. 7th & 8th Hour Pupil Hours (Hours)*						
23. HIGH SCHOOL						
a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only						
b. 7th & 8th Hour Pupil Hours (Hours)*						
CHARTER SCHOOLS						
24. Charter ADA Funded Through the Block Grant						
a. Charters Sponsored by Unified Districts - Resident (EC 47660) (applicable only for unified districts with Charter School General Purpose Block Grant Offset recorded on line 30 in Form RL)						
b. All Other Block Grant Funded Charters						
25. Charter ADA Funded Through the Revenue Limit						
26. TOTAL, CHARTER SCHOOLS ADA (sum lines 24a, 24b, and 25)	0.00	0.00	0.00	0.00	0.00	0.00
27. SUPPLEMENTAL INSTRUCTIONAL HOURS*						
BASIC AID "CHOICE"/COURT ORDERED VOLUNTARY PUPIL TRANSFER						
28. Regular Elementary and High School ADA (SB 937)						
BASIC AID OPEN ENROLLMENT						
29. Regular Elementary and High School ADA						

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

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land	2,269,094.00		2,269,094.00			2,269,094.00
Work in Progress	1,895,740.00	107,414.00	2,003,154.00		831,270.30	1,171,883.70
Total capital assets not being depreciated	4,164,834.00	107,414.00	4,272,248.00	0.00	831,270.30	3,440,977.70
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings	29,650,216.00	1,145,717.00	30,795,933.00	831,270.30		31,627,203.30
Equipment	3,619,708.00	154,281.00	3,773,989.00			3,773,989.00
Total capital assets being depreciated	33,269,924.00	1,299,998.00	34,569,922.00	831,270.30	0.00	35,401,192.30
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings	(8,846,981.00)	(639,133.00)	(9,486,014.00)			(9,486,014.00)
Equipment	(3,278,507.00)	(226,933.00)	(3,505,440.00)			(3,505,440.00)
Total accumulated depreciation	(12,125,388.00)	(866,066.00)	(12,991,454.00)	0.00	0.00	(12,991,454.00)
Total capital assets being depreciated, net	21,144,536.00	433,932.00	21,578,468.00	831,270.30	0.00	22,409,738.30
Governmental activity capital assets, net	25,309,370.00	541,346.00	25,850,716.00	831,270.30	831,270.30	25,850,716.00
Business-Type Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated			0.00			0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00

Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency, please verify their accuracy before filing your unaudited actual financial reports.

Form	Description	Value
CEA	Percent of Current Cost of Education Expended for Classroom Compensation Must equal or exceed 60% for elementary, 55% for unified, and 50% for high school districts or future apportionments may be affected. (EC 41372)	57.33%
	CEA Deficiency Amount Applicable to districts not exempt from the requirement and not meeting the minimum classroom compensation percentage - see Form CEA for further details.	\$0.00
CORR	Total Cost for Adults in Correctional Facilities If the amount received for this program exceeds actual costs, the next apportionment is subject to reduction (EC 1909, 41841.5, and the Budget Act).	
GANN	Adjustments to Appropriations Limit Per Government Code Section 7902.1 If this amount is not zero, it represents an increase to your appropriations limit. The Department of Finance must be notified of increases within 45 days of budget adoption.	\$0.00
	Adjusted Appropriations Limit	\$13,172,056.94
	Appropriations Subject to Limit These amounts represent the board approved Appropriations Limit and Appropriations Subject to Limit pursuant to Government Code Section 7906 and EC 42132.	\$11,954,556.07
ICR	Preliminary Proposed Indirect Cost Rate Fixed-with-carry-forward indirect cost rate for use in 2014-15, subject to CDE approval.	10.12%
NCMOE	No Child Left Behind (NCLB) Maintenance of Effort (MOE) Determination If MOE Not Met, the 2014-15 apportionment may be reduced by the lesser of the following two percentages: MOE Deficiency Percentage - Based on Total Expenditures MOE Deficiency Percentage - Based on Expenditures Per ADA	MOE Met
TRAN	Approved Transportation Expense - Home-to-School	\$285,808.15
	Approved Transportation Expense - SD/OI For each of these programs, if the amount received exceeds actual costs, the next apportionment is subject to reduction (EC 41851.5[c]).	\$261,696.52

FEDERAL GRANT AWARDS,
REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO DEFERRED REVENUES

FEDERAL PROGRAM NAME FEDERAL CATALOG NUMBER RESOURCE CODE REVENUE OBJECT LOCAL DESCRIPTION (if any) AWARD	Title I	Program Improvement	IDEA - PL 101-476	Perkins - Voc Ed	Title II - Part A	Title II EETT	Title III - Immigrant Education
1. Prior Year Carryover	241,732.23			2,938.39			
2. a. Current Year Award	402,598.00	200,000.00	269,449.20	61,463.00	94,099.54	0.00	7,952.64
b. Transferability (NCLB)					53,715.00	0.00	8,600.00
c. Other Adjustments							
d. Adj Curr Yr Award							
(sum lines 2a, 2b, & 2c)	402,598.00	200,000.00	269,449.20	61,463.00	53,715.00	0.00	8,600.00
3. Required Matching Funds/Other							
4. Total Available Award	644,330.23	200,000.00	269,449.20	64,401.39	147,814.54	0.00	16,552.64
(sum lines 1, 2d, & 3)							
REVENUES							
5. Revenue Deferred from Prior Year	23,245.63						
6. Cash Received in Current Year	418,609.00	70,000.00	248,092.27	23,821.89	9,702.49	0.00	3,652.34
7. Contributed Matching Funds			21,356.93		40,827.90	1,371.00	4,300.00
a. Total Available (sum lines 5, 6, & 7)	441,854.63	70,000.00	269,449.20	23,821.89	50,530.39	1,371.00	7,952.34
EXPENDITURES							
8. Donor-Authorized Expenditures	480,641.14	5,413.20	269,449.20	56,908.03	64,463.01	0.00	12,194.05
9. Donor-Authorized Expenditures							
10. Total Expenditures (lines 8 & 9)	480,641.14	5,413.20	269,449.20	56,908.03	64,463.01	0.00	12,194.05
11. Amounts Included in Line 6 above for Prior Year Adjustments	0.00						
12. Calculation of Deferred Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	(38,786.51)	64,586.80	0.00	(33,086.14)	(13,932.62)	1,371.00	(4,241.71)
a. Deferred Revenue	174,678.49	194,586.80		7,493.36	39,782.38	1,371.00	4,358.29
b. Accounts Payable							
c. Accounts Receivable	213,465.00	130,000.00	0.00	40,579.50	53,715.00		8,600.00
13. Unused Grant Award Calculation (line 4 minus line 9)	163,689.09	194,586.80	0.00	7,493.36	83,351.53	0.00	4,358.59
14. If Carryover is allowed, enter line 14 amount here	163,689.09	194,586.80		7,493.36	83,351.53	0.00	4,358.59
15. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	480,641.14	5,413.20	248,092.27	56,908.03	64,463.01	0.00	12,194.05

FEDERAL GRANT AWARDS,
REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO DEFERRED REVENUES

FEDERAL PROGRAM NAME	Title III - Limited English	TOTAL
FEDERAL CATALOG NUMBER		
RESOURCE CODE	4203	
REVENUE OBJECT	8290	
LOCAL DESCRIPTION (if any)		
AWARD		
1. Prior Year Carryover	52,263.73	398,986.53
2. a. Current Year Award	67,642.00	1,063,467.20
b. Transferability (NCLB)		0.00
c. Other Adjustments		0.00
d. Adj Curr Yr Award		
(sum lines 2a, 2b, & 2c)	67,642.00	1,063,467.20
3. Required Matching Funds/Other		0.00
4. Total Available Award		
(sum lines 1, 2d, & 3)	119,905.73	1,462,453.73
REVENUES		
5. Revenue Deferred from Prior Year	14,733.17	51,333.63
6. Cash Received in Current Year	67,642.00	874,664.06
7. Contributed Matching Funds		21,356.93
o. Total Available (sum lines 5, 6, & 7)	82,375.17	947,354.62
EXPENDITURES		
8. Donor-Authorized Expenditures	82,374.99	971,443.62
9. Donor-Authorized Expenditures		0.00
11. Total Expenditures (lines 9 & 10)	82,374.99	971,443.62
12. Amounts Included in Line 6 above for Prior Year Adjustments		0.00
13. Calculation of Deferred Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	0.18	(24,089.00)
a. Deferred Revenue	0.00	422,270.32
b. Accounts Payable		0.00
c. Accounts Receivable	0.00	446,359.50
14. Unused Grant Award Calculation (line 4 minus line 9)	37,530.74	491,010.11
15. If Carryover is allowed, enter line 14 amount here		
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	37,530.74	491,010.11
	82,375.17	950,086.87

STATE PROGRAM NAME	Agricultural Instruction Grant	TOTAL
RESOURCE CODE	7010	
REVENUE OBJECT	8590	
LOCAL DESCRIPTION (if any)		
AWARD		
1. a. Prior Year Carryover		0.00
b. Restr Bal Transfers (Obj 8997)		0.00
c. Adjusted Prior Year Carryover (sum lines 1a & 1b)	0.00	0.00
2. a. Current Year Award	19,602.00	19,602.00
b. Other Adjustments		0.00
c. Adj Curr Yr Award (sum lines 2a & 2b)	19,602.00	19,602.00
3. Required Matching Funds/Other		0.00
4. Total Available Award (sum lines 1c, 2c, & 3)	19,602.00	19,602.00
REVENUES		
5. Revenue Deferred from Prior Year		0.00
6. Cash Received in Current Year	19,602.00	19,602.00
7. Contributed Matching Funds		0.00
8. Total Available (sum lines 5, 6, & 7)	19,602.00	19,602.00
EXPENDITURES		
9. Non-Donor-Authorized Expenditures	19,602.00	19,602.00
10. Non Donor-Authorized Expenditures		0.00
11. Total Expenditures (lines 9 & 10)	19,602.00	19,602.00
12. Amounts Included in Line 6 above for Prior Year Adjustments		0.00
13. Calculation of Deferred Revenue or AVP, & A/R amounts (line 8 minus line 9 plus line 12)	0.00	0.00
a. Deferred Revenue		0.00
b. Accounts Payable		0.00
c. Accounts Receivable		0.00
14. Unused Grant Award Calculation (line 4 minus line 9)	0.00	0.00
15. If Carryover is allowed, enter line 14 amount here		0.00
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	19,602.00	19,602.00

LOCAL GRANT AWARDS,
REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO DEFERRED REVENUES

LOCAL PROGRAM NAME RESOURCE CODE REVENUE OBJECT LOCAL DESCRIPTION (if any) AWARD	TOTAL
1. a. Prior Year Carryover	0.00
b. Restr Bal Transfers (Obj 8997)	0.00
c. Adj Prior Year Carryover (sum lines 1a & 1b)	0.00
2. a. Current Year Award	0.00
b. Other Adjustments	0.00
c. Adj Curr Yr Award (sum lines 2a & 2b)	0.00
3. Required Matching Funds/Other	0.00
4. Total Available Award (sum lines 1c, 2c, & 3)	0.00
REVENUES	
5. Revenue Deferred from Prior Year	0.00
6. Cash Received in Current Year	0.00
7. Contributed Matching Funds	0.00
8. Total Available (sum lines 5, 6, & 7)	0.00
EXPENDITURES	
9. Donor-Authorized Expenditures	0.00
10. Non Donor-Authorized Expenditures	0.00
11. Total Expenditures (lines 9 & 10)	0.00
12. Amounts Included in Line 6 above for Prior Year Adjustments	0.00
13. Calculation of Deferred Revenue or A/P, & A/R amounts (line 8 minus line 9 plus line 12)	0.00
a. Deferred Revenue	0.00
b. Accounts Payable	0.00
c. Accounts Receivable	0.00
14. Unused Grant Award Calculation (line 4 minus line 9)	0.00
15. If Carryover is allowed, enter line 14 amount here	0.00
16. Reconciliation of Revenue (line 5 plus line 6 minus line 13a minus line 13b plus line 13c)	0.00

FEDERAL AWARDS,
REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO RESTRICTED ENDING BALANCES

FEDERAL PROGRAM NAME FEDERAL CATALOG NUMBER RESOURCE CODE REVENUE OBJECT LOCAL DESCRIPTION (if any)	AWARD	TOTAL
1. Prior Year Restricted Ending Balance	0.00	0.00
2. a. Current Year Award	0.00	0.00
b. Other Adjustments	0.00	0.00
c. Adj Curr Yr Award (sum lines 2a & 2b)	0.00	0.00
3. Required Matching Funds/Other	0.00	0.00
4. Total Available Award (sum lines 1, 2c, & 3)	0.00	0.00
REVENUES		
5. Cash Received in Current Year	0.00	0.00
6. Amounts Included in Line 5 for Prior Year Adjustments	0.00	0.00
7. a. Accounts Receivable (line 2c minus lines 5 & 6)	0.00	0.00
b. Noncurrent Accounts Receivable	0.00	0.00
c. Current Accounts Receivable (line 7a minus line 7b)	0.00	0.00
8. Contributed Matching Funds	0.00	0.00
9. Total Available (sum lines 5, 7c, & 8)	0.00	0.00
EXPENDITURES		
10. Donor-Authorized Expenditures	0.00	0.00
11. Non Donor-Authorized Expenditures	0.00	0.00
12. Total Expenditures (line 10 plus line 11)	0.00	0.00
RESTRICTED ENDING BALANCE		
13. Current Year (line 4 minus line 10)	0.00	0.00

STATE AWARDS,
REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO RESTRICTED ENDING BALANCES

STATE PROGRAM NAME RESOURCE CODE REVENUE OBJECT LOCAL DESCRIPTION (if any) AWARD	Restricted Lottery	IDEA-Sp Ed	SELPA - Mental Health	EIA	Home to School Transportation	Special Ed Transportation	TOTAL
1. a. Prior Year Restricted Ending Balance	85,096.00	2,033.03		621,949.03			709,078.06
b. Restr Bal Transfers (Obj 8997)							0.00
c. Adj PY Restricted Ending Bal (sum lines 1a & 1b)							
2. a. Current Year Award	85,096.00	2,033.03	0.00	621,949.03	0.00	0.00	709,078.06
b. Other Adjustments	37,514.70	841,971.86	9,272.48		289,367.00		1,178,126.04
c. Adj Curr Yr Award (sum lines 2a & 2b)	2,380.62	5,396.16		345,035.00	35,580.64		388,392.42
3. Required Matching Funds/Other (sum lines 2a & 2b)	39,895.32	847,368.02	9,272.48	345,035.00	324,947.64	0.00	1,566,518.46
4. Total Available Award (sum lines 1c, 2c, & 3)	124,991.32	1,820,194.18	9,272.48	966,984.03	324,947.64	251,389.55	1,222,182.68
REVENUES							
5. Cash Received in Current Year	15,041.16	658,473.02		307,573.00	289,367.00		1,270,454.18
6. Prior Year Adjustments	(11,799.10)	0.00					(11,799.10)
7. Accounts Receivable (line 2c minus lines 5 & 6)	36,653.26	188,895.00	9,272.48	37,462.00	35,580.64	0.00	307,863.38
b. Noncurrent Accounts Receivable	0.00						0.00
c. Current Accounts Receivable (line 7a minus line 7b)	36,653.26	188,895.00	9,272.48	37,462.00	35,580.64	0.00	307,863.38
8. Contributed Matching Funds	0.00						0.00
9. Total Available (sum lines 5, 7c, & 8)	51,694.42	847,368.02	9,272.48	345,035.00	324,947.64	0.00	1,578,317.56
EXPENDITURES							
10. Donor-Authorized Expenditures	91,456.75	1,820,194.18		174,874.07	308,730.83	251,389.55	2,646,645.38
11. Non Donor-Authorized Expenditures							0.00
12. Total Expenditures (line 10 plus line 11)	91,456.75	1,820,194.18	0.00	174,874.07	308,730.83	251,389.55	2,646,645.38
RESTRICTED ENDING BALANCE							
13. Current Year (line 4 minus line 10)	33,534.57	0.00	9,272.48	792,109.96	16,216.81	0.00	851,133.82

LOCAL AWARDS,
REVENUES, AND EXPENDITURES - ALL FUNDS
SCHEDULE FOR CATEGORICALS SUBJECT TO RESTRICTED ENDING BALANCES

LOCAL PROGRAM NAME	Other Local Accounts	TOTAL
RESOURCE CODE	9xxx	
REVENUE OBJECT	8699	
LOCAL DESCRIPTION (if any)		
AWARD		
1. a. Prior Year Restricted Ending Balance	89,414.48	89,414.48
b. Restr Bal Transfers (Obj 8997)		0.00
c. Adj PY Restricted Ending Bal (sum lines 1a & 1b)	89,414.48	89,414.48
2. a. Current Year Award	101,704.80	101,704.80
b. Other Adjustments		0.00
c. Adj Curr Yr Award (sum lines 2a & 2b)	101,704.80	101,704.80
3. Required Matching Funds/Other	12,390.88	12,390.88
4. Total Available Award (sum lines 1c, 2c, & 3)	203,510.16	203,510.16
REVENUES		
5. Cash Received in Current Year	101,704.80	101,704.80
6. Prior Adjustments		0.00
7. Accounts Receivable (line 2c minus lines 5 & 6)	0.00	0.00
b. Noncurrent Accounts Receivable		0.00
c. Current Accounts Receivable (line 7a minus line 7b)	0.00	0.00
8. Contributed Matching Funds		0.00
9. Total Available (sum lines 5, 7c, & 8)	101,704.80	101,704.80
EXPENDITURES		
10. Donor-Authorized Expenditures	107,320.75	107,320.75
11. Non Donor-Authorized Expenditures		0.00
12. Total Expenditures (line 10 plus line 11)	107,320.75	107,320.75
RESTRICTED ENDING BALANCE		
13. Current Year (line 4 minus line 10)	96,189.41	96,189.41

Current Expense Formula/Minimum Classroom Compensation

PART I - CURRENT EXPENSE FORMULA	Total Expense for Year (1)	EDP No.	Reductions (See Note 1) (2)	EDP No.	Current Expense of Education (Col 1 - Col 2) (3)	EDP No.	Reductions (Extracted) (See Note 2) (4a)	Reductions (Overrides)* (See Note 2) (4b)	EDP No.	Current Expense-Part II (Col 3 - Col 4) (5)	EDP No.
1000 - Certificated Salaries	7,157,176.30	301	0.00	303	7,157,176.30	305	0.00		307	7,157,176.30	309
2000 - Classified Salaries	2,104,510.39	311	0.00	313	2,104,510.39	315	124,557.34	302,342.34	317	1,802,168.05	319
3000 - Employee Benefits (Excluding 3800)	2,879,326.12	321	117,970.93	323	2,761,355.19	325	46,559.16	138,223.16	327	2,623,132.03	329
4000 - Books, Supplies Equip Replace. (6500)	662,788.46	331	0.00	333	662,788.46	335	326,489.56	326,489.56	337	336,298.90	339
5000 - Services... & 7300 - Indirect Costs	2,623,850.90	341	0.00	343	2,623,850.90	345	635,698.47	596,233.31	347	2,027,617.59	349
TOTAL					15,309,681.24	365			TOTAL	13,946,392.87	369

Note 1 - In Column 2, report expenditures for the following programs: Nonagency (Goals 7100-7199), Community Services (Goal 8100), Food Services (Function 3700), Fringe Benefits for Retired Persons (Objects 3701-3702), and Facilities Acquisition & Construction (Function 8500).

Note 2 - In Column 4, report expenditures for: Transportation (Function 3600), Lottery Expenditures (Resource 1100), Special Education Students in Nonpublic Schools (Function 1180), and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of EC Section 41372.

* If an amount (even zero) is entered in any row of Column 4b or in Line 13b, the form uses only the values in Column 4b and Line 13b rather than the values in Column 4a and Line 13a.

PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)		Object	EDP No.
1. Teacher Salaries as Per EC 41011		1100	375
2. Salaries of Instructional Aides Per EC 41011		2100	380
3. STRS		3101 & 3102	382
4. PERS		3201 & 3202	383
5. OASDI - Regular, Medicare and Alternative		3301 & 3302	384
6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans)		3401 & 3402	385
7. Unemployment Insurance		3501 & 3502	390
8. Workers' Compensation Insurance		3601 & 3602	392
9. OPEB, Active Employees (EC 41372)		3751 & 3752	393
10. Other Benefits (EC 22310)		3901 & 3902	395
11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10)			395
12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2			
3a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted)			396
b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*			396
4. TOTAL SALARIES AND BENEFITS			397
5. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372			57.33%
6. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X')			

PART III: DEFICIENCY AMOUNT	
deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.	
Minimum percentage required (60% elementary, 55% unified, 50% high)	50.00%
Percentage spent by this district (Part II, Line 15)	57.33%
Percentage below the minimum (Part III, Line 1 minus Line 2)	0.00%
District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369)	13,946,392.87
Deficiency Amount (Part III, Line 3 times Line 4)	0.00

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable	11,700,000.00	120,000.00	11,820,000.00		1,165,000.00	10,655,000.00	1,165,000.00
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable	500,882.48	54,898.52	555,781.00		84,821.00	470,960.00	84,821.00
Lease Revenue Bonds Payable	12,871,912.37	1,253,087.53	14,125,000.00		520,000.00	13,605,000.00	520,000.00
Other General Long-Term Debt	226,574.00	11,408.00	237,982.00		26,442.00	211,540.00	26,442.00
Net OPEB Obligation	129,627.10	423,624.90	553,252.00		98,904.15	454,347.85	145,954.00
Compensated Absences Payable	141,065.61	31,972.39	173,038.00		1,431.93	171,606.07	
Governmental activities long-term liabilities	25,570,061.56	1,894,991.44	27,465,053.00	0.00	1,896,599.08	25,568,453.92	1,942,217.00
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net OPEB Obligation			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Business-type activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	2012-13 Calculations			2013-14 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
A. PRIOR YEAR DATA (2011-12 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2011-12 Actual			2012-13 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	12,739,373.30		12,739,373.30			13,172,056.94
2. PRIOR YEAR GANN ADA (Preload/Line B9, PY column)	1,846.23		1,846.23			1,839.59
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2011-12			Adjustments to 2012-13		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2012-13 data should tie to Principal Apportionment Attendance Software reports)	2012-13 P2 Report			2013-14 P2 Estimate		
1. Total K-12 ADA (Form A, Lines 10, 28, & 29)	1,839.59		1,839.59	1,839.34		1,839.34
2. ROC/P ADA**						
3. Total Charter Schools ADA (Form A, Line 26)	0.00		0.00	0.00		0.00
4. Total Supplemental Instructional Hours**						
5. Divide Line B4 by 700 (Round to 2 decimal places)						
6. TOTAL P2 ADA (Lines B1 through B3 plus B5)			1,839.59			1,839.34
OTHER ADA (From Principal Apportionment Attendance Software)						
7. Apprentice Hours - High School						
8. Divide Line B7 by 525 (Round to 2 decimal places)			0.00			0.00
9. TOTAL CURRENT YEAR GANN ADA (Sum Lines B6 plus B8)			1,839.59			1,839.34
C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED TAXES AND SUBVENTIONS (Funds 01, 09, and 62)	2012-13 Actual			2013-14 Budget		
1. Homeowners' Exemption (Object 8021)	29,622.00		29,622.00	0.00		0.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	4,376,923.37		4,376,923.37	4,323,376.00		4,323,376.00
5. Unsecured Roll Taxes (Object 8042)	194,759.96		194,759.96	185,000.00		185,000.00
6. Prior Years' Taxes (Object 8043)	29,225.86		29,225.86	219,933.00		219,933.00
7. Supplemental Taxes (Object 8044)	57,940.68		57,940.68	43,000.00		43,000.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	(19,374.21)		(19,374.21)	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	4,221.24		4,221.24	2,500.00		2,500.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (Obj. 8047 & 8625)	101,655.76		101,655.76	55,009.00		55,009.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-Revenue Limit Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)	(192,436.00)		(192,436.00)	(104,819.00)		(104,819.00)
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	4,582,538.66	0.00	4,582,538.66	4,723,999.00	0.00	4,723,999.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	4,582,538.66	0.00	4,582,538.66	4,723,999.00	0.00	4,723,999.00

	2012-13 Calculations			2013-14 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			0.00			0.00
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			0.00			0.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. Revenue Limit State Aid - CY (objects 8011 and 8012)	6,630,866.19		6,630,866.19	6,992,505.00		6,992,505.00
25. Revenue Limit State Aid - Prior Years (Object 8019)	(245,363.05)	0.00	(245,363.05)	0.00		0.00
26. Supplemental Instruction - CY (Res. 0000, Object 8590)**		85,087.61	85,087.61			0.00
27. Supplemental Instruction - PY (Res. 0000, Object 8590)**		83,285.84	83,285.84			0.00
28. Comm Day Sch Addl Funding - CY (Res. 2430, Obj. 8311 and Res. 0000, Obj. 8590)**		0.00	0.00			0.00
29. Comm Day Sch Addl Funding - PY (Res. 2430, Obj. 8319 and Res. 0000, Obj. 8590)**		0.00	0.00			0.00
30. ROC/P Apportionment - CY (Res. 0000, Object 8590)**		452,825.00	452,825.00			0.00
31. ROC/P Apportionment - PY (Res. 0000, Object 8590)**		291,698.00	291,698.00			0.00
32. Charter Schs. Gen. Purpose Entitlement (Object 8015)	8,093.00	0.00	8,093.00	0.00		0.00
33. Charter Schs. Categorical Block Grant (Object 8590)**		0.00	0.00			0.00
34. Class Size Reduction, Grades K-3 (Object 8434)	0.00	0.00	0.00	0.00		0.00
35. Class Size Reduction, Grade 9 (Object 8590)**		0.00	0.00			0.00
36. SUBTOTAL STATE AID RECEIVED (Lines C24 through C35)	6,393,596.14	912,896.45	7,306,492.59	6,992,505.00	0.00	6,992,505.00
ADD BACK TRANSFERS TO COUNTY						
37. County Office Funds Transfer (Form RL, Line 32)	51,648.00		51,648.00	57,827.00		57,827.00
38. TOTAL STATE AID (Lines C36 plus C37)	6,445,244.14	912,896.45	7,358,140.59	7,050,332.00	0.00	7,050,332.00
DATA FOR INTEREST CALCULATION						
39. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	15,966,459.75		15,966,459.75	16,110,320.00		16,110,320.00
40. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	18,533.83		18,533.83	5,000.00		5,000.00
APPROPRIATIONS LIMIT CALCULATIONS						
PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			12,739,373.30			13,172,056.94
2. Inflation Adjustment			1.0377			1.0512
3. Program Population Adjustment (Lines B9 divided by [A2 plus A7]) (Round to four decimal places)			0.9964			0.9999
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			13,172,056.94			13,845,081.61
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			4,582,538.66			4,723,999.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B9 or \$2,400; but not greater than Line C38 or less than zero)			220,750.80			220,720.80
b. Maximum State Aid in Local Limit (Lesser of Line C38 or Lines D4 minus D5 plus C23; but not less than zero)			7,358,140.59			7,050,332.00
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			7,358,140.59			7,050,332.00
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C40 divided by [Lines C39 minus C40] times [Lines D5 plus D6c])			13,876.82			3,655.42
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			4,596,415.48			4,727,654.42
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C38 or less than zero)			7,358,140.59			7,050,332.00
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			4,596,415.48			
b. State Subventions (Line D8)			7,358,140.59			
c. Less: Excluded Appropriations (Line C23)			0.00			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			11,954,556.07			

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000) 508,591.22
- 2. Contracted general administrative positions not paid through payroll _____
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. _____
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit. _____

B. Salaries and Benefits - All Other Activities

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 11,530,643.66

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 4.41%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. _____
Retain supporting documentation.

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	861,649.08
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	148,127.37
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	32,939.57
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	64,744.97
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	1,107,460.99
9. Carry-Forward Adjustment (Part IV, Line F)	395,784.75
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	1,503,245.74

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	8,951,581.85
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	1,540,567.52
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	1,379,953.33
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	415,098.28
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	452,697.95
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	66,676.87
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	1,403,394.88
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
15. Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	644,513.23
17. Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
18. Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	14,854,483.91

C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment
 (For information only - not for use when claiming/recovering indirect costs)

(Line A8 divided by Line B18) 7.46%

D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2014-15 see www.cde.ca.gov/fg/ac/ic)

(Line A10 divided by Line B18) 10.12%

Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8)	<u>1,107,460.99</u>
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	<u>(102,642.40)</u>
2. Carry-forward adjustment amount deferred from prior year(s), if any	<u>0.00</u>
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (4.1%) times Part III, Line B18); zero if negative	<u>395,784.75</u>
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (4.1%) times Part III, Line B18) or (the highest rate used to recover costs from any program (4.1%) times Part III, Line B18); zero if positive	<u>0.00</u>
D. Preliminary carry-forward adjustment (Line C1 or C2)	<u>395,784.75</u>
E. Optional allocation of negative carry-forward adjustment over more than one year	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	<u>not applicable</u>
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
LEA request for Option 1, Option 2, or Option 3	<u>1</u>
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	<u>395,784.75</u>

Approved indirect cost rate: 4.10%
 Highest rate used in any program: 4.10%

<u>Fund</u>	<u>Resource</u>	<u>Eligible Expenditures (Objects 1000-5999 except Object 5100)</u>	<u>Indirect Costs Charged (Objects 7310 and 7350)</u>	<u>Rate Used</u>
01	3010	461,710.99	18,930.15	4.10%
01	3185	5,200.00	213.20	4.10%
01	3550	54,671.13	2,236.90	4.09%
01	4035	61,924.12	2,538.89	4.10%
01	4201	11,714.07	480.28	4.10%
01	4203	64,095.72	925.27	1.44%
01	7091	169,780.65	5,093.42	3.00%

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR					
1. Adjusted Beginning Fund Balance	9791-9795	144,255.40		85,096.00	229,351.40
2. State Lottery Revenue	8560	299,352.62		39,834.10	339,186.72
3. Other Local Revenue	8600-8799	345.15		61.22	406.37
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
6. Total Available (Sum Lines A1 through A5)		443,953.17	0.00	124,991.32	568,944.49
B. EXPENDITURES AND OTHER FINANCING USES					
1. Certificated Salaries	1000-1999	0.00			0.00
2. Classified Salaries	2000-2999	0.00			0.00
3. Employee Benefits	3000-3999	0.00			0.00
4. Books and Supplies	4000-4999	123,813.91		91,456.75	215,270.66
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	75,985.70			75,985.70
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800				
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800				
6. Capital Outlay	6000-6999	0.00			0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211,7212,7221, 7222,7281,7282	0.00			0.00
b. To JPAs and All Others	7213,7223, 7283,7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399				
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11)		199,799.61	0.00	91,456.75	291,256.36
C. ENDING BALANCE (Must equal Line A6 minus Line B12)					
	979Z	244,153.56	0.00	33,534.57	277,688.13
D. COMMENTS:					

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.

*Pursuant to Government Code Section 8880.4(a)(2) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

Section I - Expenditures	Funds 01, 09, and 62			2012-13 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	17,039,033.34
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3355 and 3385)	All	All	1000-7999	954,089.92
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999 except 3801-3802	0.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	0.00
3. Debt Service	All	9100	5400-5450, 5800, 7430- 7439	1,233,143.36
4. Other Transfers Out	All	9200	7200-7299	19,854.50
5. Interfund Transfers Out	All	9300	7600-7629	146,653.51
6. All Other Financing Uses	All	9100	7699	0.00
		9200	7651	
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999 except 3801-3802	0.00
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00
9. PERS Reduction	All	All	3801-3802	16,123.00
10. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C9, D1, or D2.			
11. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C10)				1,415,774.37
D. Plus additional MOE expenditures:				
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	1000-7143, 7300-7439 minus 8000-8699	146,653.51
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures before adjustments (Line A minus lines B and C11, plus lines D1 and D2)				14,815,822.56
F. Charter school expenditure adjustments (From Section V)				0.00
G. Total expenditures subject to MOE (Line E plus Line F)				14,815,822.56

Section II - Expenditures Per ADA		2012-13 Annual ADA/ Exps. Per ADA	
A. Average Daily Attendance (Form A, Annual ADA column, lines 3, 6, 26, 28, and 29)		1,838.81	
B. Supplemental Instructional Hours converted to ADA (Form A, Annual ADA column, lines 21 and 27 - Currently not collected due to flexibility provisions of SBX3 4 as amended by SB 70)			
C. Total ADA before adjustments (Lines A plus B)		1,838.81	
D. Charter school ADA adjustments (From Section V)		0.00	
E. Adjusted total ADA (Lines C plus D)		1,838.81	
F. Expenditures per ADA (Line I.G divided by Line II.E)		8,057.29	
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)		Total	Per ADA
A. Base expenditures (Preloaded expenditures from prior year official CDE MOE calculation). (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)		15,486,651.78	8,443.92
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section VI)		0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)		15,486,651.78	8,443.92
B. Required effort (Line A.2 times 90%)		13,937,986.60	7,599.53
C. Current year expenditures (Line I.G and Line II.F)		14,815,822.56	8,057.29
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)		0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)		MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under NCLB covered programs in FY 2014-15 may be reduced by the lower of the two percentages)		0.00%	0.00%

Section IV - Education Jobs Fund Expenditures to Meet MOE Requirement (If both amounts in Line D of Section III are positive)

Education Jobs Fund Expenditures (Resource 3205)	Funds 01, 09, and 62			2012-13 Expenditures
	Goals	Functions	Objects	
A. Expenditures available to apply to deficiency:				
1. All Resource 3205 Expenditures	All	All	1000-7999	0.00
2. Less state and local expenditures not allowed for MOE:				
a. Community Services	All	5000-5999	1000-7999 except 3801-3802	0.00
b. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	0.00
c. Debt Service	All	9100	5400-5450, 5800, 7430- 7439	0.00
d. Other Transfers Out	All	9200	7200-7299	0.00
e. Interfund Transfers Out	All	9300	7600-7629	0.00
f. All Other Financing Uses	All	9100 9200	7699 7651	0.00
g. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999 except 3801-3802	0.00
h. PERS Reduction	All	All	3801-3802	0.00
i. Supplemental expenditures made as a result of a Presidentially declared disaster.	Manually entered. Must not include expenditures previously included.			
j. Total state and local expenditures not allowed for MOE calculation (Sum lines A2a through A2i)				0.00
3. Plus additional MOE expenditures:				
a. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures previously included.			
4. Total Education Jobs Fund expenditures available to apply to deficiency (Line IV.A1 minus Line IV.A2j plus Line IV.A3a)				0.00

Section IV - Education Jobs Fund Expenditures to Meet MOE Requirement (If both amounts in Line D of Section III are positive) (continued)

Aggregate Expenditures/Per ADA Expenditures	Total	Per ADA
B. MOE deficiency amount if MOE not met Col 1 (Line III.D) and Col 2 (Line III.D x Line II.E)	0.00	0.00
C. Education Jobs Fund expenditures applied (Using lowest amount needed) (Lowest amount in Line IV.B, up to amount available in Line IV.A4)	0.00	0.00
D. Total expenditures, with adjustments, Col 1 (Line I.G plus Line IV.C)	14,815,822.56	
E. Total expenditures per ADA, with adjustments, Col 2 (Col 1 Line IV.D divided by Line II.E)		8,057.29
F. Adjusted MOE expenditures deficiency amount, Col 1 (Line IV.B minus Line IV.C)	0.00	
G. Adjusted MOE per pupil expenditure deficiency amount, Col 2 (Line III.B minus IV.E) (If negative, then zero)		0.00
H. MOE determination with Education Jobs Fund expenditure adjustment. (If both amounts in lines F and G are positive, MOE not met. If either column in Line IV.F or IV.G equals zero, MOE requirement has been met)	MOE Met	
I. MOE adjusted deficiency percentage, if MOE not met; otherwise zero. Col 1 (Line IV.F divided by Line III.B) and Col 2 (Line IV.G divided by Line III.B) (Funding under NCLB covered programs in FY 2014-15 may be reduced by the lower of the two percentages)	0.00%	0.00%

SECTION V - Detail of Charter School Adjustments (used in Section I, Line F and Section II, Line D)

Charter School Name/Reason for Adjustment	Expenditure Adjustment	ADA Adjustment
Total charter school adjustments	0.00	0.00

SECTION VI - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)

Description of Adjustments	Total Expenditures	Expenditures Per ADA
Total adjustments to base expenditures	0.00	0.00

General Fund and Charter Schools Funds
Program Cost Report
Schedule of Allocation Factors (AF) for Support Costs

	Teacher Full-Time Equivalents			Classroom Units			Pupils Transported
	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	
A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input)							
B. Enter Allocation Factor(s) by Goal:							
(Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)							
Instructional Goals Description							
0001 Pre-Kindergarten							
1110 Regular Education, K-12							
3100 Alternative Schools	0.50		0.50	2.00	152.00		108.00
3200 Continuation Schools							
3300 Independent Study Centers							
3400 Opportunity Schools					4.00		
3550 Community Day Schools							
3700 Specialized Secondary Programs							
3800 Vocational Education							
4110 Regular Education, Adult							
4610 Adult Independent Study Centers							
4620 Adult Correctional Education							
4630 Adult Vocational Education							
4760 Bilingual							
4830 Migrant Education							
5000-5999 Special Education (allocated to 5001)							
6000 ROC/P					10.00		1.00
Other Goals Description					4.00		
7110 Nonagency - Educational							
7150 Nonagency - Other							
8100 Community Services							
8500 Child Care and Development Services							
Other Funds Description							
Adult Education (Fund 11)							
Child Development (Fund 12)							
Cafeteria (Funds 13 & 61)							
C. Total Allocation Factors	0.50	0.00	0.50	2.00	170.00	0.00	109.00

Goal	Program/Activity	Direct Costs				Central Admin Costs (col. 3 x Sch. CAC line E) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3				
Instructional Goals								
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00		0.00	
1110	Regular Education, K-12	9,713,812.00	1,702,999.95	11,416,811.95	1,227,719.59		12,644,531.54	
3100	Alternative Schools	4,950.00	0.00	4,950.00	532.30		5,482.30	
3200	Continuation Schools	24,981.48	30,016.02	54,997.50	5,914.22		60,911.72	
3300	Independent Study Centers	0.00	0.00	0.00	0.00		0.00	
3400	Opportunity Schools	0.00	0.00	0.00	0.00		0.00	
3550	Community Day Schools	0.00	0.00	0.00	0.00		0.00	
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00		0.00	
3800	Vocational Education	0.00	0.00	0.00	0.00		0.00	
4110	Regular Education, Adult	0.00	0.00	0.00	0.00		0.00	
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00		0.00	
4620	Adult Correctional Education	0.00	0.00	0.00	0.00		0.00	
5130	Adult Vocational Education	0.00	0.00	0.00	0.00		0.00	
5160	Bilingual	0.00	0.00	0.00	0.00		0.00	
5150	Migrant Education	0.00	0.00	0.00	0.00		0.00	
5000-5999	Special Education	2,152,369.13	78,056.39	2,230,425.52	239,851.29		2,470,276.81	
6000	Regional Occupational Ctr/Prg (ROC/P)	144,483.34	30,016.02	174,499.36	18,764.98		193,264.34	
Other Goals								
7110	Nonagency - Educational	0.00	0.00	0.00	0.00		0.00	
7150	Nonagency - Other	0.00	0.00	0.00	0.00		0.00	
8100	Community Services	0.00	0.00	0.00	0.00		0.00	
8500	Child Care and Development Services	0.00	0.00	0.00	0.00		0.00	
Other Costs								
----	Food Services						0.00	
----	Enterprise						0.00	
----	Facilities Acquisition & Construction						0.00	
----	Other Outgo						0.00	
Other Funds								
----	Adult Education, Child Development, Cafeteria, Foundation ([Column 3 + CAC, line CS] times CAC, line E)		0.00	0.00	69,308.45		69,308.45	
----	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)							
----	Total General Fund and Charter Schools Funds Expenditures	12,040,595.95	1,841,088.38	13,881,684.33	1,562,090.83	1,595,258.17	17,039,033.33	

Goal Instructional Goals	Type of Program	Instruction (Functions 1000- 1999)	Instructional Supervision and Administration (Functions 2100- 2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420- 2499)	School Administration (Function 2700)	Pupil Support Services (Functions 3110- 3160 and 3900)	Pupil Transportation (Function 3600)	Ancillary Services (Functions 4000- 4099)	Community Services (Functions 5000- 5999)	General Administration (Functions 7000- 7999, except 7210)*	Plant Maintenance and Operations (Functions 8100- 8400)	Facilities Rents and Leases (Function 8700)	Total
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
1110	Regular Education, K-12	7,217,243.02	157,227.03	349,451.13	873,807.25	508,526.40	0.00	415,098.28			192,458.89	0.00	9,713,812.00
3100	Alternative Schools	4,950.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	4,950.00
3200	Continuation Schools	0.00	0.00	0.00	24,981.48	0.00	0.00	0.00			0.00	0.00	24,981.48
3300	Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3400	Opportunity Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3900	Vocational Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
51	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
11	Adult Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4630	Adult Vocational Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4760	Bilingual	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4850	Migrant Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
5000-5999	Special Education	1,711,248.99	50,971.04	0.00	33,032.27	103,359.30	253,257.53	0.00			0.00	0.00	2,152,369.13
6000	ROC/P	144,483.34	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	144,483.34
Other Goals													
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8100	Community Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Direct Charged Costs		9,077,925.35	308,198.07	349,451.13	931,821.00	611,885.70	253,257.53	415,098.28	0.00	0.00	192,458.89	0.00	12,040,595.95

* Functions 7100-7199 (for goals 8100 and 8500)

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCRAF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
Instructional Goals					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	236,627.57	1,140,608.86	325,763.52	1,702,999.95
3100	Alternative Schools	0.00	0.00	0.00	0.00
3200	Continuation Schools	0.00	30,016.02	0.00	30,016.02
3300	Independent Study Centers	0.00	0.00	0.00	0.00
3400	Opportunity Schools	0.00	0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00
3800	Vocational Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00
4630	Adult Vocational Education	0.00	0.00	0.00	0.00
4760	Bilingual	0.00	0.00	0.00	0.00
4850	Migrant Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	0.00	75,040.06	3,016.33	78,056.39
6000	ROC/P	0.00	30,016.02	0.00	30,016.02
Other Goals					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8100	Community Services	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
Other Funds					
--	Adult Education (Fund 11)		0.00		0.00
--	Child Development (Fund 12)	0.00	0.00	0.00	0.00
--	Cafeteria (Funds 13 and 61)		0.00		0.00
Total Allocated Support Costs		236,627.57	1,275,680.96	328,779.85	1,841,088.38

A. Central Administration Costs in General Fund and Charter Schools Funds		
1	Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	485,637.52
2	External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000-7999)	66,676.87
3	Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	861,649.08
4	Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	148,127.37
5	Total Central Administration Costs in General Fund and Charter Schools Funds	1,562,090.84
B. Direct Charged and Allocated Costs in General Fund and Charter Schools Funds		
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	12,040,595.95
2	Total Allocated Costs (from Form PCR, Column 2, Total)	1,841,088.38
3	Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	13,881,684.33
C. Direct Charged Costs in Other Funds		
1	Adult Education (Fund 11, Objects 1000-5999, except 5100)	0.00
2	Child Development (Fund 12, Objects 1000-5999, except 5100)	0.00
3	Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)	644,513.23
4	Foundation (Funds 19 & 57, Objects 1000-5999, except 5100)	0.00
5	Total Direct Charged Costs in Other Funds	644,513.23
D. Total Direct Charged and Allocated Costs (B3 + C5)		14,526,197.56
E. Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)		10.75%

General Fund and Charter Schools Funds
Program Cost Report
Schedule of Other Costs (OC)

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000-9999)	Total
Food Services (Objects 1000-5999, 6400, and 6500)	0.00				0.00
Enterprise (Objects 1000-5999, 6400, and 6500)		0.00			0.00
Facilities Acquisition & Construction (Objects 1000-6500)			0.00		0.00
Other Outgo (Objects 1000-7999)				1,595,258.17	1,595,258.17
Total Other Costs	0.00	0.00	0.00	1,595,258.17	1,595,258.17

Description	Principal Appt. Software Data ID	2012-13 Unaudited Actuals	2013-14 Budget
BASE REVENUE LIMIT PER ADA			
1. Base Revenue Limit per ADA (prior year)	0025	7,501.34	7,744.34
2. Inflation Increase	0041	243.00	121.00
3. All Other Adjustments	0042, 0525		
4. TOTAL, BASE REVENUE LIMIT PER ADA (Sum Lines 1 through 3)	0024	7,744.34	7,865.34
REVENUE LIMIT SUBJECT TO DEFICIT			
5. Total Base Revenue Limit			
a. Base Revenue Limit per ADA (from Line 4)	0024	7,744.34	7,865.34
b. AB 851 Add-on (Meals, BTS, Special Adjustments)	0719	23.02	23.48
c. Revenue Limit ADA	0033	1,840.93	1,840.29
d. Total Base Revenue Limit (Lines 5a plus 5b, times 5c)	0034, 0724	14,299,166.04	14,517,716.56
6. Allowance for Necessary Small School	0489		
7. Gain or Loss from Interdistrict Attendance Agreements	0272		
8. Meals for Needy Pupils	0090		
9. Special Revenue Limit Adjustments	0274		
10. One-time Equalization Adjustments	0275		
11. Miscellaneous Revenue Limit Adjustments	0276, 0659		
12. Less: All Charter District Revenue Limit Adjustment	0217		
13. Beginning Teacher Salary Incentive Funding	0552		
14. Less: Class Size Penalties Adjustment	0173		
15. REVENUE LIMIT SUBJECT TO DEFICIT (Sum Lines 5d through 11, plus Line 13, minus Lines 12 and 14)	0082	14,299,166.04	14,517,716.56
DEFICIT CALCULATION			
16. Deficit Factor	0281	0.77728	0.81003
17. TOTAL DEFICITED REVENUE LIMIT (Line 15 times Line 16)	0284	11,114,455.78	11,759,785.95
OTHER REVENUE LIMIT ITEMS			
18. Unemployment Insurance Revenue	0060	99,354.00	3,547.00
19. Less: Longer Day/Year Penalty	0287		
20. Less: Excess ROC/P Reserves Adjustment	0288		
21. Less: PERS Reduction	0195	16,123.00	15,702.00
22. PERS Safety Adjustment/SFUSD PERS Adjustment	0205, 0654		
23. TOTAL, OTHER REVENUE LIMIT ITEMS (Sum Lines 18 and 22, minus Lines 19 through 21)	---	83,231.00	(12,155.00)
24. TOTAL REVENUE LIMIT (Sum Lines 17 and 23)	0088	11,197,686.78	11,747,630.95

Description	Principal Appt. Software Data ID	2012-13 Unaudited Actuals	2013-14 Budget
REVENUE LIMIT - LOCAL SOURCES			
25. Property Taxes	0587	4,673,318.59	4,773,809.00
26. Miscellaneous Funds	0588		
27. Community Redevelopment Funds	0589, 0721	34,290.00	28,309.00
28. Less: Charter Schools In-lieu Taxes	0595	192,436.00	104,819.00
29. TOTAL, REVENUE LIMIT - LOCAL SOURCES (Sum Lines 25 through 27, minus Line 28)	0126	4,515,172.59	4,697,299.00
30. Charter School General Purpose Block Grant Offset (Unified Districts Only)	0293		
31. STATE AID PORTION OF REVENUE LIMIT			
a. Gross State Aid Portion of Revenue Limit (Sum Line 24 minus Lines 29 and 30; if negative, then zero)	0111	6,682,514.19	7,050,331.95
b. Less: Education Protection Account (EPA) (Obj. 8012)	---	2,394,217.00	2,464,255.00
c. Plus: Charter School Portion of EPA included in 31b	---		
d. NET STATE AID (Line 31a minus 31b, plus 31c; if negative, then zero)	0737	4,288,297.19	4,586,076.95
OTHER ITEMS			
32. Less: County Office Funds Transfer	0458	51,648.00	57,827.00
33. Core Academic Program	9001		
34. California High School Exit Exam	9002		
35. Pupil Promotion and Retention Programs (Retained and Recommended for Retention, and Low STAR and At Risk of Retention)	9016, 9017		
36. Apprenticeship Funding	0570		
37. Community Day School Additional Funding	3103, 9007		
38. Basic Aid "Choice"/Court Ordered Voluntary Pupil Transfer/Basic Aid Open Enrollment	0634, 0629, 9037		
39. Basic Aid Supplement Charter School Adjustment	9018		
40. All Other Adjustments	---		
41. TOTAL, OTHER ITEMS (Sum Lines 33 through 40, minus Line 32)	---	(51,648.00)	(57,827.00)
42. TOTAL, NET STATE AID PORTION OF REVENUE LIMIT (Sum Lines 31d and 41) (This amount should agree with Object 8011)	---	4,236,649.19	4,528,249.95
43. Less: Revenue Limit State Apportionment Receipts	---		
44. NET ACCRUAL TO STATE AID - REVENUE LIMIT (Line 42 minus Line 43)	---	4,236,649.19	

OTHER NON-REVENUE LIMIT ITEMS			
45. Core Academic Program	9001		
46. California High School Exit Exam	9002		
47. Pupil Promotion and Retention Programs (Retained and Recommended for Retention, and Low STAR and At Risk of Retention)	9016, 9017		
48. Apprenticeship Funding	0570		
49. Community Day School Additional Funding	3103, 9007		

Description	2012-13 Actual	2013-14 Budget	% Diff.
SELPA Name: (??)			
Do NOT Save-SELPA not set			
Date allocation plan approved by SELPA governance:			
I. TOTAL SELPA REVENUES			
A. Base Plus Taxes, IDEA, and Excess ERAF			
1. Base Apportionment			0.00%
2. Local Special Education Property Taxes			0.00%
3. Federal IDEA, Part B, Local Assistance Grants			0.00%
4. Applicable Excess ERAF			0.00%
5. Total Base Apportionment, Taxes, IDEA, and Excess ERAF	0.00	0.00	0.00%
B. COLA Apportionment			0.00%
C. Growth Apportionment or Declining ADA Adjustment			0.00%
D. Subtotal (Sum lines A.5, B, and C)	0.00	0.00	0.00%
E. Program Specialist/Regionalized Services Apportionment			0.00%
F. Low Incidence Materials and Equipment Apportionment			0.00%
G. Out of Home Care Apportionment			0.00%
H. NPS/LCI Extraordinary Cost Pool Apportionment			0.00%
I. Adjustment for NSS with Declining Enrollment			0.00%
J. Grand Total Apportionment, Taxes, IDEA, and Excess ERAF (Sum lines D through I)	0.00	0.00	0.00%
K. Mental Health Apportionment			0.00%
L. NSS Extraordinary Cost Pool for Mental Health Services Apportionment			0.00%
M. Federal IDEA Local Assistance Grants - Preschool			0.00%
N. Federal IDEA - Section 619 Preschool			0.00%
O. Other Federal Discretionary Grants			0.00%
P. Other Adjustments			0.00%
Q. Total SELPA Revenues (Sum lines J through P)	0.00	0.00	0.00%
II. ALLOCATION TO SELPA MEMBERS			
Total Allocations (Sum all lines in Section II) (Amount must equal Line I.Q)	0.00	0.00	0.00%
Preparer Name: _____			
Title: _____			
Phone: _____			

Current LEA: 27-66068-0000000 South Monterey County Joint Union High		
Selected SELPA:		(Enter a SELPA ID from the list below then save and close)
Invalid or No SELPA ID selected		
POTENTIAL SELPAS FOR THIS LEA		DATE APPROVED
ID	SELPA-TITLE	(from Form SEA)
AS	Monterey County	

Unaudited Actuals
2012-13 Unaudited Actuals
SUMMARY OF INTERFUND ACTIVITIES
FOR ALL FUNDS

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
01 GENERAL FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					2,686.16	146,653.51		
Fund Reconciliation							0.00	148,538.08
09 CHARTER SCHOOLS SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00	39,102.13	0.00		
Other Sources/Uses Detail							1,884.57	0.00
Fund Reconciliation								
10 SPECIAL EDUCATION PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
11 ADULT EDUCATION FUND								
Expenditure Detail	0.00	0.00	0.00	0.00	0.00	0.00		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
2 CHILD DEVELOPMENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00	0.00	0.00		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
3 CAFETERIA SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00	146,653.51	0.00		
Other Sources/Uses Detail							146,653.51	0.00
Fund Reconciliation								
4 DEFERRED MAINTENANCE FUND								
Expenditure Detail	0.00	0.00			0.00	2,686.16		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
5 PUPIL TRANSPORTATION EQUIPMENT FUND								
Expenditure Detail	0.00	0.00			0.00	0.00		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY								
Expenditure Detail					0.00	39,102.13		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
8 SCHOOL BUS EMISSIONS REDUCTION FUND								
Expenditure Detail	0.00	0.00			0.00	0.00		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
FOUNDATION SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS								
Expenditure Detail					0.00	0.00		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
BUILDING FUND								
Expenditure Detail	0.00	0.00			0.00	0.00		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
CAPITAL FACILITIES FUND								
Expenditure Detail	0.00	0.00			0.00	0.00		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
STATE SCHOOL BUILDING LEASE/PURCHASE FUND								
Expenditure Detail	0.00	0.00			0.00	0.00		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
COUNTY SCHOOL FACILITIES FUND								
Expenditure Detail	0.00	0.00			0.00	0.00		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS								
Expenditure Detail	0.00	0.00			0.00	0.00		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
CAP PROJ FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail	0.00	0.00			0.00	0.00		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
BOND INTEREST AND REDEMPTION FUND								
Expenditure Detail					0.00	0.00		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
DEBT SVC FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail					0.00	0.00		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
TAX OVERRIDE FUND								
Expenditure Detail					0.00	0.00		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
DEBT SERVICE FUND								
Expenditure Detail					0.00	0.00		
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
FOUNDATION PERMANENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail							0.00	0.00
Fund Reconciliation								
CAFETERIA ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								

Unaudited Actuals
2012-13 Unaudited Actuals
SUMMARY OF INTERFUND ACTIVITIES
FOR ALL FUNDS

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
62 CHARTER SCHOOLS ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
63 OTHER ENTERPRISE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
66 WAREHOUSE REVOLVING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
67 SELF-INSURANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
61 RETIREE BENEFIT FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00			
Fund Reconciliation							0.00	0.00
63 FOUNDATION PRIVATE-PURPOSE TRUST FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00			
Fund Reconciliation							0.00	0.00
66 WARRANT/PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
65 STUDENT BODY FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
TOTALS	0.00	0.00	0.00	0.00	188,441.80	188,441.80	148,538.08	148,538.08

Description	EDP No.	Home-to-School	SD/OI
SCHEDULE I - PUPIL TRANSPORTATION DATA			
A. ENTER average number of buses used to transport pupils daily to/from school	008/006	9.0	1.0
B. 1. ENTER average number of pupils transported daily one way to/from school (excluding extended year)	020/019	102.4	1.0
2. ENTER number of pupils included on Line B1 with transportation in IEP	023/024	0.0	1.0
C. ENTER total number of miles driven to/from school	021/022	46,017.0	1,403.0
D. ENTER 1 for traditional school year, 2 for year-round, or 3 for a combination of both, for days pupils transported	030/033	1	1
SCHEDULE II - COST DATA			
(Home-to-School: Unless otherwise specified, Fund 01, Resources 1100, 7230, and 7235, Function 3600)			
(SD/OI: Unless otherwise specified, Fund 01, Resource 7240, Function 3600)			
A. Classified Salaries & Benefits (Objects 2100-2999, 3102, 3202, 3302, 3402, 3502, 3602, 3702, 3752, 3802, and 3902)		172,730.07	0.00
B. Books & Supplies (Objects 4200, 4300, and 4400)		93,734.50	0.00
C. 1. Subagreements for Services (Object 5100)		0.00	0.00
a. ENTER amount included on Line C1 paid to a private contractor to transport pupils	003/004	0.00	0.00
2. Travel/Conferences & Dues/Memberships (Objects 5200 and 5300)		0.00	0.00
3. Insurance (Objects 5400 and 5450)		11,722.40	0.00
4. Rentals, Leases, Repairs, and Noncapitalized Improvements (Object 5600)		35,414.06	0.00
5. Interprogram/Interfund Transfers (Objects 5710 and 5750)		(16,593.55)	0.00
6. Other Services and Operating Expenditures (Object 5800) (Contracts for repairs should be charged to Object 5600)		10,339.70	251,389.55
7. Communications (Object 5900)		1,383.65	0.00
D. Capital Outlay, Lease Purchase & Debt Service (Home-to-School: Funds 01, 15, & 18, all applicable Resources except 7240, Function 3600, Objects 6400 & 6500, plus Fund 01, Resources 7230, 7235, and 7236, Function 9100, Objects 7438 and 7439, plus Funds 15 & 18, Function 9100, Objects 7438 and 7439, minus Fund 01, Resources 7230 and 7235, Object 8972, minus Funds 15 & 18, Object 8972) (SD/OI: Fund 01, Resource 7240, Function 3600, Objects 6400 & 6500, plus Fund 01, Resource 7240, Function 9100, Objects 7438 and 7439, minus Fund 01, Resource 7240, Object 8972)		0.00	0.00
1. ENTER amount of capital outlay, lease purchase & debt service included on Line D in Home-to-School that belongs in SD/OI as a decrease to Home-to-School and an increase to SD/OI. (Line D1 must net to zero)		0.00	0.00
E. Direct Support Costs			
1. Plant Maintenance & Operations and Facilities (Fund 01, Resource 7230 (HtoS) or 7240 (SD/OI), Functions 8100-8400 and 8700, Objects 2000-5999, 6400, and 6500)		0.00	0.00
F. Direct and Direct Support Costs (Lines A through E1 except Line C1a)	096/095	308,730.83	251,389.55
G. Reconciliation Amounts (For CDE's use; LEAs, refer to instructions)			
1. Additions		0.00	0.00
2. Deductions		0.00	0.00
H. Gross Transportation Expense (Line F plus Line G1 minus Line G2)	094/093	308,730.83	251,389.55
I. Reimbursement from other districts/county offices/charter or private schools/agencies for transportation expenses included in Line H (Fund 01, Resource 7230 (HtoS) or 7240 (SD/OI), Objects 8677 and 8699)		35,580.64	0.00
1. ENTER amount of Line I that represents reimbursements other than for transportation services (i.e., fuel tax reimbursement, insurance recovery, bus trade-in or sale, prior year refunds, etc.)		0.00	0.00
J. Subtotal, Pupil Transportation Expense (Line H minus Line I plus Line I1)	097/098	273,150.19	251,389.55
K. Indirect Costs (Approved indirect cost rate of 4.10% times the sum of Line H minus lines C1, D, and D1. If negative, then zero.)		12,657.96	10,306.97
L. Net Pupil Transportation Expense (Lines J and K)	100/101	285,808.15	261,696.52

Description	EDP No.	Home-to-School	SD/OI
SCHEDULE III - ALLOWABLE TRANSPORTATION EXPENSE			
A. Net Pupil Transportation Expense (Schedule II, Line L)		285,808.15	261,696.52
B. ENTER deduction for increased cost of court ordered transportation (Los Angeles Unified, San Bernardino Unified and San Diego Unified only)			
C. Deduction for payments to common carriers and parents in lieu of transportation provided to your pupils			
1. ENTER payments by your LEA, included in Schedule II, Line C1			251,389.55
2. ENTER payments by another LEA, included in Schedule II, Line C1			
3. Less: ENTER payments to common carriers and parents, deducted on Line B			
D. Deduction for bus acquisition and/or replacement			
1. ENTER portion of bus payments included in Schedule II, Line D plus Line D1 that was for your pupils (exclude portion other LEAs paid to you as part of their costs)		0.00	0.00
2. ENTER portion of payments included in Schedule II, lines C1 and C6 paid to another LEA providing services to your LEA		0.00	0.00
3. Less: ENTER bus acquisition and/or replacement included in deduction taken on Line B			
E. Deduction for unallowable costs			
1. ENTER amount of unallowable costs included in Schedule II, lines C1 and C6 paid by you to another LEA			
2. Less: ENTER unallowable costs amount included in deduction taken on Line B			
F. Total Deductions (Lines B, C1, C2, D1, D2, and E1 minus lines C3, D3, and E2)		0.00	251,389.55
G. Bus Operating Expense (Line A minus Line F)	110/111	285,808.15	10,306.97
H. 1. Cost Per Mile (Line G divided by Schedule I, Line C)	120/121	6.211	7.346
2. Cost Per Pupil (Line G divided by Schedule I, Line B1)	122/123	2,791.095	10,306.970
I. Payments to common carriers and to parents in lieu of transportation (Lines C1 and C2 minus Line C3)	080/081	0.00	251,389.55
J. 1. ENTER prior year unallowable costs paid to another LEA used in the current year for bus purchases			
2. Bus acquisition and replacement (Lines J1, D1, and D2 minus D3)	085/086	0.00	0.00
K. Approved Transportation Expense (Lines G, I, and J2)	130/133	285,808.15	261,696.52
L. Approved Non-SD/OI Home-to-School Transportation Expense			
1. Calculated Expense (Line K divided by Schedule I, Line B1 times Schedule I, Line B2)	132c	0.00	
2. ENTER LEA's computed expense if different than amount calculated in Line L1 (maintain documentation locally)	132a		

Contact: Duane Wolgamott

Title: Business Manager

Agency: SMCJUHSD

Phone Number/Ext: 831/385-0606, 4338

E-mail Address: dwolgamo@smcjuhsd.org

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of the Donation from the Lions Club for Backpacks

MEETING: September 12, 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 Greenfield Lions Club has issued vouchers to teachers to give to students who are in need of backpacks filled with school supplies. This is the third year the Club has made this generous donation to needy students.

Recommendation:

The recommendation is being made for the State Administrator to approve the donation of the backpacks.

Fiscal Impact:

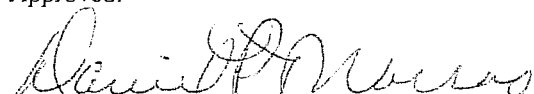
None.

Submitted By:



Daniel R. Moirao, Ed.D.
State Administrator

Approved:



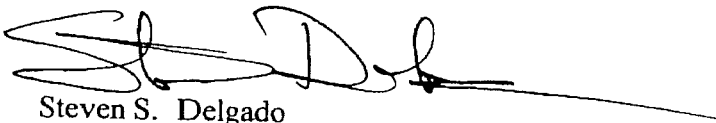
Daniel R. Moirao, Ed.D.
State Administrator



Dear Teachers,

For the third year in a row the Greenfield Lions Club will be giving away backpacks filled with school supplies to local students in need. We need your help to find homes for the more than six hundred backpacks. Provided with this letter you will find several vouchers. Each voucher will specify whether it is to be given to a male or female student. We would like you to choose the students that you feel would most benefit from receiving a backpack. Please pass out the vouchers by Friday August 30, 2013 as the giveaway will be held on September 1, 2013. With your help this could be the Greenfield Lions Club's most successful backpack giveaway yet. For questions or further information please contact Steven at the number or email provided below. We would like to thank you in advance for your time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steven S. Delgado', with a long horizontal line extending to the right.

Steven S. Delgado

Lions Club Secretary

(831) 241-4931

stevndelgado@gmail.com

Thank you for supporting the Greenfield Lions Club!

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

SUBJECT: Approval of the \$500 Donation for Special Students Program at GHS from Green Valley Harvest Club

MEETING: September 12, 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 Green Valley Harvest of Greenfield has made a generous donation of \$500.00 for students with special needs.


Recommendation:

The recommendation is being made for the State Administrator to approve the \$500.00 donation.

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
GOVERNING BOARD**

SUBJECT: Second Reading Board Policies

MEETING: September 12, 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 following Board Policies are presented as a Second reading/revision for the Governing's Board consideration:

BP 1325 Advertising and Promotion (revised)

E 4112, 9, 4212, 9, 4312.9 Employee Notifications (new)

BP 5131.2 Bullying (new)

BP 5145.3 Nondiscrimination/Harassment (revised)

BP 6112 School Day (new)

AR 6112 School Day (new)

BB 9220 Governing Board Election (revised)


Recommendation:

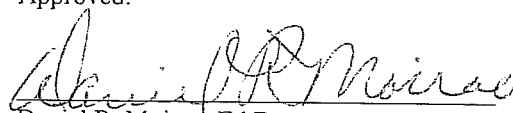
It is recommended that the State Administrator approve the attached policies, administrative regulations, exhibits and board bylaws as revised by the South Monterey County Joint Union High School District Board of Education

Fiscal Impact:

Submitted By:

Approved:


Daniel R. Moirao Ed. D.
State Administrator


Daniel R. Moirao, Ed.D.
State Administrator

BP 1325 Community Relations

Advertising And Promotion

The Governing Board desires to promote positive relationships between schools and the community in order to enhance community support and involvement in district schools.

The Superintendent or designee may approve:

1. Distribution of noncommercial materials that publicize services, special events, public meetings or other items of interest to students or parents/guardians

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

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6145.5 - Student Organizations and Equal Access)

(cf. 6162.8 - Research)

2. Distribution of promotional materials of a commercial nature to students or parents/guardians

(cf. 1700 - Relations Between Private Industry and the Schools)

3. Paid advertisements on school property, including but not limited to billboard advertisements
4. Paid advertisements in school-sponsored publications, yearbooks, announcements and other school communications

(cf. 1113 - District and School Web Sites)

5. Products and materials donated by commercial enterprises for use in the classroom, as long as they serve an educational purpose and do not unduly promote any commercial activity or products. Such materials may bear the name and/or logo of the donor.

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 6161.11 - Supplementary Instructional Materials)

Prior to distribution or publication, the Superintendent, principal or designee shall review and approve all advertising copy and promotional materials to ensure compliance with Board policy.

The Superintendent, principal or designee may selectively approve or disapprove distribution of materials or publishing of copy based on the criteria listed below, but may not disapprove materials or copy in an arbitrary or capricious manner or in a way that discriminates against a particular viewpoint on a subject that would otherwise be allowed.

All materials to be distributed shall bear the name and contact information of the sponsoring entity.

The use of promotional materials or advertisements does not imply district endorsement of any identified products or services. Schools are encouraged to include a disclaimer in school publications and yearbooks stating that the school does not endorse any advertised products or services.

Criteria for Approval

The Superintendent, principal or designee shall not accept for distribution any materials or advertisements that:

1. Are obscene, libelous or slanderous (Education Code 48907)
2. Incite students to commit unlawful acts, violate school rules or disrupt the orderly operation of the schools (Education Code 48907)
3. Promote any particular political interest, candidate, party or ballot measure, unless such materials are being distributed at a forum in which candidates or advocates from all sides are presenting their views to the students during school hours or during events scheduled pursuant to the Civic Center Act

(cf. 1160 - Political Processes)

(cf. 1330 - Use of School Facilities)

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

4. Proselytize or position the district on any side of a controversial issue

(cf. 6144 - Controversial Issues)

5. Discriminate against, attack or denigrate any group on account of any unlawful consideration.

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

6. Promote the use or sale of materials or services that are illegal or inconsistent with school objectives, including but not limited to materials or advertisements for tobacco, intoxicants, and movies or products unsuitable for children

7. Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy

(cf. 1321 - Solicitation of Funds from and by Students)

8. Distribute unsolicited merchandise for which an ensuing payment is requested

The Superintendent or designee also may consider the educational value of the materials or advertisements, the age or maturity of students in the intended audience, and whether the materials or advertisements support the basic educational mission of the district, directly benefit the students or are of intrinsic value to the students or their parents/guardians.

(cf. 0000 - Vision)

Schools may establish additional criteria pertaining to the content of advertisements in school publications and yearbooks. Such criteria may limit advertisements to those that contain congratulatory or commemorative messages, curriculum-related content, advertisements for products or services of interest to students, noncontroversial content, and/or other content deemed appropriate by the school publication staff and adviser in accordance with law and Board policy.

Legal Reference:

CALIFORNIA CONSTITUTION

Article 1, Section 2 Free speech rights

EDUCATION CODE

7050-7058 Political activities of school officers and employees

35160 Authority of governing boards

35160.1 Broad authority of school districts

35172 Promotional activities

38130-38138 Civic Center Act

BUSINESS AND PROFESSIONS CODE

25664 Advertisements encouraging minors to drink

U.S. CONSTITUTION

Amendment 1, Freedom of speech and expression

COURT CASES

Hills v. Scottsdale Unified School District 48, (2003) 329 F.3d 1044

DiLoreto v. Downey Unified School District, (1999) 196 F.3d 958

Yeo v. Town of Lexington, (1997) U.S. First Circuit Court of Appeals, No. 96-1623

Hemry v. School Board of Colorado Springs, (D.Col. 1991) 760 F.Supp. 856

Bright v. Los Angeles Unified School District, (1976) 134 Cal. Rptr. 639, 556 P.2d 1090, 18 Cal. 3d 350

Lehman v. Shaker Heights, (1974) 418 U.S. 298

Management Resources:

CSBA PUBLICATIONS

School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

WEB SITES

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

(6/96 11/01) 4/13

Policy: South Monterey County Joint Union High School District

Adopted: September 13, 2013

King City, California

Personnel

Employee Notifications

I. To All Employees

When/Whom to Notify: At the beginning of school year or upon employment
Legal Code: Education Code 231.5, Government Code 12950, 2 CCR 7288.0
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11
Subject: The district's policy on sexual harassment, legal remedies, complaints

When/Whom to Notify: Annually to all employees
Legal Code: Education Code 17612
Board Policy/Administrative Regulation #: AR 3514.2
Subject: Use of pesticide product, active ingredients, Internet address to access information

When/Whom to Notify: To all employees, prior to public hearing.
Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: AR 6112
Subject: Public hearing on year-round implementing year-round program schedule

When/Whom to Notify: To all employees, prior to implementing block schedule
Legal Code: Education Code 46162
Board Policy/Administrative Regulation #: AR 6112
Subject: Public hearing on block schedule

When/Whom to Notify: Annually to all employees
Legal Code: Education Code 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: AR 1312.3; BP 3260
Subject: Uniform complaint procedures, available appeals, civil law remedies, identity of coordinator, complaints about student fees

When/Whom to Notify: Annually to all employees
Legal Code: Government Code 1126
Board Policy/Administrative Regulation #: BP 4136/4236/4336
Subject: Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal

When/Whom to Notify: Prior to beginning employment
Legal Code: Government Code 3102
Board Policy/Administrative Regulation #: AR 4112.3/4212.3/4312.3
Subject: Oath or affirmation of allegiance required of public employees

When/Whom to Notify: To all employees
Legal Code: Government Code 8355; 41 USC 8102
Board Policy/Administrative Regulation #: BP 4020, BP 4159/4259/4359
Subject: District's drug- and alcohol-free workplace; actions that will be taken if violated; available employee assistance programs

When/Whom to Notify: Upon placement of automated external defibrillator (AED) in school and annually thereafter
Legal Code: Health and Safety Code 1797.196
Board Policy/Administrative Regulation #: AR 5141
Subject: Proper use of AED; location of all AEDs on campus

When/Whom to Notify: To all employees, if the district receives Tobacco-Use Prevention Education funds
Legal Code: Health and Safety Code 104420
Board Policy/Administrative Regulation #: AR 3513.3
Subject: District's tobacco-free schools policy and enforcement procedures

When/Whom to Notify: Annually to all employees
Legal Code: Health and Safety Code 120875, 120880
Board Policy/Administrative Regulation #: AR 4119.43/4219.43/4319.43
Subject: AIDS and hepatitis B, methods to prevent exposure

When/Whom to Notify: Annually to covered employees and former employees
Legal Code: Labor Code 2800.2
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage

When/Whom to Notify: Upon employment or by end of first pay period
Legal Code: Labor Code 3551
Board Policy/Administrative Regulation #: BP 4157.1/4257.1/4357.1
Subject: Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify: Prior to beginning employment
Legal Code: Penal Code 11165.7, 11166.5
Board Policy/Administrative Regulation #: AR 5141.4
Subject: Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law

When/Whom to Notify: Upon employment, and when employee goes on leave for specified reasons

Legal Code: Unemployment Insurance Code 2613
Board Policy/Administrative Regulation #: AR 4154/4254/4354
Subject: Disability insurance rights and benefits

When/Whom to Notify: Annually to all employees via employee handbook, or to each new employee

Legal Code: 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Benefits through Family and Medical Leave Act

When/Whom to Notify: Annually to all employees and job applicants

Legal Code: 34 CFR 104.8, 106.

Board Policy/Administrative Regulation #: BP 0410, BP 4030

Subject: District's policy on nondiscrimination and related complaint procedures

When/Whom to Notify: Annually to all employees

Legal Code: 40 CFR 763.84, 763.93

Board Policy/Administrative Regulation #: AR3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

II. To Certificated Employees

When/Whom to Notify: To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire

Legal Code: Education Code 22455.5

Board Policy/Administrative Regulation #: AR 4121

Subject: Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify: Upon employment of a retired certificated individual

Legal Code: Education Code 22461

Board Policy/Administrative Regulation #: AR 4117.14/4317.14

Subject: Postretirement compensation limitation

When/Whom to Notify: To certificated employees according to contract regulations

Legal Code: Education Code 35171

Board Policy/Administrative Regulation #: AR 4115, BP 4315

Subject: District regulations related to performance evaluations

When/Whom to Notify: 30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which

employee is evaluated
Legal Code: Education Code 44663
Board Policy/Administrative Regulation #: AR 4115
Subject: Copy of employee's evaluation

When/Whom to Notify: To a certificated employee with unsatisfactory evaluation
Legal Code: Education Code 44664
Board Policy/Administrative Regulation #: AR 4115
Subject: Notice and description of the unsatisfactory performance

When/Whom to Notify: By May 30, if district elects to issue reemployment notices to certificated employees
Legal Code: Education Code 44842
Board Policy/Administrative Regulation #: AR 4112.1
Subject: Request to notify district of intent to remain in service for the following school year; copy of law

When/Whom to Notify: To certificated employees upon employment
Legal Code: Education Code 44916
Board Policy/Administrative Regulation #: AR 4112.1, AR 4121
Subject: Employment status and salary

When/Whom to Notify: To probationary employees in district with ADA of 250 or more, by March 15 of employee's second consecutive year of employment
Legal Code: Education Code 44929.21
Board Policy/Administrative Regulation #: AR 4117.6
Subject: Whether or not employee is reelected for next school year

When/Whom to Notify: When certificated employee is subject to disciplinary action for cause
Legal Code: Education Code 4493
Board Policy/Administrative Regulation #: AR 4117.4, AR 4118
Subject: Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify: To certificated employee charged with unprofessional conduct
Legal Code: Education Code 44938
Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of deficiency and opportunity to correct

When/Whom to Notify: To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings
Legal Code: Education Code 44940.5

Board Policy/Administrative Regulation #: AR 4118
Subject: Notice of intent to dismiss 30 days from notice

When/Whom to Notify: To probationary employees 30 days prior to dismissal, or not later than March 15 for second- year probationary employees

Legal Code: Education Code 44948.3

Board Policy/Administrative Regulation #: AR 4117.4

Subject: Reasons for dismissal and opportunity to appeal

When/Whom to Notify: To probationary employees in districts with less than 250 ADA, before notice of nonreelection but no later than March 15, with final notice by May 15

Legal Code: Education Code 44948.5

Board Policy/Administrative Regulation #: AR 4117.4

Subject: Recommendation of nonreelection notice for reason other than personnel reduction; statement of reasons upon request

When/Whom to Notify: By March 15 when necessary to reduce certificated personnel, with final notice by May 15

Legal Code: Education Code 44949, 44955

Board Policy/Administrative Regulation #: BP 4117.3

Subject: Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination

When/Whom to Notify: On or before June 30, to temporary employee who served 75 percent of school year but will be released

Legal Code: Education Code 44954

Board Policy/Administrative Regulation #: BP 4121

Subject: District's decision not to reelect employee for following school year

When/Whom to Notify: To teacher, when student engages in or is reasonably suspected of specified acts

Legal Code: Education Code 49079

Board Policy/Administrative Regulation #: AR 4158/4258/4358

Subject: Student has committed specified act that constitutes ground for suspension or expulsion

When/Whom to Notify: To certificated employee upon change in employment status due to alleged misconduct

Legal Code: 5 CCR 80303

Board Policy/Administrative Regulation #: AR 4117.7

Subject: Contents of state regulation re: report to Commission on Teacher Credentialing

III. To Classified Employees

When/Whom to Notify: To classified employee charged with mandatory leave of absence offense, in merit system district

Legal Code: Education Code 44940.5

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of intent to dismiss in 30 days

When/Whom to Notify: When classified employee is subject to disciplinary action for cause, in nonmerit district

Legal Code: Education Code 45113

Board Policy/Administrative Regulation #: AR 4218

Subject: Notice of charges, procedures, and employee rights

When/Whom to Notify: To classified employees, at least 60 days prior to layoff, or by April 29 if specially funded program is expiring at end of school year

Legal Code: Education Code 45117

Board Policy/Administrative Regulation #: AR 4217.3

Subject: Notice of layoff and reemployment rights

When/Whom to Notify: To classified employees upon employment and upon each change in classification

Legal Code: Education Code 45169

Board Policy/Administrative Regulation #: AR 4212

Subject: Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek

When/Whom to Notify: To classified permanent employee whose leave is exhausted

Legal Code: Education Code 45192, 45195

Board Policy/Administrative Regulation #: AR 4261.1, AR 4261.11

Subject: Exhaustion of leave, opportunity to request additional leave

When/Whom to Notify: To school bus and school activity bus drivers upon employment and at least once a year thereafter

Legal Code: 13 CCR 2480

Board Policy/Administrative Regulation #: AR 3514

Subject: Limitation on vehicle idling; consequences of not complying

When/Whom to Notify: To school bus drivers, prior to district drug testing program and thereafter upon employment

Legal Code: 49 CFR 382.601

Board Policy/Administrative Regulation #: BP 4112.42/4212.42/4312.42

Subject: Explanation of federal requirements for drug testing program and

district's policy

IV. To Administrative/Supervisory Personnel

When/Whom to Notify: To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract

Legal Code: Education Code 35031

Board Policy/Administrative Regulation #: BP 4312.1

Subject: Decision not to reelect or reemploy upon expiration of contract or term

When/Whom to Notify: Upon request by administrative or supervisory employee transferred to teaching position

Legal Code: Education Code 44896

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Statement of the reasons for the release or reassignment

When/Whom to Notify: By March 15 to employee who may be released/reassigned the following school year

Legal Code: Education Code 44951

Board Policy/Administrative Regulation #: AR 4313.2

Subject: Notice that employee may be released or reassigned the following school year

V. To Individual Employees Under Special Circumstances

When/Whom to Notify: Prior to placing derogatory information in personnel file

Legal Code: Education Code 44031

Board Policy/Administrative Regulation #: AR 4112.6/4212.6/4312.6

Subject: Notice of derogatory information, opportunity to review and comment

When/Whom to Notify: 24 hours before Board meets in closed session to hear complaints or charges against employee

Legal Code: Government Code 54957

Board Policy/Administrative Regulation #: BB 9321

Subject: Employee's right to have complaints/charges heard in open session

When/Whom to Notify: Notice or training to employee with access to confidential information, annually

Legal Code: Government Code 54963

Board Policy/Administrative Regulation #: BP 4119.23/4219.23/4319.23

Subject: Law prohibiting disclosure of confidential information obtained in closed session

When/Whom to Notify: Within one working day of work-related injury or victimization of crime at workplace

Legal Code: Labor Code 3553, 5401

Board Policy/Administrative Regulation #: BP 4157.1/4257.1/4357.1

Subject: Potential eligibility for workers' compensation benefits, claim form

When/Whom to Notify: To any employee with exposure to bloodborne pathogens, upon initial employment and at least annually thereafter

Legal Code: 8 CCR 3204, 5193

Board Policy/Administrative Regulation #: AR 4119.42/4219.42/4319.42

Subject: The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records

When/Whom to Notify: To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation

Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material

When/Whom to Notify: To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area

Legal Code: 8 CCR 5191

Board Policy/Administrative Regulation #: AR 3514.1

Subject: Any presence of hazardous substances in the work area, location and availability of hazard communication program, new safety data sheet, employee rights

When/Whom to Notify: To employee eligible for military leave at the time the district is notified the employee will be taking such a leave

Legal Code: 38 USC 4334

Board Policy/Administrative Regulation #: AR 4161.5/4261.5/4361.5

Subject: Notice of rights, benefits, and obligations under military leave

When/Whom to Notify: Within five days of employee's request for family care and medical leave

Legal Code: 29 CFR 825.300

Board Policy/Administrative Regulation #: AR 4161.8/4261.8/4361.8

Subject: Whether or not employee is eligible for FMLA leave, rights and obligations; consequences of failure to meet obligations

(7/12) 4/13

Policy: South Monterey County Joint Union High School District

Adopted: September 12, 2013

King City, California

Students

Bullying

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

(cf. 5131 - Conduct)
(cf. 5136 - Gangs)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6020 - Parent Involvement)

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish

a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 5137 - Positive School Climate)
(cf. 6164.2 - Guidance/Counseling Services)

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)
(cf. 6163.4 - Student Use of Technology)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

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

Based on an assessment of bullying incidents at school, the State Administrator/Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the State Administrator/Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, the State Administrator/Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When a student is reported to be engaging in bullying off campus, the State Administrator/Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

When a student uses a social networking site or service to bully or harass another student, the State Administrator/Superintendent or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

PENAL CODE

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Addressing the Conditions of Children: Focus on Bullying, Governance Brief,
December 2012

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy
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Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten
Through Grade Twelve, 2008

Bullying at School, 2003

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

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

California Department of Education, Safe Schools Office:

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

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

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

National School Safety Center: <http://www.schoolsafety.us>

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

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

(3/12) 4/13

Policy: South Monterey County Joint Union High School District
Adopted: September 12, 2013 King City, California

BP 5145.3 Students

Nondiscrimination/Harassment

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

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

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, **cyber bullying** or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

(cf. 1240 - Volunteer Assistance)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6164.2 - Guidance/Counseling Services)

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21- Professional Standards)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 - Conduct)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.2 - Freedom of Speech/Expression)

Grievance Procedures

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies:

Assistant Superintendent Administrative Services
800 Broadway Street
King City, CA 93930
(831) 385-0606

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

(cf. 5145.7 - Sexual Harassment)

Within 30 days of receiving the district's report, the complainant may appeal to the Board if he/she disagrees with the resolution of the complaint. The Board shall make a decision at its next regular meeting and its decision shall be final.

The State Administrator/Superintendent or designee shall ensure that the student handbook and/or the student registration packet of forms clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6163.4 - Student Use of Technology)

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor
PENAL CODE
422.55 Definition of hate crime
422.6 Crimes, harassment
CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform Complaint Procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1681-1688 Title IX of the Education Amendments of 1972
UNITED STATES CODE, TITLE 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
CODE OF FEDERAL REGULATIONS, TITLE 34
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
COURT DECISIONS
Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

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Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief,
April 2010
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California Student Safety and Violence Prevention - Laws and Regulations, April 2004
FIRST AMENDMENT CENTER PUBLICATIONS
Public Schools and Sexual Orientation: A First Amendment Framework for Finding
Common Ground, 2006
NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS
Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity,
2004
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Dear Colleague Letter: Harassment and Bullying, October 2010
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California Department of Education: <http://www.cde.ca.gov>
California Safe Schools Coalition: <http://www.casafeschools.org>
First Amendment Center: <http://www.firstamendment.org>
National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Office for Civil Rights:
<http://www.ed.gov/about/offices/list/ocr>
(3/04 3/10) 3/12

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

Adopted: September 12, 2013

King City, California

Instruction

School Day

The Governing Board shall fix the length of the school day subject to the provisions of law. (Education Code 46100)

(cf. 6111 - School Calendar)

The length of the school day shall apply equally to students with disabilities unless otherwise specified in the student's individualized education program or Section 504 plan.

(cf. 6159 - Individualized Education Program)

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

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

In establishing the daily instructional schedule for each secondary school, the Superintendent or designee shall give consideration to course requirements and curricular demands, availability of school facilities, and applicable legal requirements.

The Board encourages flexibility in scheduling so as to provide longer time blocks or class periods when appropriate and desirable to support student learning, provide more intensive study of core academic subjects or extended exploration of complex topics, and reduce transition time between classes.

Prior to implementing a block schedule program in which secondary students attend class for fewer school days, the Board shall consult with the certificated and classified employees of the school in a good faith effort to reach agreement and shall also consult with parents/guardians of the students who would be affected by the change and the community at large. Such consultation shall include at least one public hearing for which the Board has given adequate notice to the employees and to the parents/guardians of affected students. (Education Code 46162)

(cf. 9320 - Meetings and Notices)

Legal Reference:

EDUCATION CODE

8970-8974 Early primary program, including extended-day kindergarten

37202 Equal time in all schools
37670 Year-round schools
46010 Total days of attendance
46100 Length of school day
46110-46119 Kindergarten and elementary schools, day of attendance
46140-46147 Junior high school and high school, day of attendance
46160-46162 Alternative schedule - junior high and high school
46170 Continuation schools, minimum day
46180 Opportunity schools, minimum day
46190-46192 Adult education classes, day of attendance
46200-46206 Incentives for longer instructional day and year
48200 Compulsory attendance for minimum school day
48663 Community day school, minimum school day
48800-48802 Concurrent enrollment in community college
51222 Physical education, instructional minutes
51760-51769.5 Work experience education
52325 Regional occupational center, minimum day

Management Resources:

NATIONAL ASSOCIATION FOR SPORT AND PHYSICAL EDUCATION
POSITION STATEMENTS

Recess for Elementary School Students, 2006

STATE BOARD OF EDUCATION POLICY STATEMENTS

99-03 Physical Education (PE) Requirements for Block Schedules, July 2006

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Extending Learning Time for Disadvantaged Students, August 1995

WEST ED PUBLICATIONS

Full-Day Kindergarten: Expanding Learning Opportunities, Policy Brief, April
2005

WEB SITES

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

National Association for Sport and Physical Education:

<http://www.aahperd.org/naspe>

State Board of Education: <http://www.cde.ca.gov/re/lr/wr/waiverpolicies.asp>

U.S. Department of Education: <http://www.ed.gov>

WestEd: <http://www.wested.org>

(9/88 11/02) 4/13

Policy: South Monterey County Joint Union High School District

Adopted: September 12, 2013

King City, California

Instruction

School Day

Grades 9-12

The school day for students in grades 9-12 shall be at least 240 minutes.
(Education Code 46141, 46142)

However, the school day may be less than 240 minutes when authorized by law. Programs that have a minimum school day of 180 minutes include, but are not necessarily limited to:

1. Continuation high school or classes (Education Code 46141, 46170)

(cf. 6184 - Continuation Education)

2. Opportunity school or classes (Education Code 46141, 46180)

3. Regional occupational center (Education Code 46141, 52325)

(cf. 6178.2 - Regional Occupational Center/Program)

4. Work experience education program approved pursuant to Education Code 51760-51769.5 (Education Code 46141, 46144)

A student in grade 12 who is enrolled in work experience education and is in his/her last semester or quarter before graduation may be permitted to attend school for less than 180 minutes per school day if he/she would complete all requirements for graduation, except physical education courses, in less than 180 minutes each day. (Education Code 46147)

(cf. 6178.1 - Work-Based Learning)

5. Concurrent enrollment in a community college pursuant to Education Code 48800-48802 or, for students in grades 11-12, part-time enrollment in classes of the California State University or University of California, provided academic credit will be awarded upon satisfactory completion of enrolled courses (Education Code 46146)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

6. An early college high school or middle college high school, provided the students are enrolled in community college or college classes in accordance with

item #5 above (Education Code 46141, 46146.5)

7. Special day or Saturday vocational training program conducted under a federally approved plan for career technical education (Education Code 46141, 46144)

(cf. 6178 - Career Technical Education)

8. Adult education classes (Education Code 46190)

(cf. 6200 - Adult Education)

For an evening high school operated pursuant to Education Code 51720-51724, the number of days, specific days of the week, and number of hours during which the program shall be in session shall be determined by the Board. (Education Code 46141, 51721)

Students in grade 12 shall be enrolled in at least five courses each semester or the equivalent number of courses each quarter. This requirement shall not apply to students enrolled in regional occupational centers or programs, courses at accredited postsecondary institutions, independent study, special education programs in which the student's individualized education program establishes a different number of courses, continuation education classes, work experience education programs, or any other course of study authorized by the Board that is equivalent to the approved high school course of study. (Education Code 46145)

(cf. 6158 - Independent Study)

(cf. 6159 - Individualized Education Program)

(11/02 11/06) 4/13

Regulation: South Monterey County Joint Union High School District

Adopted: September 12, 2013

King City, California

Board Bylaws

Governing Board Elections

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

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

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

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

(cf. 9110 - Terms of Office)

Electing Board Members

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

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

If the Board determines that a change is necessary, it shall adopt a resolution at an open meeting specifying the change(s) and shall, in accordance with

Education Code 5019 or other applicable provisions of law, obtain approval from the county committee on school district organization having jurisdiction over the district.

(cf. 9320 - Meetings and Notices)

Campaign Conduct

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 9005 - Governance Standards)

Statement of Qualifications

On the 125th day prior to the day fixed for the general district election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

(cf. 9223 - Filling Vacancies)

Candidate statements shall be limited to no more than 400 words. (Elections Code 13307)

Tie Votes in Board Member Elections

Before each election, the Board shall establish whether a potential tie is to be resolved by lot or with a runoff election. (Education Code 5016)

After an election for which the Board has decided to resolve a tie by lot, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot.

(Education Code 5016)

After an election for which the Board has decided to resolve a tie with a runoff election, the Board shall schedule the runoff election in accordance with law.
(Education Code 5016)

Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)

Legal Reference:

EDUCATION CODE

1000 Composition, and trustee area, county board of education

1006 Qualifications for holding office, county board of education

5000-5033 Elections

5220-5231 Elections

5300-5304 General provisions (conduct of elections)

5320-5329 Order and call of elections

5340-5345 Consolidation of elections

5360-5363 Election notice

5380 Compensation (of election officer)

5390 Qualifications of voters

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions

7054 Use of district property

35107 Eligibility; school district employees

35177 Campaign expenditures or contributions

35239 Compensation of governing board member of districts with less than 70

ADA

ELECTIONS CODE

20 Public office eligibility

1302 Local elections, school district election

2201 Grounds for cancellation

4000-4004 Elections conducted wholly by mail

10400-10418 Consolidation of elections

10509 Notice of election by secretary

10600-10604 School district elections

13307 Candidate's statement

13309 Candidate's statement, indigence

14025-14032 California Voting Rights Act

20440 Code of Fair Campaign Practices

GOVERNMENT CODE

1021 Conviction of crime
1097 Illegal participation in public contract
12940 Nondiscrimination, Fair Employment and Housing Act
81000-91014 Political Reform Act
PENAL CODE
68 Bribes
74 Acceptance of gratuity
424 Embezzlement and falsification of accounts by public officers
661 Removal for neglect or violation of official duty
CALIFORNIA CONSTITUTION
Article 2, Section 2 Voters, qualifications
Article 7, Section 7 Conflicting offices
Article 7, Section 8 Disqualification from office
UNITED STATES CODE, TITLE 42
1973-1973aa-6 Voting Rights Act
COURT DECISIONS
Rey v. Madera Unified School District, (2012) 138 Cal. Rptr. 3d 192
Randall v. Sorrell, (2006) 126 S.Ct. 2479
Sanchez v. City of Modesto, (2006) 51 Cal.Rptr.3d 821
Dusch v. Davis, (1967) 387 U.S. 112
ATTORNEY GENERAL OPINIONS
85 Ops.Cal.Atty.Gen. 49 (2002)
83 Ops.Cal.Atty.Gen. 181 (2000)
81 Ops.Cal.Atty.Gen. 98 (1998)
69 Ops.Cal.Atty.Gen. 290 (1986)

Management Resources:

WEB SITES

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

California Secretary of State's Office: <http://www.ss.ca.gov>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute for Local Self Government: <http://www.ca-ilg.org>

(3/01 11/06) 4/13

Bylaws: South Monterey County Joint Union High School District

Adopted: September 12, 2013

King City, California