

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR BOARD MEETING
REVISED
Wednesday, November 13, 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

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 Secretaría de el Superintendente antes de que la Mesa Directiva de Educación de por terminada la junta.

CLOSED SESSION: 5:30 PM

- A. Public Employment
- B. Employee Discipline/Dismissal Release
- C. Negotiations with Employee Organizations
- D. Threatened/Potential Litigation
- E. Student Matters
 - Recommendation to Expel Student #05:13/14
 - Recommendation to Expel Student #06:13/14
 - Recommendation to Expel Student #07:13/14
 - Recommendation to Expel Student #08:13/14
 - Recommendation to Expel Student #09:13/14

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 a cabo. A menos que se determine de otra manera por el Administrador de el Estado, cada persona tiene un máximo de 3 minutos para hablar. Se hay muchas personas que quieran hablar sobre un asunto específico entonces habrá un límite de 20 minutos en total para cada asunto. Para asuntos que no estén enlistados en la agenda, La Mesa Directiva podrá referir ese asunto al Superintendente o su designado o poner ese asunto en sobre aviso, pero no se tomara ninguna acción en ese momento excepto cuando la ley lo permita.

- F. REPORT FROM STATE ADMINISTRATOR
- G. STUDENT BOARD MEMBER REPORT
- H. BOARD MEMBER COMMENTS
- I. EMPLOYEE ORGANIZATIONS
- J. CONSENT AGENDA
 - 1. Approval of Minutes: October 9, 2013 and October 15, 2013
 - 2. Approval of Personnel Report Dated November 13, 2013 (*Daniel Moirao, Ed.D., State Administrator*)
 - 3. Approval of Consultant Contract with Noli Porter Associates (*Daniel Moirao, Ed.D., State Administrator*)
 - 4. Approval of Accounts Payable Warrants for October 2013 (*Duane Wolgamott, Business Manager*)
- K. PUBLIC HEARING
 - 1. Trustee Waiver for the District from CDE
- L. CONSENT ITEMS REMOVED FOR COMMENT/QUESTIONS
- M. INFORMATION ITEMS
 - 1. Cash Flow Report from July 1, 2013 through October 31, 2013 (*Duane Wolgamott, Business Manager*)
 - 2. Revenue and Expenditure Report from July 1, 2013 through October 31, 2013 (*Duane Wolgamott, Business Manager*)
 - 3. Common Core Update (*Wendy Pospichal, Assistant Superintendent Administrative Services*)
 - 4. Williams First Quarter Facilities Report (*John Sims, Director of Maintenance, Operations, and Transportation*)
 - 5. School Enrollment, Attendance, and Referrals Statistics (*Duane Wolgamott, Business Manager*)
 - 6. Board Policies (First Reading) (*Daniel Moirao, Ed.D., State Administrator*)
 - BB 9010 Public Statements (new)
 - BP 0520.2 Title I Program Improvement Schools (new)
 - AR 0520.2 Title I Program Improvement Schools (new)
 - E 0520.2 Title I Program Improvement Schools (new)
 - BP 0520.3-1 Title I Program Improvement Districts (new)
 - AR 0520.3 Title I program Improvement Districts (new)
 - BP 1431 Waivers (revised)
 - BP 3311 Bids (revised)
 - AR 3311 Bids (revised)

- BP 3350 Travel Expenses (revised)
- BP 6183 Home and Hospital Instruction (new)
- AR 6183 Home and Hospital Instruction (revised)
- BP 9250 Remuneration, Reimbursement and Other Benefits (revised)
- E 9250 Remuneration, Reimbursement and Other Benefits (new)

N. ACTION ITEMS

1. Approval of MOU Between the Bay School and the SMCJUHSD (*Mike Onderko, Director of Alternative Education*)
2. Approval of Trustee Election Waiver from CDE (*Daniel Moirao, Ed.D., State Administrator*)
3. Approval of Approval of Contract for Consulting Services – C.F. Educational Resources (Carole Ferraud) – (*Wendy Pospichal, Ed.D., Assistant Superintendent Administrative Services*)
4. Approval of Contract for Consulting Services- Coyne Educational Consulting (Linda Coyne) (*Wendy Pospichal, Ed.D., Assistant Superintendent Administrative Services*)
5. Approval of Construction Project Change Order #1 (*Duane Wolgamott, Business Manager*)
6. Approval of the Donation from Greenfield Rotary Club for Writing Books (*Daniel Moirao, Ed.D., State Administrator*)
7. Approval of the Donation from Farmers Insurance to King City High School Athletics (*Daniel Moirao, Ed.D., State Administrator*)
8. Board Policies (Second Reading) (*Daniel Moirao, Ed.D., State Administrator*)
 - BP 0420 Site Plans & Site Councils (revised)
 - AR 0420 School Site Plans & Councils (revised)
 - BP 3514.1 Hazardous Substances (revised)
 - AR 3514.1 Hazardous Substances (revised)
 - BP 6159.2 Nonpublic, Nonsectarian School and Agency Services for Special Education (new)
 - AR 6159.2 Nonpublic, Nonsectarian School and Agency Services for Special Education (new)
 - BP 6163.1 Library Media Centers (revised)
 - BP 6164.6 Identification and Education Under Section 504 (revised)
 - AR 6164.6 Identification and Education Under Section 504 (revised)
 - BP 6177 Summer Learning Programs (new)
9. Board Policies (Third Reading) (*Daniel Moirao, Ed.D., State Administrator*)
 - BP 1330 Use of School Facilities
 - AR 1330 Use of School Facilities
 - E 1330 Use of School Facilities (current: for information only)

O. FUTURE AGENDA ITEMS/MEETING DATES

- December 11, 2013 – Regular Board Meeting at the District Office
- January 14 & 15, 2014 – Board Study Session

P. SIGNING OF PAPERS

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

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

Wednesday, October 9, 2013

Minutes

BOARD OF EDUCATION

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

STATE ADMINISTRATOR

Daniel Moirao, Ed.D.

STUDENT BOARD MEMBER

Alex Hernandez – KCHS - Present

OPEN SESSION:

Call to Order

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

Public Comment

There were not any comments from the public.

CLOSED SESSION:

- A. Public Employment
- B. Employee Discipline/Dismissal Release
- C. Negotiations with Employee Organizations
- D. Threatened/Potential Litigation
- E. Student Matters
 - Recommendation to Expel Student #03:13/14
 - Recommendation to Expel Student #04:13/14

OPEN SESSION:

Call to Order

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

Flag Salute

Mike Foster led in the flag salute.

Report of Closed Session Actions

Mike Foster reported the Board accepted the stipulated agreement to suspend the expulsion for student #03:13/14 and student #04:13/14.

Approval of Agenda

Dr. Moirao approved the agenda.

Public Comment

Beatrice Diaz said she would like to address the Board regarding the tardy policy. The tardy policy is listed on page 4 of the Parent/Student Handbook. At times there may be as many as 20 students waiting in line in the Greenfield High School office. She inquired if the policy is being followed.

Ms. Diaz said she would also like to address the cafeteria, snack bar, and parents bringing lunches to their children. The policy discourages parents bring their children lunches after the first bell of the day. There are students who wait for their parents to bring their lunch during the lunch time. There are times there are so many students in the office the staff can not be seen. Some parents take their children off campus, how do we know the students are returned back to school after the lunch break. King City has open campus, why can't Greenfield High School have the same option.

She was questioning why the dress code policy was different between Greenfield High School and Portola-Butler Continuation High School. At Greenfield High School her grandson could not wear any clothing

with blue or red, yet when he started to attend Portola-Butler he was allowed to wear those colors. She brought this to the attention of the administrator and those colors are no longer allowed. She was asking why there was not consistency. She also asked why the handbooks were different between Greenfield High School and Portola-Butler Continuation High School. She understands the color issue is related to rival gangs.

She also felt the valedictorian process was not treated equally.

Report from State Administrator

Dr. Moirao welcomed Mike LaBarre, in the audience. Dr. Moirao announced he will be joining the Board in December as a new Board member.

Dr. Moirao said on Tuesday, October 15 there will be a special board meeting to interview the candidates for the one vacant Board position. A recommendation and selection will be made at that meeting.

Dr. Moirao said a couple of years ago there was discussion of Board Trustee areas. In November he will bring a waiver to the Board. He will be asking the state to approve the waiver to extend the time line for a district election on this topic. Several years ago the district had been approached regarding trustee areas. At that time we had agreed to have a law firm assist the district in this matter. We have now contacted them requesting this guidance through the process. The reason we are requesting a waiver is to avoid the cost of a special election.

This week Wendy Pospichal, Ed.D., Duane Wolgamott and himself attended a session on Local Control Funding (LCFF) and Local Control Accountability Plan (LCAP). Dr. Moirao gave a brief Power Point presentation explaining the state priorities, process for developing the LCAP and adopting and updating the LCAP. The plan is based on state priorities. The state is still in the process of developing the LCAP. The county will report on expulsions and foster student services in their LCAP. We hope our current LEAP can be used in writing our LCAP.

Mike Foster inquired how students will be evaluated. Dr. Moirao said we are piloting a lot of things using the Common Core Standards. The CAHSEE will also be a tool which is used.

Dr. Moirao said FCMAT will make their visit and evaluate the district the first part of February 2014.

State Farm is promoting "Celebrate My Drive." It is a campaign to promote teenagers safe driving by. King City will be registered, anyone can vote once a day for 9 days. The high school could get a grant of \$25,000 or \$100,000. Flyers are being distributed around town.

Dr. Moirao distributed a revised Bring on the Pride theme and goals to the Board.

Student Board Member Report

Alex Hernandez said they are working on homecoming which will be October 25. Students started selling mums last week for homecoming. He is responsible for contacting students from the graduating class of 1994 to participate in homecoming. Local businesses are assisting in donations for the event. BonJon, the local car dealership, will be supplying 8 trucks, which staff will drive, for floats.

Ms. Mullin has been asked to sign the national anthem and Connie Bray will sing the national anthem at the football game. There will be confetti pom poms and cannons confetti during half time.

Starting Tuesday, October 22 each class will have a daily theme and decorate the campus during homecoming week.

Board Member Comments

Bob White said he attended the GHS parent night in which parents were trained in AERIES. It was a very informative meeting with approximately 25 parents in attendance; he would like to have seen more parents. He said he found the special board meeting last week to be extremely useful. Cristina Jimenez had covered AERIES and Wendy Pospical, Ed.D., had an overview of test scores at the special board study session.

Debra McAlahney-Dodson distributed an article on school finance facts. She felt it was a very good article and suggested the district may want to pursue a bond. It gives a good snap shot on the challenges the state has and the gap with the English Language Learners.

Ms. McAlahney-Dodson said she visited King City High School today. There was good teaching happening with student engaged in the classrooms. There are a lot of good strategies going on in the class room.

Raul Rodriguez said he had an opportunity to visit the cafeteria at Greenfield High School when students were arriving. The cheese burgers looked good, the students said they did like them, but they were not served every day. He said there are some items which the students enjoy; it is obvious there are other food items served the students do not like. Mr. Rodriguez said since the elementary district is providing the meals, he inquired if the portions served are intended for elementary or high school students. He also inquired if students can buy more food if they are still hungry. The response was yes. He inquired how the sales were this year compared to last; the response was they are down a little from last year.

Mr. Rodriguez asked his son why he did not eat in the cafeteria; his response was it took too long to get through the lunch line. Mr. Rodriguez suggested maybe the food could look more appealing and the process of students getting their lunch expedited. Staff seemed to be pleased he made the visit and asked questions.

Dr. Moirao said Duane Wolgamott has been addressing the food line issue. Mr. Wolgamott said they will be testing a food cart on campus which will have hot entrees. Mr. Wolgamott reminded the Board we are heavily regulated as to what food items can be offered. The question was asked if parents could volunteer in the cafeteria to help in serving the students. The response was they would need to have a fingerprint clearance.

Mr. Rodriguez said he was impressed with the presentation from Cristina Jimenez, Director of Technology, explaining what the AERIES system can do. Information can be retrieved on individual students or groups. He inquired if we know how many parents are accessing the system. Dr. Moirao said we can get those numbers.

Mr. Rodriguez said he did notice some teachers have input the information regarding homework assignments and others have not.

Mike Foster said he reviewed the information which Dr. Pospichal presented at the study session last week. He felt it had been a great presentation. He apologized he was unable to attend the session last week.

Mr. Foster said he attended the PIQE parent meeting which Janet Sanchez-Matos, principal at King City High School, organized. It is a 9 week course for parents, he felt it was fantastic. Parents can get involved and they learn what to expect from their children. He said the class was full with approximately 30 to 40 parents. He hopes this type of information continues and more information is added. He asked to have an evaluation at the end of the course for parents. This could be a guide of what is good, what needs clarification or additional requests.

Mr. Rodriguez said there have been articles in the newspaper about personnel in other districts who have been charged with inappropriate behavior with students and those districts are now being sued. He wanted to make sure our board policies are clear and the proper screening is done with individuals who spend time with students.

Employee Organizations

There were not any comments from the employee organizations.

CONSENT AGENDA

1. Approval of Minutes: September 12, 2013 and October 2, 2013
2. Approval of Personnel Report Dated October 9, 2013
3. Approval of Williams Quarterly Report
4. Approval of Contract with the Parent Institute for Quality Education (PIQE) and SMCJUHSD to Provide Services to GHS
5. Approval of MOU Between Monterey Peninsula Unified School District and the SMCJUHSD

6. Approval of MOU Between MCOE Induction Program and SMCJUHSD
7. Approval of Administrative Assistant Job Description
8. Approval to Surplus Textbooks from Portola-Butler Continuation High School

Consent Items Removed for Comment/Questions

Mike Foster said he would like to pull items 6 and 7 for further discussion.

Dr. Moirao approved items 1 through 5 and 8.

Mike Foster inquired if the Administrative Assistant position has been budgeted. Dr. Moirao said it had been budgeted; it is not an additional position.

Mr. Foster said he could not recall his question on item #6. Dr. Moirao did indicate this was the former BTSA Program and an annual agreement.

Dr. Moirao approved items 6 and 7.

INFORMATION ITEMS

Cash Flow Report from July 1, 2013 through September 30, 2013

Bob White said on page 34, board cover sheet, it is noted the fund beginning balance information is not accurate. He inquired when that information would be accurate. Mr. Wolgamott said the county has now closed the books. It will be accurate next month. Mr. Rodriguez asked if the Board could have a study session on the cash flow. Dr. Moirao said there is a study session scheduled on the topic. Mr. Wolgamott said he is available at any time to answer any individual Board member questions.

Revenue and Expenditure Report from July 1, 2013 through September 30, 2013

There were not any comments about the revenue and expenditures.

Common Core Update

Wendy Pospichal, Ed.D., said AB484 was passed which affects math testing. The state will be working with the individual districts. We will be notified as to how many of our students will be tested in English and Math, if for any reason the state does not notify us, we will be allowed to do the field testing.

The testing will take place in the spring and will not be used for accountability; we will not be receiving any scores. The state will be determining if the questions are good or bad. This will be the time to refine the testing and to make sure everything is in place before the testing counts in 2014-15 school year.

There will be a few multiple choice questions but the majority of the testing will need an essay response.

Mike Foster asked if all 11th grade students would be tested and also inquired how this will affect our Program Improvement status.

Dr. Pospichal responded they will be attending a CDE session at the end of the month for more clarification.

Raul Rodriguez asked if in the past the 10th graders were ever asked about the testing. Dr. Pospichal said she was not aware of any student input. Dr. Moirao said he was not aware of any questions, he was aware of public hearings that the state conducted but doubtful there were many students responses.

Dr. Pospichal said the students with severe needs will not be tested. There will be CST testing for 10th graders in science and EAP testing for the students in English.

Raul Rodriguez asked, those student who are identified as English Language Learners if they are tested as freshman. Dr. Pospichal said students are tested a year after they have been in the United States.

Mr. Rodriguez inquired if the student has just moved to the United States when they are in 8th grade, are they placed in a general pool. The response was they would be placed in an appropriate class.

School Enrollment, Attendance, and Referrals Statistics

Debra McAlahney-Dodson inquired why the report for Portola-Butler Continuation High School was different than the other sites. Duane Wolgamott said Portola-Butler tracks their student time by hours.

Raul Rodriguez said there have been several articles in the newspaper regarding student truancy. He inquired if the district tracks this information. Dr. Moirao responded yes, and there have not been significant changes since he has been in the district.

Emergency Repairs to GHS Energy Management Control System

Mike Foster commented he appreciated the research John Sims had done to find a more affordable repair. He inquired how the system was working; Lisa Mazza said it was working well.

Board Policies (First Reading)

BP 0420 Site Plans & Site Councils (revised)

AR 0420 School Site Plans & Councils (revised)

BP 3514.1 Hazardous Substances (revised)

AR 3514.1 Hazardous Substances (revised)

BP 6159.2 Nonpublic, Nonsectarian School and Agency Services for Special Education (new)

AR 6159.2 Nonpublic, Nonsectarian School and Agency Services for Special Education (new)

BP 6163.1 Library Media Centers (revised)

BP6164.6 Identification and Education Under Section 504 (revised)

AR 6164.6 Identification and Education Under Section 504 (revised)

BP 6177 Summer Learning Programs (new)

Raul Rodriguez said in reference to AR 0420, he was on the site council with the Greenfield Elementary District. He said he found it to be confusing at times. He did not have a good experience when he served. He is hoping our site council is more useful. He felt it would be helpful to have the parents complete a questionnaire after they have served indicating what worked and what did not.

Debra McAlahney-Dodson felt the policy is now pretty clear as long as it is monitored by the staff. The language of the presentation is important to the audience.

Mike Foster said on page 85 of the same policy, it references training. He inquired what type of training is provided. Dr. Moirao said we are required to do in house training at the beginning of school with staff.

Bob White referenced BP 6163 page 115, the policy indicates the Board may appoint classified paraprofessionals to serve as library aides or library technicians. Dr. Moirao said an empowered governing Board does have the final say.

Bob White referenced BP 6163.1, page 119, the superintendent or designee shall annually assess and report to the Board regarding the condition and use of school libraries. Mr. White said he would like to have a report. Dr. Moirao acknowledged his request.

Raul Rodriguez referenced BP 6164 and section 504. He inquired if we had any students in this category. Dr. Moirao responded we have some.

Bob White referenced BP 6164.6, page 125, should the district individual be named or only the position. Dr. Moirao said typically the name of the individual is listed. Mr. White suggested having only the title of the position. Staff may leave which would require the policy be updated with the name of the replacement.

Board Policy & AR 6154 – Homework/Makeup Work

Dr. Moirao said Raul Rodriguez has suggested reviewing the policy. Dr. Moirao said he has included the current district policy along with the CSBA sample.

Mr. Rodriguez said after the Greenfield High School open house and the information on the syllabus he did not feel there was a clear understanding of how much homework students should be assigned. Some teachers will assign homework and others do not. He felt it would be helpful for each syllabus indicate how much homework will be expected and how often.

Raul Rodriguez suggested clarifying in the board policy the amount of homework that would be expected each day. Mike Foster said he felt that would be hard to enforce and difficult for the site administrator to enforce.

Dr. Moirao added homework will vary depending on the subject.

Mike Foster suggested if parents are concern they should contact the teacher.

Mike Foster inquired if students repeatedly fail to do their homework, what are the consequences.

Lisa Mazza said the progress report is the primary notification as to how the student is doing. Mike Foster said if we indicate monitoring homework how will it be enforced and checked.

Debra McAlahney-Dodson suggested incorporating in the board policy, a student shall be given the opportunity to make up work.

Mike Foster said it seems this policy needs further review and discussion. Dr. Moirao said this could be part of a study session. Mike Foster suggested the site administrators be included in the discussion. Mr. Foster said this could be discussed more in depth at the next board meeting.

Debra McAlahney-Dodson suggested reviewing the policy in chunks and determining what the impact will be on the sites and budget.

Dr. Moirao suggested including the policy in the Friday update, the Board could then review for further discussion and suggestions.

ACTION ITEMS

Approval of Resolution 04:13/14 Approving Assignment of Delinquent Tax Receivables to the Monterey County Educational Delinquency Tax Finance Authority for Fiscal Year Ending June 30, 2013

Duane Wolgamott said the district has delinquent and uncollected tax receivables each year. This resolution allows the company to collect on the delinquent taxes. The attachment to the resolution indicates the amount which has been received over the last 10 years.

Dr. Moirao approved the resolution.

Approval of the Donation of Office Supplies from Meyer's

Dr. Moirao said the district was contacted by Meyer Trucking. They will be closing their office and offered the district miscellaneous office supplies.

Dr. Moirao approved the donation.

Approval of the Donation of Money to Purchase 4 Vans for Athletic Transportation

Dr. Moirao said the district took delivery of the vans. He started campaigning on the condition of the current vans and how shameful they were to the district and students earlier in the school year. Mustang Bench and Greenfield Bruins Boosters gave the district the money to buy 2 vans for King City and Greenfield High School athletics. The local newspaper took pictures which will be published in our local newspapers next week

Dr. Moirao approved the donation.

Approval of Legal Retainer Agreement with Olson, Hagel & Fishburn LLP

Dr. Moirao said we are contesting the audit findings which have been sited during the 2010-11 and 2011-12 school year. Should the State Appeals Board not agree with our findings, we will have to go to court to justify our findings. This legal firm has represented the Vallejo and the Oakland school districts in such hearings.

The state auditors sited \$700,000 and we believe only \$300,000 are justified. As a result of our last audit, we can now hire our own auditors rather than auditors from the State Controller Office.

Bob White inquired what areas were sited.

Dr. Moirao said it was administration to teacher ratio and the attendance keeping at the continuation school and Independent Study.

Mike Foster inquired if we did have to pay, where the money would come from. The response was the remainder of the loan.

Debra McAlahney-Dodson asked if we could fight for the legal fees. Dr. Moirao responded no.

Dr. Moirao approved the legal agreement.

Approval of LEA Plan

Dr. Moirao said this is an update from the plan which was approved in June 2013. The changes have been noted in italics.

Dr. Moirao approved the LEA Plan.

Approval of Warrants from July 1, 2013 to September 30, 2013

There were not any questions on the warrants. Dr. Moirao approved the warrants.

Board Policies (Second Reading)

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)

Debra McAlahney-Dodson said she has some additional information she on school facilities. Dr. Moirao said this will be pulled and be included as a third reading at the board meeting next month.

Dr. Moirao said the Home and Hospital board policy, which was referred to earlier in the meeting, will be brought forward as a first reading at the board meeting next month.

Future Agenda Items/Meeting Dates

October 15, 2013 – Special 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

Dr. Moirao said there will be a closed session at the October 15 special board meeting if needed.

Raul Rodriguez asked how we were going to acknowledge Assembly member Alejo, Senator Monning and Cannella for pursuing reduction of the loan for the district.

Raul Rodriguez suggested the booster clubs from each site should be recognized at the volunteer luncheon the State Administrator celebrates at the end of the school year.

Signing of Papers

Dr. Moirao signed appropriate papers.

Adjournment

Mike Foster adjourned the meeting at 7:50 PM.

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

Date

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

Tuesday, October 15, 2013

Minutes

BOARD OF EDUCATION

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

STATE ADMINISTRATOR

Daniel R. Moirao, Ed.D.

OPEN SESSION:

Call to Order

Mike Foster called the meeting to order at 5:35 PM.

Flag Salute

Mike Foster led in the flag salute.

Public Comment

There were not any comments from the public.

ACTION ITEM

Interview and Appointment to Vacant Board Position

Dr. Moirao said the purpose of this meeting is to interview the candidates who applied for the one Board vacancy. After the candidates have been interviewed each Board member will have a ballot for voting. If necessary, the Board may convene to closed session.

Dr. Moirao said Mike LeBarre was invited to be part of the process since he will become a Board member in December.

Dr. Moirao distributed the applications and candidate questions.

Michael Mungia and Paulette Bumbalough were present.

Questions #1 – Briefly tell us about yourself and your main motivators for wanting to be a SMCJUHSD Board Member.

Michael Mungia

He has lived in Greenfield for 26 years. He attended a charter school in Greenfield and was in the first graduating class from Greenfield High School. He comes from a large family and has been involved in a lot of different functions. He wears many hats with the City of Greenfield. Some of his functions are Director of the Chamber, Planning Commission and is on the finance Board with the city.

He said helping people drives him and he sees different opportunities in the city. He knew he could play a part in the future of individuals.

Paulette Bumbalough

She has lived in the south county area for 13 years, specifically in Greenfield. She has also been involved in a lot of activities in King City. She recently retired after 25 years as the Dean at the Hartnell College King City campus. Education has always been very important to her. A good

education is important for the community. She is also on the Mee Memorial Hospital Board for health services. She is an active Rotary member and is currently working to support the exchange student who is attending King City High School. She is also involved in the chamber and enjoys involvement with small businesses. She said it is important to support local businesses. She attends church in King City and loves the community and enjoys her involvement in both communities. Since her retirement she is now involved in more Greenfield activities.

Question #2 - What do you see as your primary role as a School Board member?

Paulette Bumbalough

As a Board member we represent the community, it is very important to be involved and understand the issues, read material, ask questions, and do any necessary research. She wants to be a good representative for the high schools in the district. She wants the community to know they could come to her for any questions. She hopes to build confidence and respect.

Michael Mungia

He would ensure the Board and schools are on the same path for success. He said he has referred to our website and sees the Board progress. He said it is great having Dr. Moirao's leadership which ensures we continue on the level of success to return the district to local control.

Questions # 3 – Please list (without explanation) the three most critical issues facing the South Monterey County Joint Union High School District.

Michael Mungia

He believed financial management is critical. Being effective and raising the standards is critical to be successful. It is important to ensure the administrative structure is correct and there is communication, everyone should have the same goals and vision in place. It is important to build community involvement within the Board and the schools. It is important for parents and students to play a larger role in involvement. The Board is here to serve the community and students. It is important to promote transparency.

Paulette Bumbalough

We need to be prepared for the Common Core Standards with staff and students. We need to bring back the respect of the community to the district through communication. The Board needs to be ready to resume control over the district in the next 4 years. The district needs to be financially sound and assure students have continuity to grow in grades and accomplishments.

Question #4 – How would you work to communicate and build relationships among Board Members, teachers, staff, students, parents and community?

Paulette Bumbalough

Board members need to be available to staff and teachers. It is important to attend as many activities as possible to show that the Board members are interested and for staff to be aware who the Board members are. Attending professional development days and the sober grad event are several activities. Parents are part of the community and they should know who the Board members are to ask questions. The more a Board member is involved the more they will be approached for questions, and the community will be more comfortable when asking questions.

Michael Mungia

It is important to have a good relationship between Board members and staff, this is key to success. Communication within is also very important. It is important to work to have an open door policy and schedule to meet with staff. Following up on conversations is also very important. It is important to be visible in the community and let everyone know who you are and you are part of the organization. Make sure you understand the issues and support them.

Question #5 - How would you handle differing opinions among Board Members and the State Administrator

Michael Mungia

It is important to hear each Board Member out so you have an understanding. He felt it was important to understand the State Administrator's point of view so you can have a proper dialogue to understand the different points of view. It is important to hear community members out. He felt it was important to support the State Administrator as he is the leader and trying to get the district out of this predicament. He felt the State Administrator has the experience and the lead and has created priorities for the district.

Paulette Bumbalough

People have differences of opinion, respect those opinions and learn from them. We all come from different backgrounds. The issue may be seen as an opportunity, respect should be expected from Board Members and try to understand why there is a difference of opinion. Each party should leave with mutual respect. It is understood the State Administrator has a huge job. She would ask a lot of questions to determine why the decision was made.

Question #6 – If a good friend of yours from the community came up to you after an unpopular decision was made by the State Administrator and asked you why you support that decision, what would you say?

Paulette Bumbalough

She would give the best answer she could. This Board is in an advisory capacity, the State Administrator makes the final decision. She felt the State Administrator has the experience to better explain than she maybe be able. She felt it was important to sit with the individual to hear them out and then suggest they may want to talk to the State Administrator and would assist in the meeting. She felt she may not be able to explain the decision as well as the State Administrator. She felt this would show the individual your knowledge, but suggest they go to the next level if not satisfied. This would show trust in the administration.

Michael Mungia

He felt it was important to be honest with the friend and let them know he supported the decision and was confident with the decision made by the State Administrator. He would recommend if they needed further information or clarification to contact the State Administrator for additional information. He said he would reinforce the decision, it is important for the Board to stand behind decisions, be united.

Question #7 – How will you work with your fellow Board members to assure that once local control returns, that the state will not take over again?

Michael Mungia

It is important to work with his fellow Board members. He said he would need to get more information as to how we got where we are, where we need to go, and further educate himself. Once this is known, then recognize the signs or progress and insure we do not go backwards.

Paulette Bumbalough

Learn from your past. Remember what got the district into this position and stay away from those issues. She suggested the Board be audited to make sure they are on the right track. Professional development should be continued whether it is monthly or quarterly. To become fiscally stable it is important to stay ahead of the game. Assure the communication with the superintendent is active with the administrators. Raise the communication of all members of administration and above.

Question #8 –There is one regular Board Meeting monthly and board packets are available 72 hours in advance for your review. How would you prepare yourself for a board meeting?

Paulette Bumbalough

She would read the entire packet and make notes on any questions. Ask questions before the board meeting. She also felt there is value to asking questions at Board meetings as well. When questions are asked at board meetings it is a learning process for all Board members. It is important to learn which questions to ask at the board meetings with the public in attendance to generate discussion with the rest of the Board members.

Michael Mungia

It is important to read the packet ahead of time. Plan out ahead of time the questions you want to ask. He felt reading the packet is important to be a successful and effective Board member. Ask questions ahead of time with the State Administrator as well as at the board meeting. Asking questions at the board meeting may give a different light on a subject and generate interest from other Board members.

Question #9 – How will you help promote a positive image of the school district?

Michael Mungia

It is important to reinforce values and objectives. The Board members reflect the schools they serve. It is important to be behind the school and support everything that is approved and move forward. It is important to have a positive image.

Paulette Bumbalough

It is important to be positive and have a strong Board and administration. It is important to generate a positive image between the Board and administration in moving forward. This will give the community a positive outlook of the Board. This will also prepare the community when local control is returned. The Board should have a positive attitude and stay away from issues.

Question #10 –How will you help get more parent and community involvement in our schools?

Paulette Bumbalough

The Parent University is excellent to get parents involved. Get the word out you are a member of the Board. She would never hide the fact she is a Board member. The community should know who the Board members are, this would generate more involvement. The Board members should also be able to direct the community to the right resources.

Michael Mungia

Utilize the current opportunities. He said he is also a youth pastor and is able to reach out to the youth; he is also involved in the 4 Cities for Peace. He likes to do flyers and communicate with the youth and parents. He has a lot of energy and encourages parents to get involved and attend events.

Question #11 – In the SMCJUHSD there is an achievement gap between English Language Learners and fluent English speakers. What is the Board’s role in closing the gap?

Michael Mungia

Once we have the information we need to develop an action plan to close the gap. He said since he is not familiar with this, he would need to have more information. It would be important to reach out to parents and students. Identify the issues and create an action plan, reach out to the different departments at the schools. Gathering all of the information is essential in closing the learning gap.

Paulette Bumbalough

It is essential to understand the definition of fluent English. It is important to start with data and watch for change. It would be good to know what is happening at other similar high schools. It would be helpful for the Board to work with the counselors and teachers to reduce the achievement gap. It would also be very helpful to work with the elementary districts and the college. She felt this should be addressed with the Common Core Standards. Communication is essential.

Question #12 – What are your thoughts about unifying as one district with the elementary school districts that we serve?

Paulette Bumbalough

As far as education is concerned it would be better to have a K-12 school district for consistency. Currently the elementary districts and high school district have different calendars. All levels should be addressing the Common Core Standards. All grades should be talking about the Common Core Standards and the English Language Learner requirements should be the same. She is a big believer for continuity, teachers working together and transparency is very important.

Mike Mungia

It would be important to review the different schools and transfer information. Unification would bring unity in the community. It seems like it would be a good way to simplify some of the issues.

Question #13 – What questions do you have of the Board or what closing statement would you like to make in conclusion?

Michael Mungia

He grew up in Greenfield and was in the first graduating class of Greenfield High School. His graduating class had a sense of pride. He knows a lot of the students because of his involvement in the youth groups. He wants the students to be successful in life. The impact of the Board in the community helps shape the district.

Paulette Bumbalough

We have seen how education makes a difference in children and how it affects their adult lives. It affects their whole life and confidence. She has seen children who were lost in school and how it affected their adult life. High school is a life changing experience and she would like to be part of it. She wants to be part of returning the district back to the community and involved in the high schools. She would like to have students return back to their community after they have completed their education.

Mike Foster said he sees leadership and commitment in both candidates. He requested the Board move to close session.

Adjournment (to Closed Session) if necessary

The Board moved into closed session at 6:33 PM.

The Board returned from closed session at 6:45 PM. Dr. Moirao reported both candidates had strengths and appreciated their time this evening.

Dr. Moirao announced Paulette Bumbalough was selected to fill the vacant Board position.

The meeting was adjourned at 6:47 PM.

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

Date

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

SUBJECT: Approval of Consultant Contract with Noli Porter Associates

MEETING: Nov. 13, 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:

During the 2012-2013 Noli Porter and Associates provided administrative coaching for site administrators. In 2013-2014 a majority of the administrative team is new to the district. Ed Porter will provide support to the administrative team on strategies and methods to assist in moving the school district out of Program Improvement.

Recommendation:

It is recommended that the State Administrator approve the contract with Noli Porter and Associates to provide coaching and professional development with the district administrative staff.

Fiscal Impact:

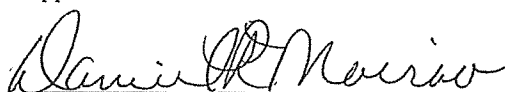
The maximum amount of \$4,500.00 is for services to be rendered throughout the 2013-2014 academic year. To be funded from Title II funds, which are exclusive to professional development, no impact to the general fund.

Submitted By:



Daniel R. Moirao Ed.D.
State Administrator

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

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

AGREEMENT TO FURNISH CONSULTANT SERVICES

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

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

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

I. TERM:

The effective date of the agreement is November 14, 2013 and it terminates June 30, 2014 unless sooner terminate as provided herein.

II. PAYMENT LIMIT

- Consultant shall be compensated at the rate of \$187.50 per hour
- Not to exceed a total of 24 hours or three full days) of service.
- Total payment(s) to Consultant, under this contract shall not exceed \$4500

III. DISTRICT OBLIGATION:

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

IV. CONSULTANT'S OBLIGATION

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

V. CONSULTANT SERVICE DESCRIPTION

- Improve efficiency, effectiveness and functioning of management team in focusing on student needs and teaching and learning practices
- Develop uniform problem solving and change management strategies
- Implement systemic approach to transforming the district and schools
- Plan strategies with State Administrator for meeting district goals and mandates
- Assist in implementation and communication strategies
- Assist in planning periodic review of results

VI. CONFIDENTIALITY

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

VII. ASSIGNMENT

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

VIII. TERMINATION OF AGREEMENT

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

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

IX. DISTRICT'S RIGHT OF RETENTION

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

X. EXTENSION OF TERM

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

XI. SIGNATURES

These signatures attest the parties' agreement hereto:

CONSULTANT / TITLE

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

Date

Date

Social Security Number of Consultant *

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

Preferred contact information:

CONSULTANT / TITLE (Please Print)

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

Phone number

Cell Phone

Account code: _____

CBO signature _____ Date: _____

Routing:

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

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of Accounts Payable Warrants July 1,
2013 to October 31, 2013

MEETING:
November 13, 2013

AGENDA SECTION: 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:

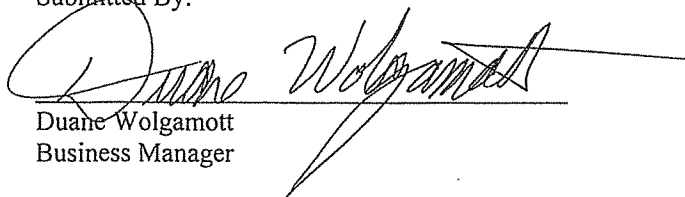
Attached are the accounts payable warrants for October 2013.

Recommendation:


The recommendation is for the State Administrator approve the October accounts payable warrants.

Fiscal Impact:

Submitted By:


Duane Wolgamott
Business Manager

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

Checks Dated 10/01/2013 through 10/31/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12034417	10/01/2013	Alexander B. Chakshiri	01-5200	Mileage Reimbursement		84.41
12034418	10/01/2013	Nathan M. Moreno	01-5200	Mileage Reimbursement		132.22
12034419	10/01/2013	Megan L. Munoz	01-5200	Mileage Reimbursement		84.41
12034420	10/01/2013	Monika C. Myking	01-5200	Mileage Reimbursement		98.53
12034421	10/01/2013	Sean M. Geber	01-5200	Mileage Reimbursement		72.43
12034422	10/01/2013	Stefani D. Goldamer	01-4300	Claim for Reimbursement		40.06
12034423	10/01/2013	Sandra L. Lazzaroni	01-5200	Mileage Reimbursement		72.43
12034424	10/01/2013	Jessica S. Mendoza	01-5200	Mileage Reimbursement		72.43
12034425	10/01/2013	Teresa A. Ybarra	01-5200	Mileage Reimbursement		72.43
12034426	10/01/2013	Faviola Ruby Medina	01-5200	Mileage Reimbursement		79.10
12034427	10/01/2013	Daniel R. Moirao	01-4200	Claim for Reimbursement/Books	145.87	
			01-4300	Claim for Reimbursement/Food	67.44	
			01-5300	Claim for Reimbursement/Rotary	36.00	249.31
12034428	10/01/2013	ACCREDITING COMMISSION	01-5800	Revisit 2013-2014		1,575.00
12034429	10/01/2013	Acorn Media	01-4300	AIG Floristry		1,000.20
12034430	10/01/2013	APPERSON	01-4300	ScanTrons		62.06
12034431	10/01/2013	ARAMARK UNIFORM SERVICES	01-5800	Open PO for Supplies and Materials	9.52	
			13-5800	Open PO for Supplies and Materials	17.57	27.09
12034432	10/01/2013	Atkinson Anderson	01-5810	Labor Relations/Collective Bargaining		5,776.82
12034433	10/01/2013	B&B STEEL	01-4300	ROP supplies for Ag Mech		2,467.64
12034434	10/01/2013	BARRACUDA NETWORKS, INC	01-5300	Backup Cloud Storage		1,200.00
12034435	10/01/2013	BAY SCHOOL, THE	01-5100	Services		7,282.50
12034436	10/01/2013	CA ASSOCIATION FFA	01-4300	AIG FFA Packets		4,803.00
12034437	10/01/2013	CA Department of Justice	01-5860	HR Fingerprints		160.00
12034438	10/01/2013	CA Water Service Company	01-5530	KCHS Water		1,846.02
12034439	10/01/2013	Cannon Sports, Inc	01-4300	Phys. Ed. Uniforms/ Locks		2,678.70
12034440	10/01/2013	CARMEL MARINA CORPORATION	01-5550	KCHS Garbage Fees		2,410.16
12034441	10/01/2013	CDW-G	01-4300	Technology Supplies		737.24
12034442	10/01/2013	Cengage Learning	01-4100	Books and Site License for Computer Classes		6,192.76
12034443	10/01/2013	CSBA	01-5300	Membership Dues		8,033.00
12034444	10/01/2013	Culligan Water Conditioning	13-5800	Water Conditioning		165.77
12034445	10/01/2013	D&H Distributing Company	01-4300	Calculator		507.74
12034446	10/01/2013	Dannis Woliver Kelley / DWK	01-5810	Services		2,065.50
12034447	10/01/2013	EDD-CA Employment Dvlpmnt Dept	01-5800	Summary of Liability		664.62
12034448	10/01/2013	First Alarm Security Svcs Inc	01-5800	Alarm Services		948.48
12034449	10/01/2013	FOLLETT LIBRARY RESOURCES	01-4100	Books		3,613.67
12034450	10/01/2013	Foster Farms Dairy	13-4700	Cafeteria		1,845.32

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

ESCAPE ONLINE

Checks Dated 10/01/2013 through 10/31/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12034451	10/01/2013	GREENFIELD TRUE VALUE	01-4300	Maintenance Supplies		212.56
12034452	10/01/2013	HOBART	13-5600	Food Service equipment repairs		494.16
12034453	10/01/2013	Houghton Mifflin Harcourt Publishing Co.	01-4100	Spanish Textbooks		6,078.51
12034454	10/01/2013	KC Community Scholarships	01-8699	Scholarship Community		250.00
12034455	10/01/2013	Kelly Moore Paint Company	01-4300	Materials and Supplies		520.02
12034456	10/01/2013	KING CITY GLASS	01-5620	Repairs		186.10
12034457	10/01/2013	KING CITY TRUE VALUE HARDWARE	01-4300	Maintenance Supplies	30.67	
				ROP Ag Mech	59.20	
				Technology Supplies	54.96	144.83
12034458	10/01/2013	Linda Grundhoffer	01-5800	Consulting Services		4,752.00
12034459	10/01/2013	Mail Finance	01-5630	Open for Monthly Lease		158.06
12034460	10/01/2013	MATRANGA WHOLESALE FLORISTS	01-4300	Open PO for Matranga	270.04	
				ROP Floral Class	109.50	379.54
12034461	10/01/2013	MCGRAW-HILL	01-4300	Spanish Class Transparencies		91.99
12034462	10/01/2013	Miller, Joshua	01-5800	Scheid Scholarship		500.00
12034463	10/01/2013	Moonlight Mesa Associates	01-4200	Supplemental Novel		491.55
12034464	10/01/2013	NASCO	01-4300	AIG Animal Science	70.75	
				ROP Livestock - Class Supplies	32.48	103.23
12034465	10/01/2013	National Geographic School Pub	01-4100	English Dept. Books		690.58
12034466	10/01/2013	Natl Fed of State HS Assn/NFHS	01-4300	Gate Receipts		18.74
12034467	10/01/2013	Noli-Porter Associates	01-5800	Cabinet Retreat		1,500.00
12034468	10/01/2013	O'Reilly Automotive Stores, Inc	01-4300	Open for Supplies and Materials		149.26
12034469	10/01/2013	OFFICE DEPOT BUSINESS SERVICES	01-4300	Materials and Supplies	97.35	
				Open PO for Office Depot	2.68	
				ROP Ag Dept	53.10	
				Technology Supplies	431.48	
			01-5800	Materials and Supplies	4,470.04	5,054.65
12034470	10/01/2013	PACIFIC GAS AND ELECTRIC CO	01-5510	Utilities	452.39	
			01-5520	Utilities	31,863.49	32,315.88
12034471	10/01/2013	PRAXAIR DISTRIBUTION INC	01-4300	Open PO		668.74
12034472	10/01/2013	SAFETY KLEEN CORP	01-5800	Open PO for Supplies and Materials		238.44
12034473	10/01/2013	School Datebooks	01-4300	Student Planners		2,783.82
12034474	10/01/2013	SHI International Corp	01-5300	Software		102.00
12034475	10/01/2013	Sosa, Randy	Cancelled	Gerolamo Rava Scholarship	1,000.00	*
				Greenfield Village Scholarship	833.00	1,833.00 *
Cancelled on 10/09/2013, Cancel Register # AP10102013						
12034476	10/01/2013	TUCCI LEARNING SOLUTIONS, INC	01-5100	Services		4,726.60

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ESCAPE ONLINE

Checks Dated 10/01/2013 through 10/31/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12034477	10/01/2013	UNITED PARCEL SERVICE	01-5930	Open for fees		23.65
12034478	10/01/2013	Wayside Publishing	01-4100	Spanish Textbooks		2,369.55
12035670	10/08/2013	Joseph R. Martin	01-5200	Claim for Reimbursement/Conference		439.90
12035671	10/08/2013	Katie Elen Greenberg-Trujillo	01-5200	Claim for Reimbursement/Conference		420.98
12035672	10/08/2013	A & G PUMPING, INC	01-5630	Rental of Portable Restrooms		514.75
12035673	10/08/2013	AMERICAN SUPPLY COMPANY	01-4300	Materials and Supplies		6,976.42
12035674	10/08/2013	ARAMARK UNIFORM SERVICES	01-5800	Open PO for Supplies and Materials	136.65	
			13-5800	Open PO for Supplies and Materials	45.55	182.20
12035675	10/08/2013	CA Water Service Company	01-5530	KCHS Water		30.27
12035676	10/08/2013	CITY OF GREENFIELD	01-5530	Water, Sewer, and Garbage	206.13	
			01-5540	Water, Sewer, and Garbage	1,568.83	
			01-5550	Water, Sewer, and Garbage	2,875.20	4,650.16
12035677	10/08/2013	DGS/DEPT OF GENERAL SERVICES	01-5810	Construction of football lighting		156.17
12035678	10/08/2013	EDEN RADIO, Inc	01-4400	Security and Safety Radios		3,841.75
12035679	10/08/2013	Foster Farms Dairy	13-4700	Cafeteria		1,052.59
12035680	10/08/2013	GE Capital	01-5630	Lease of Copier Machines		1,551.35
12035681	10/08/2013	GREENFIELD TRUE VALUE	01-4300	Technology Supplies		54.96
12035682	10/08/2013	KING CITY TRUE VALUE HARDWARE	01-4300	Maintenance Supplies		70.54
12035683	10/08/2013	Mathematics Vision Project	01-4300	MVP Sample Assessments		680.00
12035684	10/08/2013	NEOPOST USA (postage only)	01-5930	Postage		6,000.00
12035685	10/08/2013	PACIFIC GAS AND ELECTRIC CO	01-5510	Utilities	649.79	
			01-5520	Utilities	17,484.52	18,134.31
12035686	10/08/2013	PEDIATRIC THERAPY CENTER INC	01-5800	Home School		462.00
12035687	10/08/2013	SAFEWAY INC	01-4300	Blanket PO for Safeway - PIQE Meeting		220.43
12035688	10/08/2013	Sheraton Grand Sacramento	Cancelled	Aeries Eagle Conference		399.94 *
		Cancelled on 10/23/2013, Cancel Register # AP10242013				
12035689	10/08/2013	SOUTH COAST REGION CATA	01-5200	FFA inservices		375.00
12035690	10/08/2013	Syserco Inc	01-5620	Emergency repairs to EMCS at GHS		1,733.00
12035691	10/08/2013	The Sign Guy	01-5620	Marquee Repair		1,225.00
12035692	10/08/2013	TUCCI LEARNING SOLUTIONS, INC	01-5100	Services		4,010.00
12035693	10/08/2013	United Rentals	01-5630	Lift Rental		2,835.53
12035694	10/08/2013	Uretsky Security	01-5800	Security		4,798.50
12035695	10/08/2013	Valley Athletic	01-4300	Athletic Supplies		1,642.00
12036931	10/15/2013	Megan L. Munoz	01-5200	Mileage Reimbursement		101.14
12036932	10/15/2013	Katie Elen Greenberg-Trujillo	01-5200	Counselor Breakfast		52.85
12036933	10/15/2013	Claudia H. Arellano	01-4300	Claim for Reimbursement	538.94	
			01-5200	Mileage Reimbursement	153.68	692.62

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ESCAPE ONLINE

Checks Dated 10/01/2013 through 10/31/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12036934	10/15/2013	Wendy J. Pospichal	01-5200	Travel Expense Claim		346.91
12036935	10/15/2013	A T & T CALNET 2	Cancelled	CALNET		973.88 *
12036936	10/15/2013	Cancelled on 10/23/2013, Cancel Register # AP10242013 ACSA'S Foundation For Ed Admin	01-5200	ACSA Conference	25.00	
				Superintendents Symposium	545.00	570.00
12036937	10/15/2013	AMERICAN SUPPLY COMPANY	01-4300	Materials and Supplies		231.93
12036938	10/15/2013	ARAMARK UNIFORM SERVICES	01-5800	Open PO for Supplies and Materials		54.18
12036939	10/15/2013	BAY SCHOOL, THE	01-5100	Services		5,277.50
12036940	10/15/2013	CA Department of Justice	01-5860	HR Fingerprints		128.00
12036941	10/15/2013	Cascio Music Co., Inc	01-8699	Music Instruments		5,547.61
12036942	10/15/2013	Central CA Electronics, Inc	01-5620	Repairs		620.39
12036943	10/15/2013	DELL MARKETING LP	01-4400	Dell Computers		161.89
12036944	10/15/2013	EAI Education	01-4300	supplies		116.41
12036945	10/15/2013	Foster Farms Dairy	13-4700	Cafeteria		198.06
12036946	10/15/2013	GREENFIELD TRUE VALUE	01-4300	Maintenance Supplies		13.87
12036947	10/15/2013	HOME DEPOT CREDIT SERVICES Dept. 32-2501271344	01-4300	Ag Supplies	743.33	
				Open PO	237.67	981.00
12036948	10/15/2013	KING CITY TRUE VALUE HARDWARE	01-4300	ROP Ag Mech		13.78
12036949	10/15/2013	Mail Finance	01-5630	Open for Monthly Lease		784.78
12036950	10/15/2013	MATRANGA WHOLESALE FLORISTS	01-4300	Open PO for Matranga		85.03
12036951	10/15/2013	MCGRAW-HILL	Cancelled	Textbook Supplies		43.73 *
12036952	10/15/2013	Cancelled on 10/23/2013, Cancel Register # AP10242013 Monterey Bay Systems, dba	01-5610	School Office Copier - copy count charges		1,421.86
12036953	10/15/2013	Natl Fed of State HS Assn/NFHS	01-4300	Gate Receipts		22.59
12036954	10/15/2013	NEOPOST USA (products)	01-4300	Postage Meter Tape/Labels		39.06
12036955	10/15/2013	North Salinas High School	01-5800	Junior Varsity Volleyball Tournament		275.00
12036956	10/15/2013	NOVELL Tech Subscriptions	01-5800	5 pack service requests		2,600.00
12036957	10/15/2013	O'Reilly Automotive Stores, Inc	01-4300	Open for Supplies and Materials		300.57
12036958	10/15/2013	OFFICE DEPOT BUSINESS SERVICES	01-4300	Materials and Supplies	17.89	
				Materials and Supplies - SPED	126.79	
				Office Depot Open PO for Office Supplies	289.63	
				Open PO for District Supplies	526.43	
				ROP Ag Dept	407.54	
			01-5800	Materials and Supplies	205.93	1,574.21
12036959	10/15/2013	PARTS & SERVICE CENTER-NAPA	01-4300	Open PO for Supplies and Materials		918.89
12036960	10/15/2013	PRAXAIR DISTRIBUTION INC	01-4300	Open PO	520.76	
				ROP Supplies for Ag Mech	299.48	820.24

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ESCAPE ONLINE

Checks Dated 10/01/2013 through 10/31/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12036961	10/15/2013	PURE WATER	01-5800	Drinking Water		142.25
12036962	10/15/2013	RG Fabrication, Inc	01-4300	Open PO		92.65
12036963	10/15/2013	Riddell All American	01-4300	Sports Gear		2,747.35
12036964	10/15/2013	SAFEWAY INC	01-4300	Blanket PO for Safeway--PIQE Meeting	60.96	
				Supplies for Board Study Sessions	76.34	137.30
12036965	10/15/2013	Shred-It San Francisco	01-5800	Fees for shredding		124.77
12036966	10/15/2013	Sosa, Randy	01-5800	DR MIRELES SCHOLAR ATHLETE AWARD	500.00	
				GEROLAMO RAVA SCHOLARSHIP	1,000.00	
				GREENFIELD VILLAGE SCHOLARSHIP	833.00	2,333.00
12036967	10/15/2013	SOUTH COUNTY NEWSPAPERS INC	01-5840	advertising for open board position		591.25
12036968	10/15/2013	STEPHENS REPAIR SHOP, INC	01-5620	Repairs		147.32
12036969	10/15/2013	Susan Brooks	13-5800	Consulting/Training services for Food Services		2,977.95
12036970	10/15/2013	TORO PETROLEUM CORP	01-4310	Open PO for Supplies and Materials		6,788.00
12036971	10/15/2013	UNITED PARCEL SERVICE	01-5930	Open for fees		34.87
12036972	10/15/2013	Vista Higher Learning	01-4100	Textbook		3,590.58
12036973	10/15/2013	VWR International, LLC	01-4300	Science Supplies		341.30
12036974	10/15/2013	Watsonville High School	01-5800	Girls Varsity Volleyball Tournament		250.00
12038526	10/24/2013	Leticia Garcia	01-9910	PERS refund		21.69
12038527	10/24/2013	Silvia H. Perez	01-9910	PERS refund		23.42
12038528	10/24/2013	Margarita L. Espino	01-9910	PERS refund		16.97
12038529	10/24/2013	Mercedes Gpe Felix	01-9910	PERS refund		11.45
12038530	10/24/2013	Amanda M. Fuqua	01-4200	PriorApproval		71.31
12038531	10/24/2013	Katie Elen Greenberg-Trujillo	01-5200	Claim for Reimbursement		672.66
12038532	10/24/2013	Jessica S. Mendoza	01-5200	MCOE Training		38.65
12038533	10/24/2013	Lidia T. Rodriguez	01-5200	Mileage Reimbursement		236.17
12038534	10/24/2013	Faviola Ruby Medina	01-9910	PERS refund		32.29
12038535	10/24/2013	A T & T	01-5910	Monthly Statement		2,681.16
12038536	10/24/2013	ACSA'S Foundation For Ed Admin	01-5300	Katie Trujillo		68.00
12038537	10/24/2013	ARAMARK UNIFORM SERVICES	01-5800	Open PO for Supplies and Materials	54.18	
			13-5800	Open PO for Supplies and Materials	91.10	145.28
12038538	10/24/2013	CA Water Service Company	01-5530	KCHS Water		1,398.23
12038539	10/24/2013	CENTRAL COAST SYSTEMS INC	01-5620	Repairs		490.95
12038540	10/24/2013	Foster Farms Dairy	13-4700	Cafeteria		420.31
12038541	10/24/2013	Gutierrez, Karina	01-5800	Greenfield Cellular Scholarship	500.00	
				State Administrator Scholarship	250.00	750.00
12038542	10/24/2013	Johnson, Linda Faye	01-5200	Mileage Reimbursement		137.86
12038543	10/24/2013	KING CITY UNION SCHOOL DIST	01-4300	Food Service		225.00

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Checks Dated 10/01/2013 through 10/31/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12038544	10/24/2013	LOZANO SMITH	01-5810	Professional Services		1,567.98
12038545	10/24/2013	Maria S. Monroy	01-5800	SPED		1,391.60
12038546	10/24/2013	OFFICE DEPOT BUSINESS SERVICES	01-4300	Technology Supplies		199.85
12038547	10/24/2013	PACIFIC GAS AND ELECTRIC CO	01-5520	Utilities		2,876.11
12038548	10/24/2013	PARTS & SERVICE CENTER-NAPA	01-4300	Open PO for Supplies and Materials		411.30
12038549	10/24/2013	PEDIATRIC THERAPY CENTER INC.	01-5800	Home School		264.00
12038550	10/24/2013	RG Fabrication, Inc	01-4300	Open PO		43.73
12038551	10/24/2013	SAFEWAY INC	01-4300	Blanket PO for Safeway--PIQE Meeting		59.70
12038552	10/24/2013	SMCJUHSD REV FUND #0424-240257	01-5800	Check 1510	247.48	
				Revolving Fund	31.20	
			01-8699	Check 1505	28.75	
			35-5800	Check 1507	500.00	
				Check 1508	500.00	
				Check 1509	500.00	1,807.43
12038553	10/24/2013	TUCCI LEARNING SOLUTIONS, INC	01-5100	Services		3,415.83
12038554	10/24/2013	VAL'S PLUMBING & HEATING INC	01-5620	Repairs		461.51
12038555	10/24/2013	VERIZON WIRELESS SVCS LLC	01-5910	Wireless Modem		138.24
12040389	10/30/2013	James G. Schierer	01-4200	Request to purchase reimbursement		68.00
12040390	10/30/2013	Michael J Onderko	01-5200	Reimbursement/Aeries		672.80
12040391	10/30/2013	Lidia T. Rodriguez	01-5200	Mileage to DO for Report Cards		27.39
12040392	10/30/2013	A T & T CALNET 2	01-5910	CALNET		195.99
12040393	10/30/2013	Aeries Software Inc	01-5850	SIS Renewal		4,675.00
12040394	10/30/2013	Alisal High School	01-5300	Girls Basketball Tournament		350.00
12040395	10/30/2013	AMERICAN SUPPLY COMPANY	01-4300	Materials and Supplies		1,574.71
12040396	10/30/2013	APPERSON	01-4300	Scantron Supplies		37.36
12040397	10/30/2013	ARAMARK UNIFORM SERVICES	13-5800	Open PO for Supplies and Materials		45.55
12040398	10/30/2013	Arredondo, Vanessa	01-5800	GHS Scholarship		500.00
12040399	10/30/2013	ASAP Inc	01-5800	ROP Annual Support & Maint Fees		217.02
12040400	10/30/2013	BMI Educational Services, Inc.	01-4300	classroom reading books		165.63
12040401	10/30/2013	CA State Board of Equalization	01-5800	Report of ex-tax diesel fuel transactions		26.39
12040402	10/30/2013	CAL POLY	01-5200	New Professional Institute Registrations		250.00
12040403	10/30/2013	CCSESA	01-5200	2014 CISC Leadership Symposium		750.00
12040404	10/30/2013	CDW-G	01-4300	Technology Supplies		2,648.86
12040405	10/30/2013	Coast Union High School	01-5300	Coast Union HS Entry Fee		400.00
12040406	10/30/2013	Culligan Water Conditioning	13-5800	Water Conditioning		84.34
12040407	10/30/2013	Dannis Woliver Kelley//DWK	01-5810	Professional Services		2,955.75
12040408	10/30/2013	DATAFLOW BUSINESS SYSTEMS	01-5800	Copier Lease (4)		10,681.32

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Checks Dated 10/01/2013 through 10/31/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12040409	10/30/2013	DELL MARKETING LP	01-4300 01-4400	Laptop Warranty computers Dell Computers	149.00 2,267.04 9,944.86	12,360.90
12040410	10/30/2013	EDUCATIONAL DATA SYSTEMS, INC	01-4300	Test labels		502.85
12040411	10/30/2013	GREENFIELD TRUE VALUE	01-4300	Maintenance Supplies Technology Supplies	230.04 41.52	271.56
12040412	10/30/2013	KING CITY TRUE VALUE HARDWARE	01-4300	Maintenance Supplies ROP Ag Mech	205.51 16.44	221.95
12040413	10/30/2013	KING CITY UNION SCHOOL DIST	13-4300 13-4700	Food Service Contract Food Service Contract	776.00 96,673.10	97,449.10
12040414	10/30/2013	Mail Finance	01-5630	Open for Monthly Lease		158.06
12040415	10/30/2013	MATRANGA WHOLESALE FLORISTS	01-4300	Open PO for Matranga ROP Floral Class	254.78 357.10	611.88
12040416	10/30/2013	MCGRAW-HILL	01-4100	Textbook Supplies		2,030.11
12040417	10/30/2013	Natl Fed of State HS Assn/NFHS	01-4300	Gate Receipts		22.59
12040418	10/30/2013	North Salinas High School	01-5300	Cross Country Entry Fees Monterey Bay Cross Country Meet Fees	45.00 150.00	
			01-5800	The Monterey Bay Cross Country Invitational	150.00	345.00
12040419	10/30/2013	Notre Dame High School	01-5300	Notre Dame HS Girls Invitational JV Basketball Fee		300.00
12040420	10/30/2013	O'Reilly Automotive Stores, Inc	01-4300	Open for Supplies and Materials		19.87
12040421	10/30/2013	OFFICE DEPOT BUSINESS SERVICES	01-4300	Conference-PIQE Office Depot Open PO for Office Supplies Office Supplies Open P.O.	373.72 894.22 3.51 282.12	
				Open PO for District Supplies Technology Supplies	182.85 9.29	1,745.71
12040422	10/30/2013	Pacific Grove High School	01-5300	Pacific Grove Cross Country Fees		244.00
12040423	10/30/2013	PACIFIC TRUCK PARTS INC	01-4300	Supplies and Materials		578.62
12040424	10/30/2013	PRAXAIR DISTRIBUTION INC	01-4300	Open PO		236.48
12040425	10/30/2013	SAFEWAY INC	01-4300	Open PO		16.82
12040426	10/30/2013	San Benito High School	01-5300	Cross Country Fee		175.00
12040427	10/30/2013	SCHOLASTIC INC	01-4300	New York Times Magazines		437.80
12040428	10/30/2013	Shred-It San Francisco	01-5800	Fees for shredding		125.33
12040429	10/30/2013	STEPHENS REPAIR SHOP, INC	01-5620	Repairs		813.04
12040430	10/30/2013	Sysco San Francisco	13-4300 13-4700	Food Service Food Service	1,311.93 10,623.07	11,935.00

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ESCAPE ONLINE

Checks Dated 10/01/2013 through 10/31/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12040431	10/30/2013	TORO PETROLEUM CORP	01-4310	Gas Ag Incentive	92.59	
				Open PO for Supplies and Materials	5,632.97	5,725.56
12040432	10/30/2013	UNITED PARCEL SERVICE	01-5930	Open for fees		48.06
Total Number of Checks					206	414,462.91

	Count	Amount
Cancel	4	3,250.55
Net Issue		<u>411,212.36</u>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	191	292,889.99
13	Cafeteria Fund	14	116,822.37
35	School Facility Program (Regul	1	1,500.00
Total Number of Checks		202	411,212.36
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			<u>411,212.36</u>

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

ESCAPE ONLINE

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

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

MEETING: November 13, 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 the Cash Flow Summary Report for the following funds:

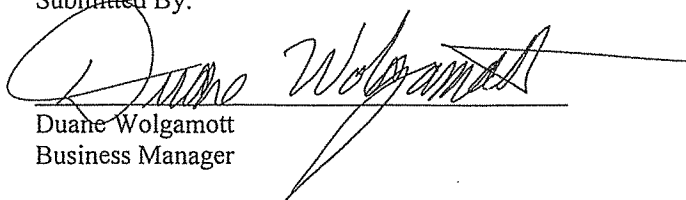
- Fund 01 – General Fund
- Fund 09 – Charter School Fund
- Fund 13 – Cafeteria Fund
- Fund 14 – Deferred Maintenance
- Fund 17 – Special Reserve Fund
- Fund 25 – Capital Facilities Program
- Fund 35 – School Facility Program
- Fund 56 – Debt Service

Recommendation:


This is an information item only.

Fiscal Impact:

Submitted By:


 Duane Wolgamott
 Business Manager

Approved:


 Daniel R. Moirao, Ed.D.
 State Administrator

Fund 01 - Actuals through October

Fiscal Year 2013/14

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
A. BEGINNING CASH	9110		192,857.58	1,650,843.85	1,397,749.79	1,757,805.84			
B. RECEIPTS									
Revenue Limit									
Principal Apportionment	8010-8019		1,228,378.00	1,172,371.00	1,655,812.00	1,186,439.99		5,243,000.99	8,343,228.00
Property Taxes	8020-8079				18,533.72	3,632.83		14,900.89	4,802,118.00
Miscellaneous Funds	8080-8099								104,819.00
Federal Revenues	8100-8299				422,270.66	211,573.61		210,697.05	1,322,830.00
Other State Revenues	8300-8599		35,166.00		197,100.00	66,550.62		298,816.62	1,606,632.00
Other Local Revenues	8600-8799			66,965.56	123,382.30	92,824.43		283,172.29	732,768.00
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		.00	1,263,544.00	1,239,336.56	2,417,098.68	1,130,608.60	.00	6,050,587.84	16,702,757.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999		80,348.05	657,946.37	644,688.18	686,231.49		2,069,214.09	6,779,924.94
Classified Salaries	2000-2999		101,988.10	282,859.78	159,506.17	164,737.82		709,091.87	2,090,214.00
Employee Benefits	3000-3999		72,883.43	246,090.50	240,997.82	244,505.23		804,476.98	2,818,569.00
Books and Supplies	4000-4999		21,646.90	97,440.02	69,223.79	98,797.88			
Offices	5000-5999		174,238.54	102,491.18	119,667.58	185,146.40		581,543.70	2,899,483.64
Capital Outlays	6000-6599				64,398.75			64,398.75	
Other Outgo	7000-7499		11,707.90	24,586.59	915,548.56	24,634.63		976,477.68	1,566,845.00
Interfund Transfers Out	7600-7629								100,000.00
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	462,812.92	1,411,414.44	2,214,030.85	1,404,053.45	.00	5,492,311.66	16,936,696.46
D. BALANCE SHEET TRANSACTIONS									
Assets									
Cash Not In Treasury	9111-9199	900,028.52	319,785.94	310,785.94	580,176.03	44,815.71		95,211.56	
Accounts Receivable	9200-9299	2,099,739.92	1,145,951.25	433,732.06	355,176.47	164,880.14		2,099,739.92	
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330	2,711.00			2,056.50			2,056.50	
Other Current Assets	9340								
Undefined Objects									
SUBTOTAL ASSETS		3,002,479.44	826,165.31	122,946.12	937,409.00	120,064.43	.00	2,006,584.86	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 4, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 01 - Actuals through October		Fiscal Year 2013/14							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
Liabilities									
Accounts Payable	9500-9599	474,580.94	168,922.20-	203,961.67-	209,630.72-	17,570.42-		600,085.01-	
Due To Other Funds	9610	148,538.08			148,538.08-			148,538.08-	
Current Loans	9640								
Deferred Revenues	9650	422,270.66			422,270.66-			422,270.66-	
Undefined Objects									
SUBTOTAL LIABILITIES		1,045,389.68	168,910.12-	203,962.30-	780,420.78-	17,677.02-	.00	1,170,970.22-	
Nonoperating									
Suspense Clearing	9910		12.08	.63-	18.68	106.60-		76.47-	
TOTAL BALANCE SHEET TRANSACTIONS		1,957,089.76-	657,255.19	81,016.18-	156,988.22	102,387.41	.00	835,614.64	
E. NET INCREASE/DECREASE B - C + D			1,457,986.27	253,094.06-	360,056.05	171,057.44-	.00	1,393,890.82	233,939.46-
F. ENDING CASH (A + E)			1,650,843.85	1,397,749.79	1,757,805.84	1,586,748.40			
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 09 - Actuals through October

Fiscal Year 2013/14

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
A. BEGINNING CASH	9110		1,884.57-	1,884.57-	1,884.57-	.00			
B. 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	.00	
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Books and Supplies	4000-4999								
Services	5000-5999								
Capital Outlays	6000-6599								
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	.00	.00	.00	.00	.00	.00	
D. BALANCE SHEET TRANSACTIONS									
Assets									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299		87,641.00	34,672.00		122,313.00-			
Due From Other Funds	9310	1,884.57-			1,884.57			1,884.57	
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Undefined Objects									
SUBTOTAL ASSETS		1,884.57-	87,641.00	34,672.00	1,884.57	122,313.00-	.00	1,884.57	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 4, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 09 - Actuals through October		Fiscal Year 2013/14							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
Liabilities									
Accounts Payable	9500-9599		87,641.00-	34,672.00-		122,313.00			
Due To Other Funds	9610								
Current Loans	9640								
Deferred Revenues	9650								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	87,641.00-	34,672.00-	.00	122,313.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET TRANSACTIONS		1,884.57-	.00	.00	1,884.57	.00	.00	1,884.57	
E. NET INCREASE/DECREASE B - C + D			.00	.00	1,884.57	.00	.00	1,884.57	.00
F. ENDING CASH (A + E)			1,884.57-	1,884.57-	.00	.00			
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 13 - Actuals through October		Fiscal Year 2013/14							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
A. BEGINNING CASH		9110	150,338.61-	150,507.63-	167,055.99-	43,592.72-			
B. RECEIPTS									
Revenue Limit									
Principal Apportionment		8010-8019							
Property Taxes		8020-8079							
Miscellaneous Funds		8080-8099							
Federal Revenues		8100-8299			1,183.47			1,183.47	328,500.00
Other State Revenues		8300-8599			140.92			140.92	30,000.00
Other Local Revenues		8600-8799				424.16-		424.16-	57,500.00
Interfund Transfers In		8910-8929							100,000.00
All Other Financing Sources		8930-8979							
Undefined Objects									
TOTAL RECEIPTS			.00	.00	1,324.39	424.16-	.00	900.23	516,000.00
C. DISBURSEMENTS									
Certificated Salaries		1000-1999							
Classified Salaries		2000-2999		10,151.69	8,874.00	7,612.04		26,637.73	75,878.00
Employee Benefits		3000-3999		6,312.33	6,160.77	3,915.95		16,389.05	49,937.00
Books and Supplies		4000-4999			193.08	112,900.38			
Services		5000-5999		84.34	2,045.63	3,921.99		6,051.96	9,500.00
Capital Outlays		6000-6599			10,831.70			10,831.70	
Other Outgo		7000-7499							
Interfund Transfers Out		7600-7629							
All Other Financing Uses		7630-7699							
Undefined Objects									
TOTAL DISBURSEMENTS			.00	16,548.36	28,105.18	128,350.36	.00	173,003.90	535,173.00
D. BALANCE SHEET TRANSACTIONS									
Assets									
Cash Not In Treasury		9111-9199	254.57-		203.08			203.08	
Accounts Receivable		9200-9299	3,599.55-		3,387.47	424.16		3,811.63	
Due From Other Funds		9310	146,653.51-		146,653.51			146,653.51	
Stores		9320							
Prepaid Expenditures		9330							
Other Current Assets		9340							
Undefined Objects									
SUBTOTAL ASSETS			150,507.63-	.00	150,244.06	424.16	.00	150,668.22	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 4, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 13 - Actuals through October		Fiscal Year 2013/14							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
Liabilities									
Accounts Payable	9500-9599	169.02	169.02-					169.02-	
Due To Other Funds	9610								
Current Loans	9640								
Deferred Revenues	9650								
Undefined Objects									
SUBTOTAL LIABILITIES		169.02	169.02-	.00	.00	.00	.00	169.02-	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET TRANSACTIONS		150,338.61-	169.02-	.00	150,244.06	424.16	.00	150,499.20	
E. NET INCREASE/DECREASE B - C + D			169.02-	16,548.36-	123,463.27	128,350.36-	.00	21,604.47-	19,173.00-
F. ENDING CASH (A + E)			150,507.63-	167,055.99-	43,592.72-	171,943.08-			
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 14 - Actuals through October

Fiscal Year 2013/14

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
A. BEGINNING CASH	9110		.00	.00	.00	.00			
B. 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	.00	
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Books and Supplies	4000-4999								
Commodities	5000-5999								
Capital Outlays	6000-6599								
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	.00	.00	.00	.00	.00	.00	
D. BALANCE SHEET TRANSACTIONS									
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									
SUBTOTAL ASSETS		.00	.00	.00	.00	.00	.00	.00	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 4, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 14 - Actuals through October

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
Liabilities									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Deferred Revenues	9650								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET TRANSACTIONS		.00	.00	.00	.00	.00	.00	.00	
E. NET INCREASE/DECREASE			.00	.00	.00	.00	.00	.00	.00
B - C + D			.00	.00	.00	.00			
F. ENDING CASH (A + E)			.00	.00	.00	.00			
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 17 - Actuals through October

Fiscal Year 2013/14

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
A. BEGINNING CASH	9110		2,970,358.68	2,970,358.68	2,970,358.68	2,974,098.66			
B. 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					3,739.98		3,739.98	14,800.00
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		.00	.00	.00	.00	3,739.98	.00	3,739.98	14,800.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Materials and Supplies	4000-4999								
Services	5000-5999								
Capital Outlays	6000-6599								
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	.00	.00	.00	.00	.00	.00	.00
D. BALANCE SHEET TRANSACTIONS									
Assets									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299				3,739.98	3,739.98-			
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Undefined Objects									
SUBTOTAL ASSETS		.00	.00	.00	3,739.98	3,739.98-	.00	.00	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 4, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 17 - Actuals through October								Fiscal Year 2013/14	
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
Liabilities									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Deferred Revenues	9650								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET TRANSACTIONS		.00	.00	.00	3,739.98	3,739.98-	.00	.00	
E. NET INCREASE/DECREASE B - C + D			.00	.00	3,739.98	.00	.00	3,739.98	14,800.00
F. ENDING CASH (A + E)			2,970,358.68	2,970,358.68	2,974,098.66	2,974,098.66			
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 25 - Actuals through October

Fiscal Year 2013/14

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
A. BEGINNING CASH	9110		453,681.54	453,681.54	458,987.22	459,658.23			
B. 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			5,305.68		1,450.97		6,756.65	10,000.00
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		.00	.00	5,305.68	.00	1,450.97	.00	6,756.65	10,000.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Books and Supplies	4000-4999								
Grants	5000-5999								
Capital Outlays	6000-6599								
Other Outgo	7000-7499								104,674.00
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	.00	.00	.00	.00	.00	.00	104,674.00
D. BALANCE SHEET TRANSACTIONS									
Assets									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299				671.01	671.01-			
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Undefined Objects									
SUBTOTAL ASSETS		.00	.00	.00	671.01	671.01-	.00	.00	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 4, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 25 - Actuals through October		Fiscal Year 2013/14							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
Liabilities									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Deferred Revenues	9650								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET TRANSACTIONS		.00	.00	.00	671.01	671.01-	.00	.00	
E. NET INCREASE/DECREASE B - C + D			.00	5,305.68	671.01	779.96	.00	6,756.65	94,674.00-
F. ENDING CASH (A + E)			453,681.54	458,987.22	459,658.23	460,438.19			
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 35 - Actuals through October

Fiscal Year 2013/14

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
A. BEGINNING CASH	9110		571,259.63	564,451.23	564,451.23	559,741.39			
B. 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					730.32		730.32	3,300.00
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		.00	.00	.00	.00	730.32	.00	730.32	3,300.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Books and Supplies	4000-4999								
ices	5000-5999					1,500.00		1,500.00	
ial Outlays	6000-6599				5,440.16			5,440.16	
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	.00	.00	5,440.16	1,500.00	.00	6,940.16	
D. BALANCE SHEET TRANSACTIONS									
Assets									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299				730.32	730.32-			
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Undefined Objects									
SUBTOTAL ASSETS		.00	.00	.00	730.32	730.32-	.00	.00	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 4, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 35 - Actuals through October		Fiscal Year 2013/14							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
Liabilities									
Accounts Payable	9500-9599	6,808.40	6,808.40-					6,808.40-	
Due To Other Funds	9610								
Current Loans	9640								
Deferred Revenues	9650								
Undefined Objects									
SUBTOTAL LIABILITIES		6,808.40	6,808.40-	.00	.00	.00	.00	6,808.40-	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET TRANSACTIONS		6,808.40	6,808.40-	.00	730.32	730.32-	.00	6,808.40-	
E. NET INCREASE/DECREASE			6,808.40-	.00	4,709.84-	1,500.00-	.00	13,018.24-	3,300.00
F. ENDING CASH (A + E)			564,451.23	564,451.23	559,741.39	558,241.39			
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 56 - Actuals through October

Fiscal Year 2013/14

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
A. BEGINNING CASH	9110		.00	.00	.00	.00			
B. 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	.00	
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Travel and Supplies	4000-4999								
Services	5000-5999								
Capital Outlays	6000-6599								
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	.00	.00	.00	.00	.00	.00	
D. BALANCE SHEET TRANSACTIONS									
Assets									
Cash Not In Treasury	9111-9199	1,248,727.02							
Accounts Receivable	9200-9299								
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Undefined Objects									
SUBTOTAL ASSETS		1,248,727.02	.00	.00	.00	.00	.00	.00	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 4, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 56 - Actuals through October

Fiscal Year 2013/14

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
Liabilities									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Deferred Revenues	9650								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET TRANSACTIONS		1,248,727.02	.00	.00	.00	.00	.00	.00	
E. NET INCREASE/DECREASE B - C + D			.00	.00	.00	.00	.00	.00	.00
F. ENDING CASH (A + E)			.00	.00	.00	.00			
G. Ending Cash, Plus Cash Accruals and Adjustments									

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SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Revenue and Expenditures Report from July 1, 2013 to October 31, 2013

MEETING: November 13, 2013

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

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

Summary:

The attached information shows the Fiscal Year to Date Revenues and Expenditures Report for each fund.

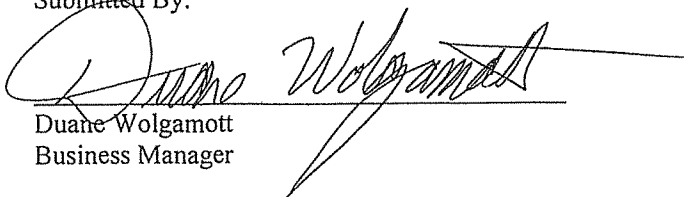
The beginning balances have been posted by the County Office of Education and are now reflected in this report.

Recommendation:

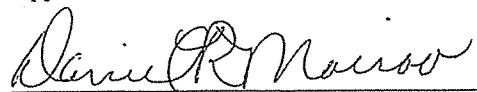
This is an information item only.

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)	13,040,527.00	5,257,901.88		7,782,625.12	60%
Federal Revenue	(8100-8299)	1,322,830.00	210,697.05		1,112,132.95	84%
Other State Revenue	(8300-8599)	1,606,632.00	298,816.62		1,307,815.38	81%
Other Local Revenue	(8600-8799)	732,768.00	283,172.29		449,595.71	61%
Total Revenue		16,702,757.00	6,050,587.84		10,652,169.16	64%
EXPENSES						
Certified Salaries	(1000-1999)	6,779,924.94	2,069,214.09	4,597,154.07	113,556.78	2%
Classified Salaries	(2000-2999)	2,090,214.00	709,091.87	1,163,473.15	217,648.98	10%
Employee Benefits	(3000-3999)	2,818,569.00	804,476.98	1,842,223.51	171,868.51	6%
Supplies and Services	(4000-4999)	681,659.88	287,108.59	185,513.11	209,038.18	31%
Services & Operating Expenses	(5000-5999)	2,899,483.64	586,723.70	682,630.61	1,630,129.33	56%
Capital Outlays	(6000-6999)	.00	64,398.75	.00	(64,398.75)	0%
Other Outgo	(7100-7299, 7400-7499)	1,566,845.00	976,477.68	.00	590,367.32	38%
Total Expenses		16,836,696.46	5,497,491.66	8,470,994.45	2,868,210.35	17%
Operating Surplus/(Deficit)		(133,939.46)	553,096.18	(7,917,898.27)		
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)		(233,939.46)	553,096.18	(7,917,898.27)		
Beginning Fund Balance		2,149,955.00	2,149,947.34	2,149,947.34		
Net Ending Fund Balance		\$1,916,015.54	\$2,703,043.52	(\$5,767,950.93)		
<i>*** calculated ***</i>						
Components of Ending Fund Balance						
Undesignated/Unappropriated - 9790		1,916,015.54	.00			
Ending Fund Balance		1,916,015.54	.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	1,183.47		327,316.53	100%
Other State Revenue	(8300-8599)	30,000.00	140.92		29,859.08	100%
Other Local Revenue	(8600-8799)	57,500.00	(424.16)		57,924.16	101%
Total Revenue		416,000.00	900.23		415,099.77	100%
EXPENSES						
Classified Salaries	(2000-2999)	75,878.00	26,637.73	43,188.18	6,052.09	8%
Employee Benefits	(3000-3999)	49,937.00	16,389.05	20,328.42	13,219.53	26%
Supplies and Services	(4000-4999)	399,858.00	113,093.46	97,099.62	189,664.92	47%
Services & Operating Expenses	(5000-5999)	9,500.00	6,051.96	8,708.82	(5,260.78)	(55)%
Capital Outlays	(6000-6999)	.00	10,831.70	.00	(10,831.70)	0%
Total Expenses		535,173.00	173,003.90	169,325.04	192,844.06	36%
Operating Surplus/(Deficit)		(119,173.00)	(172,103.67)	(341,428.71)		
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)		(19,173.00)	(172,103.67)	(341,428.71)		
Net Ending Fund Balance		(\$19,173.00)	(\$172,103.67)	(\$341,428.71)		
		<i>*** calculated ***</i>				
Components of Ending Fund Balance						
Undesignated/Unappropriated - 9790		(19,173.00)	.00			
Ending Fund Balance		(19,173.00)	.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	3,739.98		11,060.02 75%
Total Revenue		14,800.00	3,739.98		11,060.02 75%
Operating Surplus/(Deficit)		14,800.00	3,739.98	3,739.98	
Net Surplus/(Deficit)		14,800.00	3,739.98	3,739.98	
Beginning Fund Balance		2,970,359.00	2,970,358.68	2,970,358.68	
Net Ending Fund Balance		\$2,985,159.00	\$2,974,098.66	\$2,974,098.66	
	<i>*** calculated ***</i>				
Components of Ending Fund Balance					
	Undesignated/Unappropriated - 9790	2,985,159.00	.00		
	Ending Fund Balance	2,985,159.00	.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	6,756.65		3,243.35	32%
Total Revenue		10,000.00	6,756.65		3,243.35	32%
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)	6,756.65	6,756.65		
Net Surplus/(Deficit)		(94,674.00)	6,756.65	6,756.65		
Beginning Fund Balance		453,682.00	453,681.54	453,681.54		
Net Ending Fund Balance		\$359,008.00	\$460,438.19	\$460,438.19		
<i>*** calculated ***</i>						
Components of Ending Fund Balance						
Undesignated/Unappropriated - 9790		359,008.00	.00			
Ending Fund Balance		359,008.00	.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	730.32		2,569.68	78%
Total Revenue		3,300.00	730.32		2,569.68	78%
EXPENSES						
Services & Operating Expenses	(5000-5999)	.00	1,500.00	.00	(1,500.00)	0%
Capital Outlays	(6000-6999)	.00	5,440.16	.00	(5,440.16)	0%
Total Expenses		.00	6,940.16	.00	(6,940.16)	0%
Operating Surplus/(Deficit)		3,300.00	(6,209.84)	(6,209.84)		
Net Surplus/(Deficit)		3,300.00	(6,209.84)	(6,209.84)		
Beginning Fund Balance		564,452.00	564,451.23	564,451.23		
Net Ending Fund Balance		\$567,752.00	\$558,241.39	\$558,241.39		
		<i>*** calculated ***</i>				
Components of Ending Fund Balance						
Undesignated/Unappropriated - 9790		567,752.00	.00			
Ending Fund Balance		567,752.00	.00			

Fund 56 - Debt Service Fund		Fiscal Year 2014 through 06/30/2014			
	Budget	Actual	Encumbrance	Balance	Avail
Beginning Fund Balance	1,248,728.00	1,248,727.02	1,248,727.02		
Net Ending Fund Balance	\$1,248,728.00	\$1,248,727.02	\$1,248,727.02		
<i>*** calculated ***</i>					
Components of Ending Fund Balance					
Undesignated/Unappropriated - 9790	1,248,728.00	.00			
Ending Fund Balance	1,248,728.00	.00			

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Williams First Quarter Facilities Report

MEETING: November 13, 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:

This is the Facilities first quarter report. The report will be reviewed and repairs made to the items that can be accomplished now. Bigger dollar items will be prioritized and placed on a funding list to be accomplished as funding becomes available.

Recommendation:

The recommendation is being made for the State Administrator to approve and begin to designate funds for the repairs and upkeep of our facilities as money becomes available.


Fiscal Impact:

None at this time.

Submitted By:

John Sims
Director of MOTF

Approved:


Daniel R. Moirao, Ed.D.
State Administrator



WILLIAMS SETTLEMENT LEGISLATION

FIRST QUARTERLY REPORT FOR SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

OCTOBER 2013

This report summarizes the results of the *Williams* Site Visits and documentation reviews at deciles 1, 2, and 3 schools (2012 Base API) for the months of August - September 2013.

SCHOOL FACILITIES:

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

School	Overall Rating	Review Date	Room/Area	Facility Deficiencies Identified	Item # / Category	Emergency	Correction/Action Taken	Corrected On
Greenfield High School	Good	8/20/13	Admin bldg	Paint peeling on down spouts, gutters, eaves, 3 rd year	11 / Hazardous Materials (Int - Ext)			
			101	Carpet tears and waves, trip hazard, 3 rd year	4 / Interior Surfaces			
			106	Carpet tears and waves, trip hazard, 3 rd year	4 / Interior Surfaces			
			Biology Wrk Rm	Water stains ceiling tiles	4 / Interior Surfaces			
			202	Carpet has waves, trip hazard, 3 rd year	4 / Interior Surfaces			
			205	Carpet tears and waves, trip hazard, 3 rd year	4 / Interior Surfaces			
			203	Carpet tears and waves, trip hazard, 3 rd year	4 / Interior Surfaces			
			204	Carpet tears and waves, trip hazard, 3 rd year	4 / Interior Surfaces			
			P602	Rust is present on exterior waves	11 / Hazardous Materials (Int - Ext)			
			P603	Carpet tears and waves, trip hazard	4 / Interior Surfaces			
			P603	Rust under exterior eaves, deteriorating, 3 rd year	11 / Hazardous Materials (Int - Ext)			
			P605	Carpet tears and waves, trip hazard, 3 rd year	4 / Interior Surfaces			

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

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



WILLIAMS SETTLEMENT LEGISLATION

**FIRST QUARTERLY REPORT FOR SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
OCTOBER 2013**

This report summarizes the results of the *Williams* Site Visits and documentation reviews at deciles 1, 2, and 3 schools (2012 Base API) for the months of August - September 2013.

SCHOOL FACILITIES:

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

School	Overall Rating	Review Date	Room/Area	Facility Deficiencies Identified	Item # / Category	Emergency	Correction/Action Taken	Corrected On
Greenfield High School (cont'd)		8/20/13	Boys RR	Water stains ceiling tiles (advised Jose)	4 / Interior Surfaces			
			P609	Carpet tears and waves, trip hazard, 3 rd year	4 / Interior Surfaces			
			P609	Skirting has hole @ ramp entry	12 / Structural Damage			
			P609	Down spout torn protruding metal, injury hazard	13 / Roofs			
			P610	Down spout torn protruding metal injury hazard	13 / Roofs			
			P615	Carpet is worn, stained	4 / Interior Surfaces			
			PE Ofc	Water stains ceiling tiles	4 / Interior Surfaces			
			Auto Shop	Welding area needs better ventilation	2 / Mechanical Systems			
			Unified Arts 402	Water stains ceiling tiles	4 / Interior Surfaces			
			Boys RR	Soap dispensers are broken	4 / Interior Surfaces			
			Boys RR	Paint chipping on hand dryer	11 / Hazardous Materials (Int - Ext)			
			Office Kitchen	Water stains ceiling riles	4 / Interior Surfaces			
			Library	Carpet has waves, trip hazard	4 / Interior Surfaces			

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

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



Monterey County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
 FIRST QUARTERLY REPORT FOR *SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT*
 OCTOBER 2013

This report summarizes the results of the *Williams* Site Visits and documentation reviews at
 deciles 1, 2, and 3 schools (2012 Base API) for the months of August - September 2013.

SCHOOL FACILITIES:

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

School	Overall Rating	Review Date	Room/Area	Facility Deficiencies Identified	Item # / Category	Emergency	Correction/Action Taken	Corrected On
Greenfield High School (cont'd)		8/20/13	Library	Paint peeling on down spouts and gutters, 3 rd year	11 / Hazardous Materials (Int - Ext)			
			102	Damaged blinds	15 / Windows/Doors/Gates/Fences (Int-Ext)			
			606	Missing and damaged screens	15 / Windows/Doors/Gates/Fences (Int-Ext)			
			610	Damaged cove base	4 / Interior Surfaces			
			Drinking fountain at B10/4	Low water pressure	9 / Sinks/Fountains (In-Outside)			

All Schools in Good Repair

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

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



WILLIAMS SETTLEMENT LEGISLATION

FIRST QUARTERLY REPORT FOR SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

OCTOBER 2013

This report summarizes the results of the *Williams* Site Visits and documentation reviews at deciles 1, 2, and 3 schools (2012 Base API) for the months of August - September 2013.

INSTRUCTIONAL MATERIALS:

Schools were reviewed for sufficient textbooks and instructional materials ** as noted below:

School	Review Date	# of Classrooms Visited	Subject / Course	Textbook/Instructional Materials Needed	Grade	Period	Room #	# of Material Missing	Corrected On
Greenfield High School *	8/20/13	27	Math 1	Common Core (460)				449	9/3/13

* Unannounced school(s)
 ** "Sufficient textbooks and instructional materials" means each pupil, including English Language learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home in the four core area (including science laboratory equipment in grades 9-12) as well as, for middle and high school, in foreign language and health.



WILLIAMS SETTLEMENT LEGISLATION

FIRST QUARTERLY REPORT FOR *SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT*

OCTOBER 2013

SCHOOL ACCOUNTABILITY REPORT CARD (SARC):

The 2011-2012 School Accountability Report Card (SARC) (published during the 2012-2013 school year) for the following schools were reviewed to determine the accuracy of the information reported for sufficiency of textbooks and instructional materials and safety, cleanliness, and adequacy of school facilities, including "good repair."

School	SARC Review Date	Instructional Materials Discrepancies	Facility Conditions Discrepancies (Facility Inspection Tool)
Greenfield High			

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Monterey County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
FIRST QUARTERLY REPORT FOR *SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT*
OCTOBER 2013

SCHOOL ACCOUNTABILITY REPORT CARD (SARC):

The 2011-2012 School Accountability Report Card (SARC) (published during the 2012-2013 school year) for the following schools were reviewed to determine the accuracy of the information reported for sufficiency of textbooks and instructional materials and safety, cleanliness, and adequacy of school facilities, including "good repair."

School	SARC Review Date	Instructional Materials Discrepancies	Facility Conditions Discrepancies (Facility Inspection Tool)
Greenfield High	August 27, 2013	Not Accurate- <i>SARC in Spanish does not list the titles of the textbooks nor the date of adoption.</i>	Accurate

SARC lacks information in Spanish

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Site Enrollment, Attendance, and Referral Statistics MEETING: November 13, 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 are reports for each site indicating enrollment, attendance, and discipline.

Recommendation:

This is an informational 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 3

Page 1

Day #	Date	Holiday	Enrollment	Apportionment	Difference	Percent Present
41	9/30/2013		937	875	62	93.38%
42	10/1/2013		937	893	44	95.30%
43	10/2/2013		937	899	38	95.94%
44	10/3/2013		937	903	34	96.37%
45	10/4/2013		937	896	41	95.62%
46	10/7/2013		937	859	78	91.68%
47	10/8/2013		936	892	44	95.30%
48	10/9/2013		936	906	30	96.79%
49	10/10/2013		939	890	49	94.78%
50	10/11/2013		939	890	49	94.78%
51	10/14/2013		938	870	68	92.75%
52	10/15/2013		938	899	39	95.84%
53	10/16/2013		939	900	39	95.85%
54	10/17/2013		938	882	56	94.03%
55	10/18/2013		938	890	48	94.88%
56	10/21/2013	@	0	0	0	
57	10/22/2013		938	891	47	94.99%
58	10/23/2013		939	893	46	95.10%
59	10/24/2013		939	905	34	96.38%
60	10/25/2013		938	891	47	94.99%
Month 3 Average:			937.74	890.74		94.99%

Greenfield High School

11/5/2013

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Discipline Distribution Report from 10/1/2013 to 10/31/2013

Page 1

Code # and Name	Total	Grade				Sex		Hispanic/Latino?	Race (Not Hispanic)						
		9	10	11	12	F	M	Y	100	200	300	400	600	700	
04 *Assault (E) 48900 (a)(2)	6	1	3	1	1	-	6	6	-	-	-	-	-	-	-
07 *Drugs, Paraphernalia (E)	1	1	-	-	-	1	-	1	-	-	-	-	-	-	-
08 *Drugs, Possession of (E)	3	1	1	-	1	2	1	3	-	-	-	-	-	-	-
10 *Drugs, Use of (E) 48900 (2	1	1	-	-	2	-	2	-	-	-	-	-	-	-
33 Academic Code Violation (1	1	-	-	-	1	-	1	-	-	-	-	-	-	-
36 Behavior, Defiance (E) 489	19	6	4	6	3	2	17	19	-	-	-	-	-	-	-
37 Behavior, Disobedience (E)	8	5	1	2	-	2	6	8	-	-	-	-	-	-	-
38 Behavior, Disruptive (E) 48	20	8	7	4	1	2	18	20	-	-	-	-	-	-	-
39 Behavior, Inappropriate (E)	4	2	-	2	-	-	4	4	-	-	-	-	-	-	-
41 Class Rules, Violation of	3	1	2	-	-	-	3	3	-	-	-	-	-	-	-
41-19- Class, Leave without Permi	1	-	-	1	-	-	1	1	-	-	-	-	-	-	-
41-19- Dangerous Object	4	1	1	2	-	-	4	4	-	-	-	-	-	-	-
47 Disruption of School Activiti	2	1	1	-	-	-	2	2	-	-	-	-	-	-	-
48 Dress, Code Violation	3	-	-	3	-	-	3	3	-	-	-	-	-	-	-
49 Dress, Gang Related	1	-	-	1	-	-	1	1	-	-	-	-	-	-	-
51 Driving, Abuse of	3	-	1	2	-	-	3	3	-	-	-	-	-	-	-
52 Fighting (E) 48900 (a)(1)	3	3	-	-	-	-	3	3	-	-	-	-	-	-	-
58 Harassment (E) 48900.4	1	1	-	-	-	-	1	1	-	-	-	-	-	-	-
64 Language, Obscene (E) 48	1	-	-	-	1	-	1	1	-	-	-	-	-	-	-
65 Language, Profanity (E) 48	2	1	1	-	-	1	1	2	-	-	-	-	-	-	-
71 Off Limits	4	3	1	-	-	-	4	4	-	-	-	-	-	-	-
74 Profanity (E) 48900 (i)	1	-	-	1	-	-	1	1	-	-	-	-	-	-	-
76 School Rules, Violation of	1	-	-	1	-	-	1	1	-	-	-	-	-	-	-
85 Threats to Students (E) 48	1	-	-	-	1	-	1	1	-	-	-	-	-	-	-
88 Tobacco, Use of (E) 48900	1	1	-	-	-	1	-	1	-	-	-	-	-	-	-

Greenfield High School

11/5/2013

2013-2014

Discipline Distribution Report from 10/1/2013 to 10/31/2013

Page 2

Code # and Name	Total	Grade				Sex		Hispanic/Latino?	Race (Not Hispanic)					
		9	10	11	12	F	M	Y	100	200	300	400	600	700
Totals:	96	38	24	26	8	14	82	96	-	-	-	-	-	-

King City High School

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2013-2014

Daily Apportionment for Month 3

Page 1

Day #	Date	Holiday	Enrollment	Apportionment	Difference	Percent Present
41	9/30/2013		935	877	58	93.80%
42	10/1/2013		935	878	57	93.90%
43	10/2/2013		935	897	38	95.94%
44	10/3/2013		934	888	46	95.07%
45	10/4/2013		935	884	51	94.55%
46	10/7/2013		935	875	60	93.58%
47	10/8/2013		935	890	45	95.19%
48	10/9/2013		933	900	33	96.46%
49	10/10/2013		931	892	39	95.81%
50	10/11/2013		930	883	47	94.95%
51	10/14/2013		930	869	61	93.44%
52	10/15/2013		930	885	45	95.16%
53	10/16/2013		929	889	40	95.69%
54	10/17/2013		928	887	41	95.58%
55	10/18/2013		929	883	46	95.05%
56	10/21/2013	@	0	0	0	
57	10/22/2013		927	890	37	96.01%
58	10/23/2013		926	892	34	96.33%
59	10/24/2013		927	903	24	97.41%
60	10/25/2013		927	899	28	96.98%
Month 3 Average:			931.11	887.42		95.31%

King City High School

11/5/2013

2013-2014

Discipline Distribution Report from 10/1/2013 to 10/31/2013

Page 1

Code # and Name	Total	Grade				Sex		Hispanic/Latino?	Race (Not Hispanic)						
		9	10	11	12	F	M	Y	100	200	300	400	600	700	
04 *Assault (E) 48900 (a)(2)	2	-	1	-	1	2	-	2	-	-	-	-	-	-	-
07 *Drugs, Paraphernalia (E)	2	1	-	1	-	-	2	2	-	-	-	-	-	-	-
08 *Drugs, Possession of (E)	1	-	1	-	-	-	1	1	-	-	-	-	-	-	-
10 *Drugs, Use of (E) 48900 (1	-	1	-	-	-	1	1	-	-	-	-	-	-	-
18 *Property, Destruction of (E)	1	-	-	-	1	-	1	-	-	-	-	-	-	-	1
36 Behavior, Defiance (E) 489	1	-	-	-	1	-	1	1	-	-	-	-	-	-	-
47 Disruption of School Activiti	10	3	4	1	2	-	10	10	-	-	-	-	-	-	-
52 Fighting (E) 48900 (a)(1)	7	1	4	1	1	2	5	7	-	-	-	-	-	-	-
73 Saturday School, No Show	3	-	-	-	3	-	3	2	-	-	-	-	-	-	1
Totals:	28	5	11	3	9	4	24	26	-	-	-	-	-	-	2

Portola-Butler Contin. High School

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MONTHLY ATTENDANCE SUMMARY/CONTINUATION

Page 1

Month 3 - From 09/30/2013 Through 10/25/2013

Regular Program												
	A	B	C	D	E	F	G	H	I	J	K	L
Grade Level	Days Taught	Enrollment Carried Forward	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enrolld	Maximum Hours	Apportnd Hours	Credited Hours	Total Apportnd Hours (I+J)	TOTAL ADA (K / 3 / A)
11 TOTAL	19	16	0	16	0	16	3	903.00	867.75	12.25	880.00	15.44
12 TOTAL	19	59	7	66	2	64	119	3405.00	2999.58	79.50	3079.08	54.02
PROGRAM TOTAL	19	75	7	82	2	80	122	4308.00	3867.33	91.75	3959.08	69.46

96.1%
88.1%
89.8%

Program F From Charter End of Year												
	A	B	C	D	E	F	G	H	I	J	K	L
Grade Level	Days Taught	Enrollment Carried Forward	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enrolld	Maximum Hours	Apportnd Hours	Credited Hours	Total Apportnd Hours (I+J)	TOTAL ADA (K / 3 / A)
12 TOTAL	19	3	0	3	0	3	0	171.00	161.00	2.25	163.25	2.86
PROGRAM TOTAL	19	3	0	3	0	3	0	171.00	161.00	2.25	163.25	2.86

94.2%

Program I Independent Study												
	A	B	C	D	E	F	G	H	I	J	K	L
Grade Level	Days Taught	Enrollment Carried Forward	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enrolld	Maximum Hours	Apportnd Hours	Credited Hours	Total Apportnd Hours (I+J)	TOTAL ADA (K / 3 / A)
12 TOTAL	19	3	1	4	0	4	14	186.00	12.00	0.00	12.00	0.21
PROGRAM TOTAL	19	3	1	4	0	4	14	186.00	12.00	0.00	12.00	0.21

6.45%

Portola-Butler Contin. High School

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2013-2014

MONTHLY ATTENDANCE SUMMARY/CONTINUATION

Page 2

Month 3 - From 09/30/2013 Through 10/25/2013

Program X Fifth year senior												
	A	B	C	D	E	F	G	H	I	J	K	L
Grade Level	Days Taught	Enroll-ment Carried Forward	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enrolld	Maximum Hours	Apportnd Hours	Credited Hours	Total Apportnd Hours (I+J)	TOTAL ADA (K / 3 / A)
12 TOTAL	19	9	0	9	1	8	12	477.00	371.75	15.25	387.00	6.79
PROGRAM TOTAL	19	9	0	9	1	8	12	477.00	371.75	15.25	387.00	6.79

77.9 %

Preparer's Signature _____

Date _____

Principal's Signature _____

Date _____

To the best of my knowledge, the information contained on this document is accurate and complete.

Portola-Butler Contin. High School

11/5/2013

2013-2014

Discipline Distribution Report from 10/1/2013 to 10/31/2013

Page 1

Code # and Name	Total	Grade				Sex		Hispanic/Latino?	Race (Not Hispanic)						
		9	10	11	12	F	M	Y	100	200	300	400	600	700	
36 Behavior, Defiance (E) 489	1	-	-	-	1	-	1	1	-	-	-	-	-	-	-
47 Disruption of School Activiti	1	-	-	-	1	-	1	1	-	-	-	-	-	-	-
52 Fighting (E) 48900 (a)(1)	1	-	-	-	1	-	1	1	-	-	-	-	-	-	-
73 Saturday School, No Show	2	-	-	-	2	-	2	2	-	-	-	-	-	-	-
Totals:	5	-	-	-	5	-	5	5	-	-	-	-	-	-	-

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: First Reading Board Policies

MEETING: November 13, 2013

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

- 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:

BB 9010 Public Statements (new)

BP 0520.2 Title I Program Improvement Schools (new)

AR 0520.2 Title I Program Improvement Schools (new)

E 0520.2 Title I Program Improvement Schools (new)

BP 0520.3 Title I Program Improvement Districts (new)

AR 0520.3 Title I program Improvement Districts (new)

BP 1431 Waivers (revised)

BP 3311 Bids (revised)

AR 3311 Bids (revised)

BP 3350 Travel Expenses (revised)

BP 6183 Home and Hospital Instruction (new)

AR 6183 Home and Hospital Instruction (revised)

BB 9250 Remuneration, Reimbursement and Other Benefits (revised)

E 9250 Remuneration, Reimbursement and Other Benefits (new)

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:

No fiscal impact

Submitted By:



Daniel R. Moirao, Ed.D.

State Administrator

Approved:



Daniel R. Moirao, Ed.D.

State Administrator

Philosophy, Goals, Objectives and Comprehensive Plans

Title I Program Improvement Districts

~~***Note: The following optional policy is for use by districts that receive federal Title I funds. Pursuant to the No Child Left Behind Act of 2001 (20 USC 6316), districts receiving Title I funds are identified for "program improvement" (PI) if they fail to make "adequate yearly progress" (AYP), as defined by the State Board of Education (SBE), for two or more consecutive school years. According to the criteria, a district is identified for PI if, for each of two consecutive years, it either (1) does not make AYP in the same content area (English language arts or mathematics) and does not meet annual measurable objectives in the same content area in each grade span (grades 2-5, 6-8, and 10), or (2) does not make AYP on the same indicator (Academic Performance Index or graduation rate) districtwide. Certain districts may be exempt for one year based on "safe harbor" criteria developed by the SBE. If the district believes that the identification is in error, it may appeal to the California Department of Education (CDE).***~~

~~***Note: For further information about the identification of PI districts, see the CDE's 2007 Adequate Yearly Progress Report Information Guide. See BP/AR 0520.2 Title I Program Improvement Schools for requirements pertaining to individual schools identified for PI or for single school districts.***~~

The Governing Board shall annually review and analyze the district's performance in making adequate yearly progress (AYP) toward student achievement standards, in accordance with criteria established by the State Board of Education (SBE). The Board's review shall include an evaluation of whether district improvement efforts are aligned and adequately focused on increasing achievement levels for all students. As necessary, the Board and the Superintendent or designee shall take steps to improve district operations and programs to enable students to achieve proficiency.

(cf. 0500 - Accountability)

(cf. 6011 - Academic Standards)

(cf. 6162.51 - Standardized Testing and Reporting Program)

Early Warning Program

~~***Note: Education Code 52055.57 establishes the voluntary Early Warning Program described below, which is applicable to districts at risk of being identified for PI within two years.***~~

In the event that the district is provided notice by the California Department of Education (CDE) that it is in danger of being identified for program improvement (PI) within two years under the federal No Child Left Behind Act, the Board shall determine whether to participate in the voluntary Early Warning Program. If the Board elects to have the district participate in the program, the district shall conduct a voluntary self-assessment using research-based criteria provided by the CDE and may revise its Title I local

educational agency (LEA) plan based on the results of that assessment. (Education Code 52055.57)

(cf. 6171 - Title I Programs)

Year 1-2 PI: Revision and Implementation of LEA Plan

~~***Note: 20 USC 6316 and Education Code 52055.57 establish requirements for districts that are identified as PI districts. See the accompanying administrative regulation for related requirements.***~~

In the event that the district is identified for PI by the CDE, the State Administrator/Superintendent or designee shall, in accordance with law and administrative regulation, notify parents/guardians, administer a district self-assessment process, and revise the LEA plan. (20 USC 6316; Education Code 52055.57)

~~***Note: The CDE recommends that districts develop an addendum to the LEA plan rather than revising the entire plan and has developed a template for this purpose; see the accompanying administrative regulation. The template indicates that the addendum must be approved by the Board and sent to the CDE.***~~

The revised LEA plan or plan addendum shall be approved by the Board and submitted to the CDE. The Superintendent or designee shall regularly report to the Board regarding the implementation of the plan during Years 1 and 2 of the program.

The State Administrator/Superintendent or designee shall utilize available state and local resources to identify specific problems contributing to low student achievement and provide technical assistance and support to resolve those problems. He/she also shall work closely with individual school sites to raise student achievement in accordance with school plans.

(cf. 0520.2 - Title I Program Improvement Schools)

Year 3 PI: Corrective Action

~~***Note: Education Code 52055.57 specifies actions that may be taken by the SBE, upon recommendation by the Superintendent of Public Instruction, if a district fails to make AYP by the end of the second year of PI; see the accompanying administrative regulation.***~~

If the district does not make AYP after two years of receiving program funding, the Board shall cooperate with the Superintendent of Public Instruction (SPI) and the SBE in the identification and implementation of appropriate corrective actions.

~~***Note: Pursuant to Education Code 52055.57, one of the possible state actions is to require-~~

~~the district to contract with a district assistance and intervention team (DAIT) with the duties specified in Education Code 52059. As amended by AB 519 (Ch. 757, Statutes of 2008), Education Code 52059 requires the district to reserve funding from its program grant to cover the entire cost of the team before using that funding for other reform activities. Education Code 52059, as amended, also requires the DAIT to complete a needs assessment and a report of recommendations not later than 120 days after being assigned to the district or by the next regularly scheduled SBE meeting after the expiration of the 120 days.***~~

The Board shall enter into a contract with a district assistance and intervention team (DAIT) whenever the SPI and SBE determine this to be the most appropriate corrective action. Upon receiving a report of recommendations from the DAIT: (Education Code 52055.57, 52059)

- 1. The Board may, not later than 30 days after completion of the report, appeal to the SPI to be exempted from implementing one or more of the report's recommendations.**
- 2. Not later than 60 days after completion of the report, the Board shall, at a regularly scheduled meeting, adopt the report recommendations, as modified by any exemptions granted by the SPI.**

~~***Note: The CDE's Blueprint for District Assistance and Intervention provides information about the DAIT process, including the role of DAIT team members and the district's leadership team.***~~

The State Administrator/Superintendent or designee shall establish a district leadership team to collaborate with the DAIT in the development and implementation of an action plan to address high-priority needs. This team may include site and district administrators, teacher leaders, special education teachers, English learner experts, fiscal officers, and other key personnel, as appropriate.

The Board and the Superintendent or designee shall monitor the district's progress in implementing the DAIT's recommendations and shall continually use student performance data to determine whether additional district or school site changes are necessary to improve student achievement.

Legal Reference:

EDUCATION CODE

52055.57-52055.59 Districts identified or at risk of identification for program improvement

52059 Statewide system of school support

UNITED STATES CODE, TITLE 20

- 6301 Title I program purpose
 - 6311 Adequate yearly progress
 - 6312 Local educational agency plan
 - 6316 School and district improvement
 - 6321 Fiscal responsibilities
- CODE OF FEDERAL REGULATIONS, TITLE 34**
- 200.13-200.20 Adequate yearly progress
 - 200.30-200.35 Identification of program improvement schools
 - 200.36-200.38 Notification requirements
 - 200.52-200.53 District improvement

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Blueprint for District Assistance and Intervention, 2008

2007 Adequate Yearly Progress Report Information Guide, August 2007

A Training Guide for Local Educational Agencies and Schools: Program Improvement, September 2006

U.S. DEPARTMENT OF EDUCATION GUIDANCE

LEA and School Improvement Non-Regulatory Guidance, rev. July 21, 2006

WEB SITES

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

California Department of Education, Program Improvement:

<http://www.cde.ca.gov/ta/ac/ti/programimprov.asp>

U.S. Department of Education, No Child Left Behind: <http://www.nclb.gov>

(11/04 11/05) 11/08

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: November 13, 2013

Adopted:

King City, California

Philosophy, Goals, Objectives and Comprehensive Plans

Title I Program Improvement Districts

~~***Note: The following optional administrative regulation is for use by districts that receive federal Title I funds. The No Child Left Behind Act of 2001 (20 USC 6316) and Education Code 52055.57 establish requirements for districts receiving Title I funds that are identified for program improvement (PI) after failing to make "adequate yearly progress" (AYP), as defined by the State Board of Education (SBE), for two or more consecutive years.***~~

Year 1-2 Program Improvement (PI): Revision and Implementation of LEA Plan

Whenever the district is notified that it has been identified for PI under the federal No Child Left Behind Act, the district shall complete all of the following actions:

~~***Note: Pursuant to 20 USC 6316, the California Department of Education (CDE) must work with districts to arrange for the notification of the parents/guardians of students enrolled in a PI district. The CDE has developed a template that may be used by districts to develop the parent notification required in item #1 below, and encourages districts to include additional information regarding student achievement in the district and the steps that will be taken to improve student achievement. CDE correspondence dated August 31, 2007, indicates that the parent notification should be sent within 30 days of the district's identification. Both the CDE and the U.S. Department of Education's (USDOE) non-regulatory guidance (LEA and School Improvement Non-Regulatory Guidance, July 21, 2006) indicate that the notice should be provided directly through regular mail or electronic mail and indirectly using the Internet, the media, or public agencies.***~~

1. Promptly notify parents/guardians of each district student regarding the district's PI status, the reasons for the identification, and how parents/guardians can participate in upgrading the quality of the district's programs. The notification shall be in a format and, to the extent practicable, in a language the parents/guardians can understand. (20 USC 6316)

(cf. 5145.6 - Parental Notifications)

~~***Note: Education Code 52055.57 requires PI districts to conduct a self-assessment using materials and criteria provided by the CDE. Among the tools required by the CDE is the District Assistance Survey, which assesses how the district supports its schools in the areas of standards-based curriculum, instruction, and assessment; professional development; human resources; data systems, data analysis, and ongoing monitoring; parent and community involvement; fiscal operations; and governance and leadership. PI districts are also required to complete the English Learner Subgroup Self Assessment and Least Restrictive Environment Self Assessment to analyze the needs of English learners and students with disabilities.***~~

2. Conduct a self-assessment using materials and criteria based on current research

and provided by the California Department of Education. (Education Code 52055.57)

~~***Note: AB 519 (Ch. 757, Statutes of 2008) amended Education Code 52055.57 to provide that districts are required to complete the actions in item #3 below only when funding is provided in the state Budget Act or other statutes.***~~

3. Contingent upon state funding, contract with a county office of education or another external entity, no later than 90 days after the district is identified for PI and after working with the County Superintendent of Schools, for both of the following purposes: (Education Code 52055.57)

a. Verifying the fundamental teaching and learning needs in district schools as determined by the self-assessment and identifying the specific academic problems of low-achieving students, including a determination as to why the prior Title I local educational agency (LEA) plan failed to increase student academic achievement

b. Ensuring that the district receives intensive support and expertise to implement reform initiatives in the LEA plan

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6171 - Title I Programs)

~~***Note: The CDE recommends that districts develop an addendum to the LEA plan, rather than a complete revision, to accomplish the goals specified in item #4 below.***~~

4. Within three months after the district's identification for PI, develop or revise the LEA plan in consultation with parents/guardians, school staff, and others. This plan shall reflect the findings of the self-assessment and shall: (20 USC 6316; 34 CFR 200.52; Education Code 52055.57)

a. Incorporate scientifically based research strategies that will strengthen the core academic program in district schools

b. Identify actions that have the greatest likelihood of improving student achievement in meeting the state's academic achievement standards

~~***Note: Pursuant to 20 USC 6316, a PI district must reserve at least 10 percent of its Title I funds for professional development, as provided in item #4c below. This reserve may include the 10 percent of Title I funds that individual PI schools reserve for professional development; see BP 0520.2 Title I Program Improvement Schools. However, the district may not include the amount reserved by the district to help teachers meet the definition of "highly qualified teachers"; see BP/AR 4112.24 Teacher Qualifications Under the No Child Left Behind Act.***~~

c. Address the professional development needs of the instructional staff by committing

to spending at least 10 percent of the district's allocation of Title I, Part A, funds for professional development

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

d. Include specific measurable achievement goals and targets for each of the student subgroups identified pursuant to 20 USC 6311, especially those that did not make adequate yearly progress (AYP)

e. Address the fundamental teaching and learning needs in the district's schools and the specific academic problems of low-achieving students, including a determination of why the district's prior plan failed to bring about increased student academic achievement

f. Incorporate, as appropriate, student learning activities before school, after school, during the summer, and during any extension of the school year

(cf. 5148.2 - Before/After School Programs)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer School)

(cf. 6179 - Supplemental Instruction)

g. Specify the responsibilities of the district and the state under the plan, including the district's fiscal responsibilities under 20 USC 6321 and the technical assistance to be provided by the state

h. Include strategies to promote effective parent/guardian involvement in district schools

(cf. 6020 - Parent Involvement)

~~***Note: AB 519 (Ch. 757, Statutes of 2008) amended Education Code 52055.57 to require districts to complete the action in item #5 below only if funding is provided in the state Budget Act or other statutes.***~~

5. Contingent upon state funding, after working with the County Superintendent or an external verifier, contract with an external provider to provide support and implement recommendations to assist the district in resolving shortcomings identified in the verified self-assessment (Education Code 52055.57)

~~***Note: USDOE non-regulatory guidance (LEA and School Improvement Non-Regulatory Guidance, July 21, 2006) clarifies that the revised LEA plan should be implemented immediately in the current school year following plan development.***~~

6. Implement the LEA plan expeditiously, but not later than the beginning of the next school year after the school year in which the district administered the assessments that resulted in its PI identification (20 USC 6316; 34 CFR 200.52; Education Code 52055.57)

The district shall exit PI status when it makes AYP for two consecutive years. (20 USC 6316; 34 CFR 200.53; Education Code 52055.57)

Year 3 PI: Corrective Action

~~***Note: If the district fails to make AYP by the end of the second year in PI, it is subject to corrective action pursuant to 20 USC 6316 and Education Code 52055.57. The SBE must take at least one of the following sanctions upon the recommendation of the Superintendent of Public Instruction: (1) replacement of district staff who are relevant to the district's inability to make adequate progress; (2) removal of individual schools from the district's jurisdiction; (3) appointment of a trustee to administer the district; (4) abolishment or restructuring of the district; (5) implementation of a new curriculum based on state content and achievement standards, including provision of research-based professional development for all relevant staff; (6) deferment of programmatic funds or reduction of administrative funds; and (7) in conjunction with any of items #1-6, authorization for students to transfer to a higher performing school in another district and to be provided transportation. In addition, the SBE may require the district to contract with a district assistance and intervention team (DAIT).***~~

~~***Note: AB 519 (Ch. 757, Statutes of 2008) amended Education Code 52055.57 to require the SBE to approve objective criteria by which a district identified for corrective action will be evaluated to determine the pervasiveness and severity of its performance problems and the sanction to be imposed. These criteria will be used to determine the amount of the one-year nonrenewable grant of federal improvement funding that may be given to the district to assist in its improvement process, with the highest grants going to districts with more pervasive and severe problems.***~~

If the district fails to make AYP by the end of the second year in PI, it shall be subject to corrective actions determined by the State Board of Education (SBE). (20 USC 6316; 34 CFR 200.53; Education Code 52055.57)

~~***Note: Pursuant to Education Code 52055.57, a district that has received one of the sanctions listed in items #1-7 above, and has not exited the program, shall appear before the SBE within three years to review its progress. The district, DAIT, or County Superintendent may provide testimony and written data, and the SBE may approve an alternative sanction or other appropriate action.***~~

If the SBE takes any corrective action other than, or in addition to, the appointment of a district assistance and intervention team (DAIT), the State Administrator/ Superintendent or designee shall appear before the SBE within Year 3 of PI to review the district's

progress. The Superintendent or designee, the DAIT, and/or the County Superintendent shall provide testimony and written data sufficient for the SBE to determine whether an alternative corrective action is needed. (Education Code 52055.57)

(11/04 11/05) 11/08

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
First Reading: November 13, 2013
Adopted: King City, California

BP 1431 Community Relations

Waivers

~~The Governing Board may request that the State Board of Education waive certain provisions of the Education Code, Title 5 regulations, or the federal law when such provisions prevent the district from offering its students the best possible educational program. The Superintendent or designee, advisory committees, or site councils shall identify the need for the Board to submit waiver requests and shall provide the Board with the necessary information to analyze the need for the waiver.~~

~~The Board shall hold a properly noticed public hearing on all waiver requests. (Education Code 33050)~~

~~(cf. 9320—Meetings and Notices)~~

~~The Board shall include the exclusive employee representative in the development of the waiver.~~

~~(cf. 4140/4240—Bargaining Units)~~

~~If the waiver affects a program that requires the existence of a school site council, the school site council shall first approve the request.~~

~~(cf. 0420—School Plans/Site Councils)~~

~~(cf. 0420.1—School-Based Program Coordination)~~

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

~~For general waivers, the request to the State Board of Education shall include a statement as to whether the exclusive employee representative participated in the development of the waiver and the exclusive employee representative's position on the waiver. General waiver requests shall include a written summary of any objections to the request by the councils or advisory committees. (Education Code 33050)~~

Legal Reference:

~~EDUCATION CODE~~

~~5000-5033 Governing board elections~~

~~8750-8754 Grants for conservation education~~

~~10400-10407 Cooperative improvement programs~~

~~17047.5 Facilities used by special education students~~

~~17291 Portable school buildings~~

~~33050-33053 General waiver authority~~

~~37202 Equity length of time~~

~~41000-41360 School finance~~

~~41381 Minimum school day~~
~~41600-41854 Computation of allowances~~
~~41920-42842 Budget requirements; local taxation by school districts~~
~~44520-44534 New program for careers~~
~~44666-44669 School Based Management and Advanced Career Opportunities~~
~~44681-44689 Administrator Training and Evaluation~~
~~45108.7 Maximum number of senior management positions~~
~~48660-48666 Community day schools~~
~~48800 Attendance at Community College~~
~~49550-49560 Meals for needy students~~
~~51224.5 Algebra instruction~~
~~51745.6 Charter school independent study ratio~~
~~51870-51874 Educational technology~~
~~52053-52055.55 Immediate Intervention for Underperforming Schools Program~~
~~52055.600-52055.662 High Priority Schools Grant Program~~
~~52080-52090 Class size reduction grade 9~~
~~52122.6-52122.8 Class size reduction—impacted school sites~~
~~52160-52178 Bilingual Bicultural Education Act of 1976~~
~~52180-52186 Bilingual teacher waiver~~
~~52200-52212 Gifted and Talented Pupils Program~~
~~52340-52346 Career Guidance Centers~~
~~52522 Plans for adult education~~
~~52850-52863 School Based Coordinated Program~~
~~54000-54028 Disadvantaged Youth Program~~
~~54100-54145 Miller Unruh Basic Reading Program~~
~~54407 Waiver for compensatory education programs~~
~~56000-56867 Special education programs~~
~~58407 Waiver related to individualized instruction program~~
~~58900-58928 Restructuring demonstration programs~~
~~60119 Public hearing on sufficiency of instructional materials~~
~~60422 Instructional materials funding realignment program~~
~~CODE OF REGULATIONS, TITLE 5~~
~~1032 Academic Performance Index~~
~~3100 Resource specialist caseload waivers~~
~~3945 Cooperative programs~~
~~9531 Instructional materials funding~~
~~11960 Charter school attendance~~
~~11963.4 Charter school percentage funding~~
~~13017 Waivers~~
~~13044 Waivers~~
~~UNITED STATES CODE, TITLE 20~~
~~1400-1482 Individuals with Disabilities Education Act~~
~~7115 Safe and Drug Free Schools, authorized activities~~

Management Resources:

WEB SITES

California Department of Education, Waiver Office: <http://www.ede.ca.gov/re/lr/wr>
 Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
 (6/91-10/98)-7/05

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

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

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

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

Any waiver request to be submitted to the SBE shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all

information necessary for the Board to analyze the need for the waiver and make an informed decision.

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

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

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

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

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

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

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

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

(cf. 9320 - Meetings and Notices)

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

~~annually for the renewal of any waiver regarding teacher credentialing.***~~

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

Legal Reference:

EDUCATION CODE

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

56000-56867 Special education programs
58407 Waiver related to individualized instruction program
58900-58928 Restructuring demonstration programs
60119 Public hearing on sufficiency of instructional materials
60851 High school exit examination, waiver for student with disabilities
CODE OF REGULATIONS, TITLE 5
1032 Academic Performance Index
3100 Resource specialist caseload waivers
3945 Cooperative programs
9531 Instructional materials funding
11960 Charter school attendance
11963.4 Charter school percentage funding
13017 Waivers, compensatory education New Careers in Education Program
13044 Waivers, compensatory education Professional Development and Program
Improvement Programs
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act
7115 Safe and Drug Free Schools, authorized activities

Management Resources:

WEB SITES

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

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

(10/98 7/05) 8/13

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

First Reading: November 13, 2013

Adopted:

King City, California

BP 3311 Business and Noninstructional Operations

Bids

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

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

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

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

In order to ensure transparency and the prudent expenditure of public funds, the Governing Board shall award contracts in an objective manner and in accordance with law. District equipment, supplies, and services shall be purchased using competitive bidding when required by law or if the Board determines that it is in the best interest of the district to do so.

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

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

~~***Note: Requirements for competitive bidding, including notice and advertising, are specified in Public Contract Code 20111-20118.4. See the accompanying administrative regulation.***~~

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

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

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

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

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

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

(cf. 9270 - Conflict of Interest)

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

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

regulation.***

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

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

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

Bid specifications shall be carefully designed and shall describe in detail the quality, delivery, and service required.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.

(cf. 9270 - Conflict of Interest)

Legal Reference:

EDUCATION CODE

~~17595 Purchases through Department of General Services
38083 Purchase of perishable foodstuffs and seasonable commodities
38110-38120 Apparatus and supplies
39802 Transportation services~~

GOVERNMENT CODE

~~4330-4334 Preference for California-made materials
6252 Definition of public record
53060 Special services and advice
54201-54205 Purchase of supplies and equipment by local agencies~~

PUBLIC CONTRACT CODE

~~1102 Emergencies
2001-2001 Responsive bidders
3002 Roofing projects
3400 Bids, specifications by brand or trade name not permitted
3410 United States produce and processed foods
6610 Bid visits
12200 Definitions, recycled goods, materials and supplies
20103.8 Award of contracts
20107 Bidder's security
20111-20118.4 Contracting by school districts~~

~~20189 Bidder's security, earthquake relief
22002 Definition of public project
22030-22045 Alternative procedures for public projects (UPCCAA)
22050 Alternative emergency procedures
22152 Recycled product procurement~~

~~COURT DECISIONS~~

~~Marshall v. Pasadena USD, (2004) 119 Cal.App.4th 1241
Konica Business Machines v. Regents of the University of California, (1988) 206
Cal.App.3d 449
City of Inglewood Los Angeles County Civic Center Authority v. Superior Court,
(1972) 7 Cal.3d 861~~

~~ATTORNEY GENERAL OPINIONS~~

~~89 Ops. Cal. Atty. Gen. 1 (2006)~~

Management Resources:

WEB SITES

~~CSBA: <http://www.esba.org>
California Association of School Business Officials:
<http://www.casbo.org>"><http://www.casbo.org>
(6/97-11/00) 7/08~~

Legal Reference:

EDUCATION CODE

**17070.10-17079.30 Leroy F. Greene School Facilities Act
17406 Lease-leaseback contract
17595 Purchase of supplies through Department of General Services
17602 Purchase of surplus property from federal agencies
38083 Purchase of perishable foodstuffs and seasonable commodities
38110-38120 Apparatus and supplies
39802 Transportation services**

GOVERNMENT CODE

**4217.10-4217.18 Energy conservation contracts
4330-4334 Preference for California-made materials
6252 Definition of public record
53060 Special services and advice
54201-54205 Purchase of supplies and equipment by local agencies**

PUBLIC CONTRACT CODE

**1102 Emergencies
2000-2002 Responsive bidders
3000-3010 Roofing projects
3400 Bids, specifications by brand or trade name not permitted
3410 United States produce and processed foods
6610 Bid visits**

12200 Definitions, recycled goods, materials and supplies
20101-20103.7 Public construction projects, requirements for bidding
20103.8 Award of contracts
20107 Bidder's security
20111-20118.4 Contracting by school districts
20189 Bidder's security, earthquake relief
22002 Definition of public project
22030-22045 Alternative procedures for public projects (UPCCAA)
22050 Alternative emergency procedures
22152 Recycled product procurement

COURT DECISIONS

Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739
Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425
Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241
Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

WEB SITES

CSBA: [http:// www.csba.org](http://www.csba.org)

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

(11/00 7/08) 8/13

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: November 13, 2013

Adopted:

King City, California

AR 3311 Business and Noninstructional Operations

Bids

Advertised/Competitive Bids

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

~~The district shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, and as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Government Code 53060; Public Contract Code 20111)~~

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

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

Advertised/Competitive Bids

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

The district shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, and as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Government Code 53060; Public Contract Code 20111)

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

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. This definition does not include, among other types of work, janitorial or custodial services and protection provided by security forces, nor does it include painting, repainting, or decorating other than touchup. (Public Contract Code 20115)

Unless otherwise authorized by law, contracts shall be let to the lowest responsible and responsive bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders. (Public Contract Code 20118.1)

The Board shall secure bids pursuant to Public Contract Code 20111 and 20112 for any transportation service expenditure of more than \$10,000 when contemplating that such a contract may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported. The Board may let this contract to other than the lowest bidder. (Education Code 39802)

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

Instructions and Procedures for Advertised Bids

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

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

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

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

~~2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)~~

2. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security: (Public Contract Code 20107, 20111)

a. Cash

b. A cashier's check made payable to the district

c. A certified check made payable to the district

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

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

~~3. The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111)~~

~~a. Cash~~

~~b. A cashier's check made payable to the district~~

~~c. A certified check made payable to the district~~

~~d. A bidder's bond executed by an admitted surety insurer and made payable to the district~~

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)

- 5.. When two or more identical lowest or highest bids are received, the Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)
6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #a below shall be used. (Public Contract Code 20103.8)
 - a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price.
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

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

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

(cf. 1340 - Access to District Records)

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

Alternative Bid Procedures for Technological Supplies and Equipment

Rather than seek competitive bids, the Board may use competitive negotiation when it makes a finding that district procurement is for computers, software, telecommunications equipment,

microwave equipment, and other related electronic equipment and apparatus. Competitive negotiation shall not be used to contracts for construction or for the procurement of any product that is available in substantial quantities to the general public. (Public Contract Code 20118.2)

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

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

Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize by contract, lease, requisition, or purchase order, another public corporation or agency to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the

manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). (Public Contract Code 20118)

(cf. 3300 - Expenditures and Purchases)

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor by contract, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

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

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

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

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

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

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

(cf. 3517 - Facilities Inspection)

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

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

Sole Sourcing

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

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

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

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

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

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

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

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

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

has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

(cf. 9323.2 - Actions by the Board)

Prequalification Procedure

~~For any contract for which bids are legally required, the Board may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works. The information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Public Contract Code 20111.5)~~

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

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

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

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

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

Award of Contract

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

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

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. For any transportation service contract involving an expenditure of more than \$10,000, which the Board contemplates may be made with a person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of students who are to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)

~~***Note: Pursuant to Public Contract Code 2000-2002, a district is permitted to establish bidding requirements that facilitate the participation of minority, women, disabled veteran business enterprises and small businesses in contracts.***~~

3. When the contract is one for which the Board has established goals and requirements relating to participation of minority, women, disabled veteran, or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)

Protests by Bidders

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

The **State Administrator**/Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The **State**

Administrator/Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

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

~~(3/06-7/08)~~ 11/10

Alternative Bid Procedures for Technological Supplies and Equipment

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

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

1. The **State Administrator/Superintendent** or designee shall prepare a request for proposals (RFP) that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.
2. Notice of the RFP shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
3. The **State Administrator/Superintendent** or designee shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the RFP is received.
4. The RFP shall identify all significant evaluation factors, including price, and their relative importance.
5. The **State Administrator/Superintendent** or designee shall provide reasonable procedures for the technical evaluation of the RFPs received, the identification of qualified sources, and the selection for the award of the contract.
6. The **State Administrator/Board** shall award the contract to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.

7. If the State Administrator/Board does not award the contract to the bidder whose proposal contains the lowest price, then the Board shall make a finding setting forth the basis for the award.
8. The State Administrator/Board, at its discretion, may reject all proposals and request new RFPs.
9. Provisions in any contract concerning utilization of small business enterprises that are in accordance with the RFP shall not be subject to negotiation with the successful proposer.

Bids Not Required

~~***Note: The following paragraph lists those items that may be purchased through a "piggybacked" bid; see the accompanying Board policy. Many districts have used the piggyback procedure to purchase portable and relocatable buildings. The Attorney General has opined (89 Ops.Cal.Atty.Gen. 1-2006) that a district may not rely on the piggyback exception to contract for the acquisition and installation of factory built modular building components (i.e., roofs and walls) for installation on a permanent foundation. However, this opinion does not apply to typical portable or relocatable single classroom buildings, because they lack a permanent foundation and building mobility. Districts considering using the piggyback process for relocatables, portables, modulars, and the like should consult district legal counsel. While Attorney General opinions are not binding, they are often given deference by the court and may also be considered by the State Allocation Board when making funding decisions.***~~

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

(cf. 3300 - Expenditures and Purchases)

~~***Note: The following optional paragraph is commonly described as the "lease-leaseback" contract. This method should only be used in coordination with competent technical consultants~~

~~and legal counsel to ensure all legal requirements are met.***~~

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

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

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

Without advertising for bids, the State Administrator/Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district. The State Administrator/Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

(cf. 3510 - Green School Operations)
(cf. 3511 - Energy and Water Management)
(cf. 9320 - Meetings and Notices)

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

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

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

~~mitigate the loss or impairment of life, health, property, or essential public services.***~~

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

(7/08 11/10) 8/13

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: November 13, 2013

Adopted:

King City, California

BP 3350 Business and Noninstructional Operations

Travel Expenses

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

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

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

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

~~The Governing Board shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district.~~

~~The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.~~

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

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

~~(cf. 4331 - Staff Development)~~

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

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

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

(cf. 3100 - Budget)
(cf. 3110 - Transfer of Funds)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Expenses shall be reimbursed within limits approved by the State Administrator/Board. The State Administrator/Superintendent or designee shall establish procedures for the submission and verification of expense claims. The State Administrator/Superintendent may authorize an advance of funds to cover necessary expenses.

The State Administrator/Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

~~Mileage reimbursements by the State Administrator/Board shall not to exceed the United States Internal Revenue Service guidelines per mile rates.~~

All out-of-state travel for which reimbursement will be claimed shall have prior approval by the State Administrator/Board. Travel expenses not previously budgeted also shall be approved on an individual basis by the State Administrator/Board.

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

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

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

~~***Note: The following optional paragraph may be revised to reflect district practice. Pursuant to Education Code 44033, the Board may provide for reimbursement of the use of an employee's private automobile on the basis of a monthly allowance and/or a mileage rate. These allowances are used in lieu of the payment of actual expenses (e.g., gas, oil, and wear and tear on the vehicle) and thus an employee receiving such an allowance should not receive additional reimbursement for any other automobile expenses.***~~

Authorized employees shall be reimbursed for the use of their own private vehicles in the

performance of assigned duties, on either a mileage or monthly basis as determined by the

BP 3350 (c)

State Administrator/Superintendent or designee. (Education Code 44033)

~~***Note: The following optional paragraph provides that the mileage allowance provided by the district will be equal to the rate established by the Internal Revenue Service (IRS). Any reimbursement above the IRS rate may be considered taxable income for the employee. The IRS rate is periodically updated based on the overall cost of automobile transportation and is posted on the IRS web site.***~~

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

~~***Note: The district may choose whether to reimburse meal expenses on the basis of actual receipts (Option 1 below) or a per diem rate (Option 2). See IRS Publication 1542 Per Diem Rates (For Travel Within the Continental United States) for per diem rate tables established by the U.S. General Services Administration for federal employees; these federal rates may serve as a guideline for district rates. According to the IRS, specified "high-cost localities" may be reimbursed at a higher rate.***~~

~~OPTION 1: Meal costs shall be reimbursed based on documented actual expenses within the maximum amounts established by the Superintendent or designee and based on the time of day that travel for district business begins and ends.~~

~~OPTION 2: The State Administrator/Superintendent or designee shall establish a per diem allowance for meal costs incurred while traveling on district business based on the location and hours of travel. The per diem allowance shall not exceed the standard meal allowance for business-related travel prescribed for federal income tax purposes.~~

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

Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the State Administrator/ Superintendent or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The State Administrator/Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on district business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation. He/she shall refund to the district any amount of cash advance exceeding the actual approved reimbursable expenses.

Legal Reference:

EDUCATION CODE

- 44016 Travel expense
- 44032 Travel expense payment
- 44033 Automobile allowance
- 44802 Student teacher's travel expense

Legal Reference:

EDUCATION CODE

- 42634 Itemization of expenses
- 44016 Travel expense to employment interview
- 44032 Travel expenses
- 44033 Automobile allowance
- 44802 Student teacher's travel expense

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

Per Diem Rates (For Travel Within the Continental United States), Publication 1542

WEB SITES

Internal Revenue Service: <http://www.irs.gov>

U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>

(6/98) 8/13

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: November 13, 2013

Adopted:

King City, California

Instruction

Home And Hospital Instruction

All Students

A student with a temporary disability which makes school attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction in the student's home, in a hospital or other residential health facility, excluding state hospitals if the student is deemed a resident of the District.(Education Code 48206.3)

A temporary disability applies to a physical, mental or emotional disability incurred while a pupil is enrolled in regular day classes or an alternative education program and after which they can reasonably be expected to return to regular day classes or an alternative education program without special intervention. A temporary disability does not apply to students identified as individuals with exceptional needs pursuant to Education Code 56026. (Education Code 48206.3)

The Superintendent or designee may require verification through any reasonable means that the student requires home instruction. In addition, this verification shall also state that the disabling condition will not expose the teacher to a contagious disease that can be transmitted through casual contact. Home and Hospital instruction shall not be denied to students with Hepatitis B, herpes, or HIV/AIDS, as long as the home or hospital practices current preventive protocol as determined by the U.S. Centers for Disease Control.

When seeking instruction for a student at home or in a hospital located within the district, the parent/guardian shall present this request at the home school, together with a physician's written description of the disabling condition. The physician shall have determined that the student is unable to attend school and will not expose the home teacher to any contagious disease that can be transmitted by casual contact.

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.22 - Infectious Diseases)

Home and Hospital instruction shall be provided only by teachers with valid California teaching credentials who consent to the assignment. (Education Code 44865)

Home or hospital instruction shall be provided only when a student is expected to be out of school for three weeks or longer.

The district shall offer one hour of instruction for every day of instruction offered by the district in the regular education program. No student shall be credited with more than five days of

attendance per calendar week, or more than the total number of calendar days that regular classes are maintained offered by the district in any fiscal year. (Education Code 48206.3, 48200).

The district shall notify parents/guardians annually that (1) individual instruction is available for temporarily disabled students and (2) when a student becomes temporarily disabled, it is the parent/guardian's responsibility to notify the district in which the student is receiving care. (Education Code 48208)

Nondistrict Students

An out-of-district student, temporarily disabled and confined to a hospital or health facility within this district, shall receive individual instruction when the district is notified by the student's parent/guardian. Within five days of notification, the district shall determine whether the student is able to receive instruction and, if so, when it shall begin. If given, the instruction shall begin within five days of this determination.

(cf. 1621 - Home-Based Schooling)
(cf. 6158 - Independent Study Programs)

Legal Reference:

EDUCATION CODE

44865 Qualifications for home teachers

45031 Home teachers

48200 Minimum school day

48206.3 Pupils with temporary disabilities; individual instruction; definitions; computing average daily attendance

48206.5 Continuation of individual instruction programs for students with temp. disabilities

48207 Pupils with temporary disabilities in hospitals outside of school district; compliance with residency requirements

48208 Presence of pupils with temporary disabilities in qualifying hospitals; notice by parents or guardians; commencement of individualized instruction

48980 Required notification of rights and availability of nutrition and individualized instruction programs

51800-51802 Employment of home teachers

CODE OF REGULATIONS, TITLE 5

421 Method of verification

423 Prolonged illness

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: November 13, 2013

Adopted:

King City, California

AR 6183 Instruction

Home and Hospital Instruction

A student with a temporary disability which makes school attendance impossible or inadvisable shall receive individual instruction in the student's home or in a hospital or other residential health facility, excluding state hospitals. This instruction applies to students incurring a physical, mental or emotional disability after which they can reasonably be expected to return to regular day classes or an alternative education program without special intervention. It does not apply to students identified as individuals with exceptional needs pursuant to Education Code 56026. (Education Code 48206.3) *If a student has a section 504, Home and Hospital placement shall be considered and determined through the Section 504 FAPE process. Students who are pregnant or parenting can generally have their academic needs met in the Independent Study Program.*

Home and Hospital teaching requests are processed through the Director of Alternative Education and/or his/her designee.

Instruction for a home hospital student shall not occur on any school facilities during the normal hours of instruction. The parent or guardian of a student requesting Home and Hospital Instruction must provide a "Physician Recommendation" on the physician's official letterhead with the physicians' name, address and phone number printed on the document complete with an original signature by the recommending physician before instruction may begin. The recommendation must state that the student will be out of school four (4) weeks or more.

In addition, this verification shall also state that the disabling condition will not expose the teacher to a contagious disease that can be transmitted through casual contact. Home or hospital instruction shall not be denied to students with Hepatitis B, herpes or HIV/AIDS, as long as the home or hospital practices current preventive protocol as determined by the U.S. Centers for Disease Control.

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

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

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.22 - Infectious Diseases)

Under the supervision of the Director of Alternative Education, the assigned teacher will maintain a file for each student enrolled in home teaching. This file includes the original copy of the Physician Recommendation form and the record of the home teaching assignments including subjects taught, teachers assigned and length of time of each assignment. Samples of student completed work shall accompany these documents. These records are an auditable account.

(cf. 6158 - Independent Study)

cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

Home or hospital instruction shall be provided only by teachers with valid California teaching credentials who consent to the assignment. (Education Code 44865)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

The district shall offer at least one hour of instruction for every day of instruction offered by the district in the regular education program. No student shall be credited with more than five days of attendance per calendar week or credited with more than the total number of calendar days that regular classes are offered by the district in any fiscal year. (Education Code 48200, 48206.3)

Students placed on Home Hospital Instruction must be unable to attend school for a minimum of four (4) weeks. Home teaching will be conducted in increments of one, two, or three hour sessions. A student shall not be taught more than three (3) hours in any day nor more than five (5) hours in any week. The maximum number of hour taught shall not exceed the number of days in the semester. Instruction may be conducted on Saturdays if the teacher, parent, and student are in agreement. The home teacher will not instruct a pupil unless a parent or guardian is present. A full time teacher of the school district shall not home teach more than ten (10) hours per week and will not teach on Sundays, holidays, or vacations.

- A. The student's counselor shall verify and provide the necessary documentation of the student's enrollment status and include a printout verifying enrollment with the request for placement in the program. The counselor will then complete the "Application for Home and Hospital Instruction" form and delineate the recommended course of study.*
- B. The counselor submits all necessary forms to the designated site administrator for site approval. All documents after review and signature by the site administrator, indicating approval, are then forwarded to the Director of Alternative Education.*
- C. Insofar as possible, the teacher providing home or hospital instruction shall consult with the student's current classroom teacher(s) so as to provide a continuity of instruction that enables the student to stay abreast with the regular school program.*
- D. The Home and Hospital Teacher makes contact with student's parent/guardian and makes individual time arrangements accord with this Administrative Regulation and the governing Board Policy.*

Best practice suggests that the Home and Hospital teacher personally contact the regular teachers for assignment information.

The Home and Hospital teacher will not instruct a pupil unless parent or guardian is in attendance. The teacher shall confirm the student's presence and readiness to receive instruction prior to making the home visit. No compensation shall be earned if the student is not present or fails to actively participate in receiving instruction.

- E. Timesheets and Home Teaching Verification Forms signed by the parent are required of each Home and Hospital Instructor and shall be submitted to the Director of Alternative Education or designee where the student would normally attend school at the end of the month when services are rendered. Home and Hospital Teachers are not to accumulate or delay the submission of timesheets. Failure to submit time sheets promptly negatively affects the district's ability to generate attendance revenue and will be deemed sufficient grounds to discontinue a teacher's service in the program.*

The Director of Alternative Education and/or his/her designee shall review all time sheets and logs to ensure compliance with these procedures. Included in this review will be confirmation that all time sheets that are due have been submitted. The Director of Alternative Education and/or his/her designee will contact all teachers who fail to submit a timesheet promptly and direct the teacher to do so immediately. This process applies to all forms of Home and Hospital Instruction.

If the Home and Hospital Teacher is teaching both students in general and special education programs, a separate timesheet must be used for the students in special education and another timesheet for the students in general education. Each timesheet shall be marked with the students' program: "general" or "special education". This will ensure correct account of home teaching in each program.

- F. When a student is to be readmitted, he/she shall bring a note from his his/her physician on the physician own stationary with the physicians' name, address and phone number printed on the document complete with an original signature. Such note shall indicate that the student is ready to return to school and list any limitations, should any remain.*

G. Submission of Grades

The Home and Hospital Instructor must submit the student's grades to the Registrar of the student's home school immediately at the end of the grading period or at the end of the Home and Hospital agreement.

Home and Hospital Instruction for Special Education Students

Students placed on Home and Hospital Instruction with an active IEP must be unable to attend school for a minimum of four (4) weeks. Home and Hospital Instruction will be conducted in increments of one, two, or three hour sessions. As student with an active Individualized Education Plan (IEP) shall not be taught more than three (3) hours in any day nor more than five (5) hours in any week, unless approved by the Director of Alternative

Education. The maximum number of hours taught to a student shall not exceed the number of days in the semester, unless approved by the Director of Alternative Education.

- A. The Home and Hospital Instruction teacher shall not instruct a pupil unless the parent or guardian is present. The Home and Hospital instructor shall confirm the student's presence and readiness to receive instruction prior to making the home or hospital visit. No compensation shall be earned for times when the student is not present or failed to actively participate in receiving instruction.*

A full time teacher employed by the district will not Home and Hospital instruction more than ten (10) hours per week and will not teach on weekends, holidays, or vacations.

All auditable special Education Home and Hospital teaching documents/files will be maintained in the student's special education file and will be the responsibility of the student's Special Education Case Manager.

- B. IEP Team Meeting initiating placement to Home and Hospital Instruction*

In the event that Home and Hospital teaching is identified as the appropriate placement by a medical doctor's statement of such shall be presented to the case manager. The statement shall be written on the physician's own stationary with the physicians' name, address and phone number printed on the document complete with an original signature. In addition an Application for Home and Hospital Instruction (Form A) shall be completed and a copy submitted to the Director of Alternative Education.

Within ten (10) school days of receiving official notification of the need for Home and Hospital Instruction, an IEP Team meeting shall be convened to determine any modifications necessary to accommodate the student during the time they are on Home and Hospital Instruction.

Most of the time, home and hospital teaching should be a short-term placement. However, a severe medical situation, or other special circumstance determined by the physician and/or the IEP team may require longer Home and Hospital teaching service. At the end of the Home and Hospital Instruction period a new IEP must be developed to change the student's program to the next least restrictive and appropriate placement.

- C. Director of Alternative Education initiate requests for Home and Hospital Instructors*

When a student with an active IEP is assigned Home and Hospital Instruction, the Director of Alternative Education will work with the Human Resources Manager to identify a suitable Home and Hospital Instructor for the student.

Home and Hospital Instructors for students with active IEP's shall have a Special Education teaching credential for the Specialized Academic Instruction courses identified on the students IEP. Regular education teachers may be used for Home and Hospital Instruction for all regular education courses.

- D. Home and Hospital Instructors shall make contact with student's parent/guardian and makes individual time arrangements accord with this Administrative Regulation and the governing Board Policy.*

The student's Special Education Case Manager shall brief the Home and Hospital Instruction on the student's needs and provide instructional materials as needed.

E. Timesheets

The Home and Hospital teacher is required to submit timesheets to the Director of Alternative Education and/or his/her designee at the end of the month when the services were rendered. Home and Hospital teachers are not to accumulate or delay the submission of timesheets. Failure to submit timesheets promptly negatively affects the district's ability to generate attendance revenue and will be deemed sufficient grounds to discontinue a teacher's service in the program. Two copies of the Home and Hospital Teaching Verification Forms signed by the parent shall be attached to the timesheets and submitted by each home teacher. The timesheets for students in Special Education must be marked as "Special Education".

If the Home and Hospital Instructor is teaching both students in general and special education program, a separate timesheet must be used for the students in special education and another timesheet for the students in general education. Each timesheet shall be marked with the students' program: "general" or "special education". This will ensure correct accounting of Home and Hospital teaching in each program.

F. Changes to Home and Hospital Teaching Placement

If at any time during the Home and Hospital Instruction appropriateness for the student is in question, the Home and Hospital Instructor should consult with the case manager of the student and alert the Director of Alternative Education to discuss the matter. If a change in program is to be considered, the case carrier will call an IEP Team meeting to resolve the situation.

G. Submission of Grades

The Home and Hospital Instructor must submit the student's grades to the Special Education case carrier immediately at the end of a grading period or at the end of the Home and Hospital Instruction agreement.

H. Documents

An IEP or IEP addendum is needed for Special Education students on Home and Hospital Instruction. In addition, the Application for Home and Hospital Instruction is to be completed with a copy submitted to the Director of Alternative Education.

Nondistrict Students

A student of another district who is temporarily disabled and confined to a hospital or health facility within this district shall be eligible to receive individual instruction in this district. (Education Code 48207)

In such circumstances, it is the responsibility of the parent/guardian to notify the district of the student's presence in a qualifying hospital. (Education Code 48208)

Upon receiving such notification, the Superintendent or designee shall: (Education Code 48208)

1. Within five working days of the notification, determine whether the student is able to receive individualized instruction and, if so, when it shall begin. Instruction shall begin no later than five working days after the Superintendent or designee has determined that the student is able to receive individualized instruction.
2. Within five working days of the beginning of the individualized instruction, the Superintendent or designee shall provide written notification to the district in which the student was previously enrolled stating that the student shall not be counted by that district for purposes of computing average daily attendance, effective the date on which individualized instruction began.

Alternatively, the Superintendent or designee may enter into an agreement with the district in which the student was previously enrolled to have that district provide the individualized instruction. (Education Code 48208)

Parental Notifications

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians that: (Education Code 48208, 48980)

1. Individual instruction is available for temporarily disabled students as prescribed by Education Code 48206.3.
2. If a student becomes temporarily disabled, it is the parent/ guardian's responsibility to notify the receiving district of the student's presence in a qualifying hospital.

(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

44865 Qualifications for home teachers

45031 Home teachers

48200 Minimum school day

48206.3 Pupils with temporary disabilities; individual instruction; definitions; computing average daily attendance

48206.5 Continuation of individual instruction programs for students with temp. disabilities

48207 Pupils with temporary disabilities in hospitals out- side of school district; compliance with residency requirements

48208 Presence of pupils with temporary disabilities in qualifying hospitals; notice by parents or guardians; commencement of individualized instruction

48980 Required notification of rights and availability of nutrition and individualized instruction programs

51800-51802 Employment of home teachers

CODE OF REGULATIONS, TITLE 5

421 Method of verification

423 Prolonged illness

Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: November 13, 2013

Adopted:

King City, California

BB 9250 Board Bylaws

Remuneration, Reimbursement And Other Benefits

Remuneration

When local control returns, each member of the Governing Board may receive a monthly compensation of no more than \$ 20.00.

Board members are not required to accept payment for meetings attended.

If a member does not attend all Board meetings during the month, he/she is eligible to receive a percentage of the monthly compensation equal to the percentage of meetings attended unless otherwise authorized by the Board in accordance with law. (Education Code 35120)

A member may be paid for meetings he/she missed when the Board, by resolution, finds that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty or a hardship deemed acceptable by the Board. (Education Code 35120)

Reimbursement of Expenses

~~Board members shall be reimbursed for traveling expenses incurred when authorized in advance by the Board. (Education Code 35044)~~

~~(cf. 9240 - Board Development)~~

Reimbursement of Expenses

~~***Note: The district is allowed to reimburse Board members for expenses incurred when performing district business. Pursuant to Government Code 8314, it is unlawful for any elected official to use or permit others to use public resources for personal purposes which are not authorized by law. As defined, "personal purposes" include activities for personal enjoyment, private gain or advantage, or an outside endeavor not related to agency business, but do not include the incidental and minimal use of public resources (e.g., equipment or office space) for personal purposes, including an occasional telephone call.***~~

Board members shall be reimbursed for actual and necessary expenses incurred when performing authorized services for the district. Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for district personnel and at the same rate of reimbursement.

(cf. 1160 - Political Processes)

(cf. 3100 - Budget)

(cf. 3350 - Travel Expenses)

(cf. 3513.1 - Cellular Phone Reimbursement)

~~***Note: Education Code 35044 authorizes reimbursement for Board members for travel expenses~~

~~incurred when performing services directed by the Board. If the district wishes to require prior Board approval for travel and/or for certain kinds of trips (e.g., out of state travel), it should modify the following paragraph accordingly.***~~

~~Board members shall be reimbursed for travel expenses incurred when performing services directed by the Board. (Education Code 35044)~~

~~(cf. 9240—Board Development)~~

~~***Note: The remainder of this section is optional and may be revised to reflect district practice.***~~

Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the district's interests; attendance at district or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on district business.

Any questions regarding the propriety of a particular type of expense should be resolved by the State Administrator/ Superintendent or designee before the expense is incurred.

Health and Welfare Benefits for Current Board Members

~~***Note: The following section is optional. The district has the option of providing health and welfare benefits to Board members pursuant to Government Code 53201 and 53205 and has flexibility in selecting the types of coverage and the methods of payment for such coverage. Pursuant to Government Code 53200, health and welfare benefits may include, but are not limited to, hospital, medical, surgical, dental, disability, group life, legal expense, and income protection insurance or benefits. However, Internal Revenue Service Publication 571 indicates that, as elected officials, Board members are not eligible to participate in district programs for the purchase of tax sheltered annuities pursuant to 26 USC 403 and 26 CFR 1.403(b) 2.***~~

~~***Note: Pursuant to Government Code 53208.5, the health and welfare benefits of a Board member can be no greater than that received by nonsafety employees of the district or, if the district has different benefit structures, no greater than the most generous schedule of benefits being received by any category of nonsafety employees. Nonsafety employees are those employees not otherwise included in Government Code 20420-20445 defining "safety members" for purposes of membership in the Public Employees' Retirement System. Government Code 53208.5 also provides that Board members shall not be eligible to accrue multiple health and welfare benefits from two or more public agencies for concurrent service, unless the Board member serves as a regular full-time employee in a separate public agency.***~~

~~***Note: Government Code 53202 authorizes the district to contract with one or more insurers, health service organizations, or legal service organizations for health and welfare benefits. Alternatively, the district may approve an existing health care arrangement between a Board member and an insurer or health care provider. In 83 Ops.Cal.Atty.Gen. 124 (2000), the Attorney General opined that, if the district chooses to approve such an arrangement, the district may pay for this benefit by way of reimbursement to the Board member who has paid for the benefit instead of direct district payment to the insurer. However, according to the Attorney General, a district may not make cash payments to Board members in lieu of providing them with health insurance benefits.***~~

Board members may participate in the health and welfare benefits program provided for district employees.

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

Health and welfare benefits for Board members shall be no greater than that received by the district's nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

~~***Note: The district may choose and/or revise any of the following options to reflect district practice.***~~

~~OPTION 1: The district shall pay the premiums required for Board members electing to participate in the district health and welfare benefits program to the same extent that it pays for district employees.~~

~~OPTION 2: Board members who elect to participate shall pay the full cost of premiums.~~

~~OPTION 3: The district shall pay \$_____ as a reimbursement for costs of approved health plans that have been paid by Board members.~~

~~***Note: The following optional paragraph is for use by districts that choose to pay all or a portion of premiums, dues, or other charges for health and welfare benefits for a Board member's spouse or dependent children, as authorized by Government Code 53205.1. The district may revise the paragraph to specify a different portion of payment.***~~

~~***Note: Pursuant to Family Code 297.5, registered domestic partners have the same rights, protections, and benefits as spouses under California law. Therefore, to the extent that the district provides health benefits under state law to spouses of Board members, the same coverage must be provided to registered domestic partners.***~~

~~***Note: Pursuant to Health and Safety Code 1373 and Insurance Code 10277, the age at which a person ceases to be a dependent child is age 26 years or higher as specified in the health plan, unless otherwise provided under a plan that qualifies as a grandfathered plan pursuant to 42 USC 18011. In addition, a health services plan or insurer is required to continue coverage for a dependent child who attains the age specified in the plan if he/she is incapable of self-sustaining employment by reason of a physically or mentally disabling injury, illness, or condition and is chiefly dependent on the~~

~~subscriber or insured for support. Health and Safety Code 1373 and Insurance Code 10277 also require that, if the plan provides coverage for a dependent child who is over age 26 and enrolled at a secondary or postsecondary educational institution, continued coverage must be provided during any break in the school calendar and during a medical leave of absence as specified.***~~

Health and welfare benefits provided to Board members shall be extended at the same level to their spouse/registered domestic partner and to their eligible dependent children as specified in law and the health plan.

Health and Welfare Benefits for Former Board Members

~~***Note: The following section is optional. Government Code 53201 authorizes the district to pay premiums for health and welfare benefits for former Board members under the limited circumstances described below. Any district that does not offer benefits to former Board members should delete this entire section.***~~

Former Board members may participate in the health and welfare benefits program provided for district employees under the conditions specified below.

~~***Note: Government Code 53208.5 provides that Board members may not receive benefits greater than those provided to district employees, as provided below. Thus, if a district's collective bargaining agreement specifies that employee eligibility for benefits terminates at age 65, then Board member benefits will also terminate at that time. Districts with such circumstances may expand the following paragraph to indicate the limits of the benefits.***~~

Health and welfare benefits for former Board members shall be no greater than those received by district nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

~~***Note: Pursuant to Government Code 53201, a district may pay premiums for health and welfare benefits for former Board members only if all of the following conditions are satisfied: (1) the district paid for benefits for former Board members before January 1, 1994; (2) the former Board member served in office after January 1, 1981; (3) the former Board member's term began before January 1, 1995; and (4) the former Board member served for 12 or more years. If the district did not pay benefits for former Board members before January 1, 1994, benefits may be provided to former Board members only on a self-pay basis, even if a former member has served in office for the requisite amount of time.***~~

~~***Note: In *Thorning v. Hollister School District*, the court of appeal ruled that a board policy adopted during the board member's term of office has the effect of vesting him/her with those benefits and that the board cannot subsequently unilaterally withdraw those benefits from those board members.***~~

~~***Note: Option 1 below is for use only by districts that paid health and welfare benefits for former board members before January 1, 1994 and choose to continue to do so. Option 2 is for use by districts that are either ineligible to pay for such benefits because they did not pay for former board member benefits before January 1, 1994, have no qualified board members, or choose not to pay for~~

~~such benefits.***~~

~~***Note: Because this is a complex area of law, it is strongly recommended that the district consult with legal counsel before offering paid health benefits to former Board members.***~~

~~OPTION 1: (Benefits paid by district)~~

~~The district shall pay the premiums for health and welfare benefits of any former Board member who served in office after January 1, 1981, began his/her term before January 1, 1995, and has served for 12 or more years. (Government Code 53201)~~

~~***Note: The following paragraph is optional. If the district allows Board members elected on or after January 1, 1995 to continue benefits at their own expense after leaving service, as authorized by Government Code 53201, it may revise the following paragraph to require more than one term of service at its discretion.***~~

~~Any other former Board member who served at least one term may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time he/she leaves office. (Government Code 53201)~~

~~OPTION 2: (Benefits paid by former Board member)~~

~~***Note: At its discretion, the Board may revise the following paragraph to require more than one term of office.***~~

~~Any former Board member leaving the Board after at least one term of office may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)~~

~~***Note: The following optional paragraph is for use by all districts. Government Code 53205.1 authorizes the district to fund health and welfare benefits for spouses and dependent children of former Board members.***~~

~~Health and welfare benefits provided to a former Board member shall be extended, at his/her expense and at the same level, to his/her spouse/registered domestic partner and eligible dependent children as specified in law and the health plan.~~

Legal Reference:

EDUCATION CODE

33050-33053 General waiver authority

33362-33363 Reimbursement of expenses for attendance at workshops

35012 Board members; number, election and term

35044 Payment of traveling expenses of representatives of board

35120 Compensation for services as member of governing board

35172 Promotional activities

44038 Cash deposits for transportation purchased on credit

FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

GOVERNMENT CODE

8314 Use of public resources

20322 Elective officers; election to become member

20420-20445 Membership in Public Employees' Retirement System; definition of safety employees

53200-53209 Group insurance

54952.3 Simultaneous or serial meetings; announcement of compensation

HEALTH AND SAFETY CODE

1373 Health services plan, coverage for dependent children

INSURANCE CODE

10277-10278 Group and individual health insurance, coverage for dependent children

UNITED STATES CODE, TITLE 26

403 Tax-sheltered annuities

UNITED STATES CODE, TITLE 42

18011 Right to maintain existing health coverage

CODE OF FEDERAL REGULATIONS, TITLE 26

1.403(b)-2 Tax-sheltered annuities, definition of employee

COURT DECISIONS

Thorning v. Hollister School District, (1992) 11 Cal.App.4th 1598

Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara County, (1979) 93 Cal.App.3d 578

ATTORNEY GENERAL OPINIONS

91 Ops.Cal.Atty.Gen. 37 (2008)

83 Ops.Cal.Atty.Gen. 124 (2000)

Management Resources:

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Sample Expense and Use of Public Resources Policy Statement, January 2006

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax-Sheltered Annuity Plans (403(b) Plans) for Employees of Public Schools and Certain Tax-Exempt Organizations, Publication 571, rev. February 2013

WEB SITES

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

Institute for Local Government: <http://www.ca-ilg.org>

Internal Revenue Service: <http://www.irs.gov>

Public Employees' Retirement System: <http://www.calpers.ca.gov>

(11/01 11/02) 8/13

The rate of reimbursement shall be the same rate specified for district personnel.

(cf. 3350—Travel Expenses)

Health and Welfare Benefits

Board members may participate in the health and welfare benefits program provided for district employees.

Board members who elect to participate shall pay the full cost of premiums.

Benefits for Retired Board Members

Any former member whose first term of office began on or after January 1, 1995, and any other member retiring from the Board after at least one term, may continue the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

Legal Reference:

EDUCATION CODE

1090 Compensation for members and mileage allowance

33050-33053 General waiver authority

33362-33363 Reimbursement of expenses (Department of Education and CSBA workshops)

35012 Board members; number, election and term

35044 Payment of traveling expenses of representatives of board

35120 Compensation (services as member of governing board)

35172 Promotional activities

44038 Cash deposits for transportation purchased on credit

GOVERNMENT CODE

20322 Elective officers; election to become member

53200-53209 Group insurance

UNITED STATES CODE, TITLE 26

403(b) Tax sheltered annuities

COURT DECISIONS

Thorning v. Hollister School District, (1992) 11 Cal.App.4th 1598

Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara County, (1979) 93 Cal.App.3d 578

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 124 (2000)

Management Resources:

WEB SITES

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

Public Employees' Retirement System: <http://www.calpers.ca.gov>

(11/00-11/01)-11/02

Bylaw SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
First Reading: November 13, 2013
Adopted: King City, California

Board Bylaws

Remuneration, Reimbursement And Other Benefits

RESOLUTION ON BOARD COMPENSATION FOR MISSED MEETINGS

Note: The following optional exhibit is for use by districts that offer compensation to members of the Governing Board for their service; see Options #1 and 2 in the accompanying board bylaw. Pursuant to Education Code 35120, a Board member may receive compensation for Board meetings that he/she missed if the Board makes a finding, by resolution, that one or more specified circumstances exist.

WHEREAS, the Governing Board of the _____ School District appreciates the services provided by members of the Board and provides compensation for meeting attendance in accordance with Education Code 35120 and Board Bylaw 9250; and

WHEREAS, Education Code 35120 provides that the monthly compensation provided to Board members shall be commensurate with the percentage of meetings attended during the month unless otherwise authorized by Board resolution; and

WHEREAS, Education Code 35120 specifies limited circumstances under which the Board is authorized to compensate a Board member for meetings he/she missed; and

WHEREAS, the Board finds that (name of Board member) did not attend the Board meeting(s) on (dates) for the following reason(s): (check applicable reasons)

- Performance of other designated duties for the district during the time of the meeting
- Illness or jury duty
- Hardship deemed acceptable by the Board

NOW THEREFORE BE IT RESOLVED that the Board of the _____ School District approves full compensation of the Board member for the month of _____.

PASSED AND ADOPTED THIS _____ day of _____, _____ at a regular meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary

President

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

SUBJECT: Approval of Agreement with The Bay School

MEETING: November 13, 2013

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

_____ Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures

_____ Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety

_____ Develop/Sustain Fiscal Crisis Long-Term Solution

_____ Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings

X _____ Ensure that Facilities are Safe for Staff and Students

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

Summary:

The Bay School currently provides Educational/Related Services for the South Monterey County Joint Union High School District Special Education student(s).

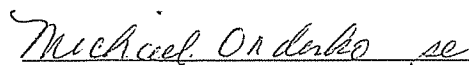
Recommendation:

The recommendation is being made for the State Administrator to approve the Memorandum of Understanding.

Fiscal Impact:

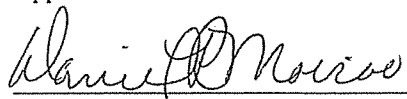
In the 2012-2013 School Year the payment was approximately \$78,835.00. It is anticipated that the 2013-2014 payment will be similar. The funding comes from Special Education.

Submitted By:



Michael Onderko
Director of Alternative Programs

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

INDIVIDUAL SERVICES AGREEMENT
FOR NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES
 (Education Code Sections 56365 et seq.)

This agreement is effective on 7/1/13 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2014, unless sooner terminated as provided in the Master Contract and by applicable law.

LOCAL EDUCATION AGENCY (LEA)		NONPUBLIC SCHOOL/AGENCY	
Street Address:	<u>So. Monterey Co. JUHSD</u>	Street Address:	<u>1026 Capitola Road</u>
City, State, Zip:	<u>800 Broadway St.</u>	City, State, Zip:	<u>Santa Cruz, CA 95062</u>
Contact Name (Program):	<u>Michael Onderko</u>	Contact Name (Program):	<u>Dr. Andrea Gold</u>
Phone:	<u>(831) 385-4661</u>	Phone:	<u>(831) 462-9620</u>
Email:	<u>monderko@smcjuhsd.org</u>	Email:	<u></u>
Fax:	<u>(831) 385-0643</u>	Fax:	<u>831-462-9616</u>
Contact Name (Business):	<u>Duane Wolgematt</u>	Contact name (Business):	<u>Debra Blair, Treasurer & CFO</u>
Phone:	<u>(831) 385-0606 x 4339</u>	Phone:	<u></u>
Email:	<u></u>	Email:	<u></u>
Fax:	<u>(831) 385-0695</u>	Fax:	<u></u>

STUDENT INFORMATION

Student: [Redacted] Date of Birth: [Redacted] Age: [Redacted]
 Grade: 12^r SSID Number: Student Identification Number: Gender: [Redacted]
 Lives With/In: Both Parents Mother Father Foster Parent Res. Facility Other:
 Parent/Guardian Name: [Redacted]
 Street Address: [Redacted] P.O. Box: City: [Redacted] Zip: [Redacted]
 Home Phone: [Redacted] Work Phone: Cell Phone: [Redacted]

CONTRACT DATES

Master Contract Executed: 7/1/13 ISA Begins: 7/1/13 ISA Ends: 6/30/14
 Number of Days: Regular Year 189 Extended School Year: 40 Total Contracted Days 229

DESIGNATED INSTRUCTION AND SERVICES / RELATED SERVICES:

Services	Provider				Duration of Each Session	Cost of Each Session	Number of Sessions per wlt/mo/year	Maximum Number of Sessions	Estimated Total Cost for Contracted Period
	LEA	NPS	NPA	Other Specify					
A. Basic Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			220.00	229	229	\$50,380.00
B. Related Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
1. Transportation									
a. Paid to NPS/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
b. Reimburse Parent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
2. Counseling									
a. Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
b. Individual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
c. Family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
3. Adapted P. E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
4. Speech/Language									
a. Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
b. Individual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		60 min/wk	\$90	49		\$4,410
5. Occupational Therapy									
a. Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
b. Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Services	Provider				Duration of Each Session	Cost of Each Session	Number of Sessions per wk/mo/year	Maximum Number of Sessions	Estimated Total Cost for Contracted Period
	LEA	NPS	NPA	Other Specify					
B. Related Services (Cont)									
6. Physical Therapy									
a. Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
b. Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
7. ABA									
a. Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
b. Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
c. Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
d. Direct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
8. One-to-One Aide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3 hrs/day	\$35		687	24,045.00
9. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
								TOTAL COST	\$78,835.00

TOTAL COST OF CONTRACTED SERVICES

Estimated Maximum Services Cost: \$78,835.00
Specialized Equipment/Materials/Supplies: _____
Total Estimated Maximum Cost: \$78,835.00

OTHER PROVISIONS/ATTACHMENTS

PROGRESS REPORTING REQUIREMENTS

Quarterly Monthly Other (Specify) _____

EXECUTION OF AGREEMENT

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

Contractor

Local Education Agency

Debra Blair, Treasurer and CFO
Name/Title of Authorized Representative

Name/Title of Authorized Representative

Debra Blair 8/13/13
Signature Date

Signature Date

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

SUBJECT: Approval of Trustee Election Waiver from CDE

MEETING: November 13, 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
- X _____ Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

School districts throughout the State of California have recently been sued because of a lack of representation on the local Board of Education of the ethnic demographics of the community the school district serves. Lawsuits have focused on the need for identifying trustee areas within the school boundaries of the school district. To determine if the South Monterey County Joint Union High School District is or is not in compliance, the district must complete a demographic study to determine the best form of representation. An election must then be held to earn community support for the proposed trustee areas.

This is a time consuming process. An approved waiver from the State Department of Education will provide the school district administration time to complete the process and demonstrate a good faith effort to address this issue.

Attached is a waiver to be presented to the State Board of Education in January 2014. Both the King City Joint Union High School District Teachers Association (KCJUHSUTA) has issued a vote of support for the waiver. CSEA is pending on this matter.


Recommendation:

It is recommended that the State Administrator approve the submission of the Waiver to Ed Code §§72036 and §§72036.5 to extend the deadline for conducting an election for trustee areas in the South Monterey County Joint Union High School District.

Fiscal Impact:


None at this time

Submitted By:



Daniel R. Moirao, Ed.D.
State Administrator

Approved:



Daniel R. Moirao, Ed.D.
State Administrator



CALIFORNIA STATE BOARD OF EDUCATION

JANUARY, 2014 AGENDA

General Waiver

<p>SUBJECT</p> <p>Request by South Monterey County Joint Union High School District to waive California <i>Education Code</i> Section 5020, and portions of sections 5019, 5021, and 5030, that require a district-wide election to establish new trustee areas.</p> <p>Waiver Number:</p>	<p><input checked="" type="checkbox"/> Action</p> <p><input type="checkbox"/> Consent</p>
--	---

RECOMMENDATION

Approval Approval with conditions Denial

SUMMARY OF PREVIOUS STATE BOARD OF EDUCATION DISCUSSION AND ACTION

The California State Board of Education (SBE) has approved numerous similar waiver requests—the most recent was a waiver requests from the Empire Union Elementary School District at the July 2013 SBE meeting and the Lodi Unified School District in September 2013.

SUMMARY OF KEY ISSUES

Approval of this waiver request would eliminate the election requirement for approval of trustee areas and a by-trustee-area method of election for future governing board elections in the South Monterey County Joint Union High School District (UHSD) in Monterey County. Voters in the district will continue to elect all board members—***however, if the waiver is approved, all board members will be elected by trustee areas, beginning with the next board election. ????***

The county committee on school district organization (county committee) has the authority to approve or disapprove the adoption of trustee areas and methods of election for school district governing board elections. Pursuant to California *Education Code (EC)* Section 5020, county committee approval of trustee areas and methods of election constitutes an order of election; thus, voters in the district have final approval.

A number of districts in California are facing existing or potential litigation under the California Voting Rights Act of 2001 over their at-large election methods. To help protect itself from potential litigation, ***the South Monterey County Joint UHSD is taking action to establish trustee areas and adopt a by-trustee-area method of election for the governing board. In order to establish these trustee areas and the method of election as expeditiously as possible, the district is requesting that the***

SBE waive the requirement that the trustee areas and the election method be approved at a district-wide election.

This waiver request has been reviewed by California Department of Education (CDE) staff and a determination has been made that: (1) the waiver was initiated by action of the State Administrator in consultation with the Board of Education; and, (2) there was no significant public opposition to the waiver at the public hearing held by the governing board.

Only the election to establish trustee areas and election method will be eliminated by approval of the waiver request—voters in the school district will continue to elect all governing board members. Moreover, approval of the waivers will not eliminate any existing legal rights of the current State Administrator and/or the seated board members.

The CDE finds that none of the grounds specified in *EC* Section 33051, which authorize denial of a waiver, exist. The CDE recommends that the SBE approve the request by the Lodi USD to waive *EC* Section 5020 in its entirety and portions of *EC* sections 5019, 5021, and 5030.

Because this is a general waiver, if the SBE decides to deny the waiver, it must cite one of the seven reasons in *EC* 33051(a), available at <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=33001-34000&file=33050-33053>.

Demographic Information: The South Monterey County JUSD has a student population of **28,448** and is located in a small community population in South Monterey County.

Authority for Waiver: *EC* Section 33050

Period of request: *January 1, 2014, to December 30, 2015* (requested and recommended)

Local board approval date(s): November 13, 2013

Public hearing held on date(s): November 13, 2013

Bargaining unit(s) consulted on date(s): California School Employees' Association (CSEA): October 24, 2013; King City High School Teachers Association (KCHSTA): October 25, 2013

Name of bargaining unit/representative(s) consulted: CSEA: Teresa Gama, President; KCHSTA: Paul Cavanagh, President;

Position of bargaining unit(s) (choose only one):

Neutral X Support Oppose:

Comments (if appropriate):

Public hearing advertised by (choose one or more):

posting in a newspaper
library, post office

posting at each school

other (specify) Public

Advisory committee(s) consulted: District English Language Advisory Committee.

Objections raised (choose one): None Objections are as follows:

Date(s) consulted: November , 2013

FISCAL ANALYSIS (AS APPROPRIATE)

Approval of the waiver request will not have negative fiscal effects on any local or state agency. Failure to approve the waiver request will result in the additional costs to the district for a district-wide election.

ATTACHMENT(S)

Attachment 1: South Monterey County Joint Union High School District (. . .)
General Waiver Request. (7 pages) (Original waiver request is signed
and on file in the Waiver Office.)

California Department of Education
WAIVER SUBMISSION - General

CD Code: Waiver Number: Active Year: 2014

Date In:

Local Education Agency: **South Monterey County Joint Union High School District**
Address: 800 Broadway
King City, CA 93539

Start: 1/1/2014 End: 12/30/2015

Waiver Renewal: N

Previous Waiver Number: Previous SBE Approval Date:

Waiver Topic: School District Reorganization
Ed Code Title: Elimination of Election Requirement
Ed Code Section: 5020 and portions of 5019, 5021, and 5030
Ed Code Authority: 33050

Ed Code or *CCR* to Waive: § 5019. Trustee areas and size of school district governing boards; powers of county committee; proposal and hearing

(a) Except in a school district governed by a board of education provided for in the charter of a city or city and county, in any school district or community college district, the county committee on school district organization may establish trustee areas, rearrange the boundaries of trustee areas, abolish trustee areas, and increase to seven or decrease to five the number of members of the governing board, or adopt one of the alternative methods of electing governing board members specified in Section 5030.

(b) The county committee on school district organization may establish or abolish a common governing board for a high school district and an elementary school district within the boundaries of the high school district. The resolution of the county committee on school district organization approving the establishment or abolition of a common governing board shall be presented to the electors of the school districts as specified in Section 5020.

(c) (1) A proposal to make the changes described in subdivision (a) or (b) may be initiated by the county committee on school district organization or made to the county committee on school district organization either by a petition signed by 5 percent or 50, whichever is less, of the qualified registered voters residing in a district in which there are 2,500 or fewer qualified registered voters, by 3 percent or 100, whichever is less, of the qualified registered voters residing in a district in which there are 2,501 to 10,000 qualified registered voters, by 1 percent or 250, whichever is less, of the qualified registered voters residing in a district in which there are 10,001 to 50,000 qualified registered voters, by 500 or more of the qualified registered voters residing in a district in which there are 50,001 to 100,000 qualified registered voters, by 750 or more of the qualified registered voters residing in a district in which there are 100,001 to 250,000 qualified registered voters, or by 1,000 or more of the qualified registered voters residing in a district in which there are 250,001 or more qualified registered voters or by resolution of the governing board of the district. For this purpose, the necessary signatures for a petition shall be obtained within a period of 180 days before the submission of the petition to the county

committee on school district organization and the number of qualified registered voters in the district shall be determined pursuant to the most recent report submitted by the county elections official to the Secretary of State under Section 2187 of the Elections Code.

(2) When a proposal is made pursuant to paragraph (1), the county committee on school district organization shall call and conduct at least one hearing in the district on the matter. At the conclusion of the hearing, the county committee on school district organization shall approve or disapprove the proposal.

(d) If the county committee on school district organization approves pursuant to subdivision (a) [the rearrangement of the] boundaries of trustee areas for a particular district, then the [rearrangement of the] trustee areas shall be effectuated for the next district election occurring at least 120 days after [its] approval, [unless at least 5 percent of the registered voters of the district sign a petition requesting an election on the proposed rearrangement of trustee area boundaries. The petition for an election shall be submitted to the county elections official within 60 days of the proposal's adoption by the county committee on school district organization. If the qualified registered voters approve pursuant to subdivision (b) or (c) the rearrangement of the boundaries to the trustee areas for a particular district, the rearrangement of the trustee areas shall be effective for the next district election occurring at least 120 days after its approval by the voters.]

[§ 5020. Presentation of proposal to electors]

[(a) The resolution of the county committee approving a proposal to establish or abolish trustee areas, to adopt one of the alternative methods of electing governing board members specified in Section 5030, or to increase or decrease the number of members of the governing board shall constitute an order of election, and the proposal shall be presented to the electors of the district not later than the next succeeding election for members of the governing board.]

[(b) If a petition requesting an election on a proposal to rearrange trustee area boundaries is filed, containing at least 5 percent of the signatures of the district's registered voters as determined by the elections official, the proposal shall be presented to the electors of the district, at the next succeeding election for the members of the governing board, at the next succeeding statewide primary or general election, or at the next succeeding regularly scheduled election at which the electors of the district are otherwise entitled to vote, provided that there is sufficient time to place the issue on the ballot.]

[(c) If a petition requesting an election on a proposal to establish or abolish trustee areas, to increase or decrease the number of members of the board, or to adopt one of the alternative methods of electing governing board members specified in Section 5030 is filed, containing at least 10 percent of the signatures of the district's registered voters as determined by the elections official, the proposal shall be presented to the electors of the district, at the next succeeding election for the members of the governing board, at the next succeeding statewide primary or general election, or at the next succeeding regularly scheduled election at which the electors of the district are otherwise entitled to vote, provided that there is sufficient time to place the issue on the ballot. Before the proposal is presented to the electors, the county committee on school district organization may call and conduct one or more public hearings on the proposal.]

[(d) The resolution of the county committee approving a proposal to establish or abolish a common governing board for a high school and an elementary school district within the

boundaries of the high school district shall constitute an order of election. The proposal shall be presented to the electors of the district at the next succeeding statewide primary or general election, or at the next succeeding regularly scheduled election at which the electors of the district are otherwise entitled to vote, provided that there is sufficient time to place the issue on the ballot.]

[(e) For each proposal there shall be a separate proposition on the ballot. The ballot shall contain the following words:]

["For the establishment (or abolition or rearrangement) of trustee areas in ____ (insert name) School District --Yes" and "For the establishment (or abolition or rearrangement) of trustee areas in ____ (insert name) School District--No."]

["For increasing the number of members of the governing board of ____ (insert name) School District from five to seven--Yes" and "For increasing the number of members of the governing board of ____ (insert name) School District from five to seven--No."]

["For decreasing the number of members of the governing board of ____ (insert name) School District from seven to five--Yes" and "For decreasing the number of members of the governing board of ____ (insert name) School District from seven to five--No."]

["For the election of each member of the governing board of the ____ (insert name) School District by the registered voters of the entire ____ (insert name) School District--Yes" and "For the election of each member of the governing board of the ____ (insert name) School District by the registered voters of the entire ____ (insert name) School District--No."]

["For the election of one member of the governing board of the ____ (insert name) School District residing in each trustee area elected by the registered voters in that trustee area--Yes" and "For the election of one member of the governing board of the ____ (insert name) School District residing in each trustee area elected by the registered voters in that trustee area--No."]

["For the election of one member, or more than one member for one or more trustee areas, of the governing board of the ____ (insert name) School District residing in each trustee area elected by the registered voters of the entire ____ (insert name) School District--Yes" and "For the election of one member, or more than one member for one or more trustee areas, of the governing board of the ____ (insert name) School District residing in each trustee area elected by the registered voters of the entire ____ (insert name) School District--No."]

["For the establishment (or abolition) of a common governing board in the ____ (insert name) School District and the ____ (insert name) School District--Yes" and "For the establishment (or abolition) of a common governing board in the ____ (insert name) School District and the ____ (insert name) School District--No."]

[If more than one proposal appears on the ballot, all must carry in order for any to become effective, except that a proposal to adopt one of the methods of election of board members specified in Section 5030 which is approved by the voters shall become effective unless a proposal which is inconsistent with that proposal has been approved by a greater number of voters. An inconsistent proposal approved by a lesser number of voters than the number which have approved a proposal to adopt one of the methods of election of board members specified in Section 5030 shall not be effective.]

§ 5021. Incumbents to serve out terms despite approval of change

(a) If a proposal for the establishment of trustee areas formulated under Sections 5019 [and 5020] is approved [by a majority of the voters voting at the election,] any affected incumbent board member shall serve out his or her term of office and succeeding board members shall be nominated and elected in accordance with Section 5030. In the event two or more trustee areas are established [at such election] which are not represented in the membership of the governing board of the school district, or community college district the county committee shall determine by lot the trustee area from which the nomination and election for the next vacancy on the governing board shall be made.

(b) If a proposal for rearrangement of boundaries is approved by [a majority of the voters voting on the measure, or by]the county committee on school district organization [when no election is required,] and if the boundary changes affect the board membership, any affected incumbent board member shall serve out his or her term of office and succeeding board members shall be nominated and elected in accordance with Section 5030.

(c) If a proposal for abolishing trustee areas is approved [by a majority of the voters voting at the election,] the incumbent board members shall serve out their terms of office and succeeding board members shall be nominated and elected at large from the district.

§ 5030. Alternate method of election

Except as provided in Sections 5027 and 5028, in any school district or community college district having trustee areas, the county committee on school district organization [and the registered voters of a district,] pursuant to Sections 5019 [and 5020, respectively,] may at any time recommend one of the following alternate methods of electing governing board members:

(a) That each member of the governing board be elected by the registered voters of the entire district.

(b) That one or more members residing in each trustee area be elected by the registered voters of that particular trustee area.

(c) That each governing board member be elected by the registered voters of the entire school district or community college district, but reside in the trustee area which he or she represents.

The recommendation shall provide that any affected incumbent member shall serve out his or her term of office and that succeeding board members shall be nominated and elected in accordance with the method recommended by the county committee.

Whenever trustee areas are established in a district, provision shall be made for one of the alternative methods of electing governing board members. [In counties with a population of less than 25,000] the county committee on school district organization or the county board of education, if it has succeeded to the duties of the county committee, may at any time, by resolution, with respect to trustee areas established for any school district, other than a community college district, amend the provision required by this section without additional approval by the electors, to require one of the alternate methods for electing board members to be utilized.

Outcome Rationale: South Monterey County Joint Union High School District desires to have the requested education Code sections waived because the waiver of these sections will allow the District to successfully adopt trustee areas and establish a by-trustee election process as expeditiously as possible, thereby enabling the District to avoid litigation resulting out of its current at-large election process for electing its governing board members.

It is imperative that the District adopt these areas and establish this process without delay and without interference because like many of the school districts that have been threatened with lawsuits under the California Voting Rights Act of 2001 ("CVRA"), the district currently utilizes an at-large election process to elect its governing board members. The District's failure to successfully adopt and implement trustee areas and by-trustee area election process leaves it vulnerable to such litigation in which the District would be exposed to potentially having to pay significant attorneys' fees to plaintiffs, which pose an undue hardship and extreme detriment to the district and its students.

CVRA History

The California Legislature enacted the California Voting Rights Act of 2001. See California Elections Code §§ 14025-14032. This legislation makes all at-large election systems in California for cities, school districts and special districts vulnerable to legal attack, largely on proof of racially polarized voting, regardless of whether a majority district can be formed and, under the interpretation adopted by plaintiffs in other pending CVRA cases, without regard to the electoral success of minority candidates or the need to prove actual racial injury exists.

The CVRA purports to alter several requirements that plaintiffs would have to prove under the Federal Voting Rights Act, thereby making it easier to challenge at-large election systems.

The first lawsuit under the CVRA was filed against the City of Modesto in 2004. The City of Modesto challenged the facial constitutionality of the CVRA on the basis that, by using race as the sole criterion of liability, the CVRA contains a suspect racial classification that California was required to justify under equal protection strict scrutiny standards. The trial court struck down the statute but the California Court of Appeal reversed. *Sanchez v. City of Modesto* (2006) 145 Cal.App.4th 660.

The City of Modesto ultimately settled the litigation, but not before paying plaintiffs \$3 million in attorneys' fees to plaintiffs' attorneys (the prevailing party [other than a public agency] is entitled to an award of their attorneys' fees and costs under the CVRA) and another \$1.7 million to its own attorneys.

Similarly, the Hanford Joint Union High School District was sued under the CVRA and after adopting trustee areas and establishing by-trustee area elections (and requesting and receiving the same waiver from the State Board of Education that is being requested here), paid plaintiffs in that lawsuit the sum of \$110,000 pursuant to a settlement agreement. Most recently, the Madera Unified School District has been sued under the CVRA and their governing board member election has been enjoined by the court. Plaintiffs in that case have made an attorney fee demand for approximately \$1.2 million.

On or about March 19, 2008, the Oak Grove School District received a letter from the Lawyers' Committee for Civil Rights of San Francisco, demanding the District convert to a by-trustee area election system or face legal action. While discussing this issue with the Lawyers' Committee

for Civil Rights, the District asked whether it would allow the District to make the transition from an at-large election process to a by-trustee election process and have that decision subject to approval by the District's electors. The Lawyers' Committee for Civil Rights responded by stating that if the District allowed the decision to be put to its electors, than it would proceed with filing a lawsuit immediately and thus preempt any vote by the District's electors and force the District to expend funds in defending against such a lawsuit

The District is preparing and will recommend a trustee area plan for adoption at a duly noticed public meeting in September 2014. In August 2014, the Monterey County Committee on School District Organization ("County Committee") will hold a public hearing on the recommended trustee area plan where the plan recommended by the District will be considered for adoption by the County Committee.

Under *Education Code* section 5020, the County Committee would normally call for an election and put the matter to a vote of the District's electors. In this case, however, if the District went through this process it would leave the District vulnerable to a lawsuit and injunction.

The requested waiver will allow the District to complete its transition to a by-trustee area election process in time for the next governing board member election in November 2015, which will reduce the District's liability going forward.

Student Population: ??????

City Type: Small

Public Hearing Date: ??????

Public Hearing Advertised: Notice in a Newspaper

Local Board Approval Date: **11/13/14**

Community Council Reviewed By: District English Learner Advisory Committee (DELAC)

Community Council Reviewed Date: ??????

Community Council Objection: ??????

Community Council Objection Explanation:

Audit Penalty YN: N

Categorical Program Monitoring: N

Submitted by: **Daniel R. Moirao Ed.D.**

Position: **State Administrator**

E-mail: **dmoirao@smcjuhsd.org**

Telephone: **831-385 0606**

Fax: **831-385-0695**

Bargaining Unit Date: ??????

Name: California School Employees Association (CSEA)

Representative: **Teresa Gama**

Title: CSEA President

Position: ??????
Comments:

Bargaining Unit Date: ??????
Name: **King City High School Teachers Association (KCHSTA)**
Representative: **Paul Cavanagh**
Title: **KCHSTA President**
Position: ?????
Comments:

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of Contract for Consulting Services –
C.F. Educational Resources (Carole Ferraud)

MEETING: November 13, 2013

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

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

Summary:

The District is requesting approval of the consulting contract with C.F. Educational Resources, Carole Ferraud, a DAIT Provider, who will work directly with administration, coaches and teachers in the implementation of Common Core State Standards and effective instructional strategies to engage students in their learning.

Recommendation:

The recommendation is being made for the State Administrator to approve the contract with C.F. Educational Resources, Carole Ferraud, a DAIT Provider.

Fiscal Impact:

The contract will not exceed \$54,000 (Title I, Program Improvement 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
800 BROADWAY
KING CITY, CA 93930**

AGREEMENT TO FURNISH CONSULTANT SERVICES

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

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

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

I. TERM:

The effective date of the agreement is November 1, 2013 and it terminates June 30, 2014 unless sooner terminated as provided herein.

II. PAYMENT LIMIT

- Consultant shall be compensated at the daily rate of \$1500.
- Not to exceed a total of 36 days of service.
- Total payment(s) to Consultant, under this contract shall not exceed \$54,000.

III. DISTRICT OBLIGATION:

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

IV. CONSULTANT'S OBLIGATION

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

V. CONSULTANT SERVICE DESCRIPTION

Scope of Work: The Consultant will work directly with the Assistant Superintendent to create and establish a capacity model with the focus on support and accountability at the district, site and classroom levels. This will include professional development for teachers, coaches, and administrators in the implementation of Common Core State Standards and effective instructional strategies to engage students in their learning; direct site support for coaches to increase their effectiveness, and; classroom walk-through support and feedback for administrators.

VI. CONFIDENTIALITY

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

VII. ASSIGNMENT

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

VIII. TERMINATION OF AGREEMENT

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

- a. District may terminate agreement at any time if Consultant does not perform, or refuses to perform according to this Agreement.
- b. District and Consultant may terminate agreement at any time with mutual written consent.
- c. Days of service are completed prior to June 30, 2014.
- d. In the event of early termination, Consultant shall be paid for all work or services performed to the date of termination together with an amount for approved expenses due and owing.

IX. DISTRICT'S RIGHT OF RETENTION

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

X. EXTENSION OF TERM

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

XI. SIGNATURES

These signatures attest the parties' agreement hereto:

Carole Ferraud
Carole Ferraud / Consultant

Daniel R. Norris
CONTRACT OFFICER OF THE
South Monterey County Joint Union High School District

10/28/13
Date

10-31-13
Date

26-4301551
Social Security Number of Consultant *

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

Preferred contact information:

Carole Ferraud / Consultant

P.O. Box 621 Big Bear Lake, CA 92315

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

(760) 880-4925
Phone number Cell Phone

Account code: _____

CBO signature _____ Date: _____

Routing:

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

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of Contract for Consulting Services –
Coyne Educational Consulting (Linda Coyne)

MEETING: November 13, 2013

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

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

Summary:

The District is requesting approval of the consulting contract with Coyne Educational Consulting, Linda Coyne, who will be providing valuable professional development and coaching for the Alternative Education Administrator.

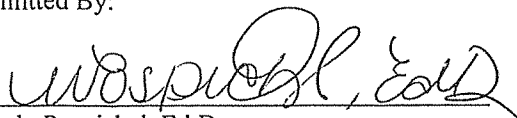
Recommendation:

The recommendation is being made for the State Administrator to approve the contract with Coyne Educational Consulting, Linda Coyne.

Fiscal Impact:

The contract will not exceed \$3,600 (Title II, Professional Development 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
800 BROADWAY
KING CITY, CA 93930**

AGREEMENT TO FURNISH CONSULTANT SERVICES

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

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

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

I. TERM:

The effective date of the agreement is November 1, 2013 and it terminates June 30, 2014 unless sooner terminate as provided herein.

II. PAYMENT LIMIT

- Consultant shall be compensated at the rate of \$100 per hour.
- Not to exceed a total of 36 hours of service.
- Total payment(s) to Consultant, under this contract shall not exceed \$3600.

III. DISTRICT OBLIGATION:

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

IV. CONSULTANT'S OBLIGATION

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

V. CONSULTANT SERVICE DESCRIPTION

Scope of Work: professional development for the Alternative Education Administrator including building systems and structures that create a culture that focuses on pupil achievement, community relations, fiscal accountability; identification of accreditation and categorical compliance instruments and development of implementation plan.

VI. CONFIDENTIALITY

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

VII. ASSIGNMENT

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

VIII. TERMINATION OF AGREEMENT

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

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

IX. DISTRICT'S RIGHT OF RETENTION

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

X. EXTENSION OF TERM

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

XI. SIGNATURES

These signatures attest the parties' agreement hereto:

Linda Coyne
Coyne Educational Consulting
CONSULTANT / TITLE

Daniel R. Morio
CONTRACT OFFICER OF THE
South Monterey County Joint Union High School District

10/17/13
Date

Oct. 21, 2013
Date

EW 27-3398284
Social Security Number of Consultant *

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

Preferred contact information:

Linda Coyne, Coyne Educational Consulting
CONSULTANT / TITLE (Please Print)

27770 Mesa del Toro Road Salinas, CA 93908
Mailing Address (number, street name, city, state and zip code: Please Print)

(831) 594-0680 lcoyne@gmail.com
Phone number Cell Phone

Account code: _____

CBO signature _____ Date: _____

Routing:

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

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of Construction Project Change Order #1 from Kitchell for the KCHS Gymnasium

MEETING: November 13, 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:

This Change Order for the contract with Kitchell CEM, Inc. is to increase the scope of the work of the KCHS Gymnasium renovation in the boy's locker room, weight room, girl's locker room as well as exterior concrete flatwork replacement.


Recommendation:

The recommendation is being made for the State Administrator to approve Change Order #1.

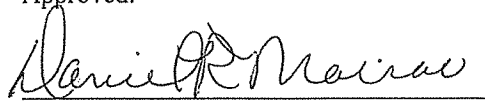
Fiscal Impact:

These funds are budgeted and can only be spent for this project.

Submitted By:


 Duane Wolgamott
 Business Manager

Approved:


 Daniel R. Moirao, Ed.D.
 State Administrator

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT CHANGE ORDER

To: Kitchell CEM, Inc.
2750 Gateway Oaks Drive, Suite 300
Sacramento, CA 95833
916/648-9700, Fax: 916/648-6534
License No. CA 950139

Sheet 1 of 1
Date 1 Oct 20013
Change Order No. 1
Agreement LLB

Agreement Date 10 Jun 2011
Job No. 4025A1

From: SMCJUHSD
800 Broadway Street
King City, CA 93930
831/385-0606, Fax: 831/385-0695

with reference to the construction project described as follows:

Job: KING CITY HIGH SCHOOL Re-Roof Project, Buildings
A,B,C,D,E,&H, Modernization #2 Building R.
Job 700 BROADWAY ST.
Location: KING CITY, CA 93930
Owner: KING CITY UNION SCHOOL DISTRICT
Architect: NTD Architecture

For which SMCJUHSD is the Owner, the undersigned (hereinafter referred to as) proposes to supplement its Agreement, numbered and dated as shown above as follows:

Description of work covered by this Agreement Change Order:

1. Selected renovation work in the Boy's Locker Room including new lockers, lighting, skylights, interior paint, remodeling of the coaches RR, adding an ADA shower area and epoxy flooring. Replacement of exterior concrete walkways, exterior painting, replacement of wrestling room and Boy's locker room heaters, leveling of the weight room floor and installation of rubber flooring. Installation of new drinking fountain at exterior near the Girl's locker room. Repair of light fixtures in main gym. Installation of basketball goal motors covers and safety cables.

The work is to be fully completed and delivered to Contractor according to terms and conditions of said Agreement referred to above for the following prices, which includes all labor, materials, sales tax, all other taxes, and insurances.

INCREASE: \$264,451.23

This Agreement, when accepted by the Contractor shall become and be a part of said Agreement referred to above. All other terms and conditions of said Agreement as it heretofore may have been modified shall be and remain the same.

Accepted for: SMCJUHSD

Accepted for: Kitchell CEM, Inc.

By _____
Signature

By _____
Signature

Name and Title

Type Name and Title

Memorandum Only: Original Agreement Amount
C.O.'s Nos. 0 to 0
This C.O. No. 1 Increase
Adjusted Agreement Amount

\$ 2,384,855.00
\$ 0.00
\$ 264,451.23
\$ 2,649,306.23

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

SUBJECT: Approval of the Donation from Greenfield Rotary
Club for Writing Books

MEETING: November 13, 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 Greenfield Rotary Club has donated \$591.25 to purchase student writing books for the freshman class at Greenfield High School. This has been an ongoing project at the school, due to financial limitations in the district, the writing books were not scheduled to be used this year. The Greenfield Rotary Club saw the value to students, and donated the amount needed to purchase the materials for student use.

Recommendation:

It is recommended that the State Administrator accept the donation of \$591.25 from the Greenfield Rotary Club to purchase student writing books.

Fiscal Impact:

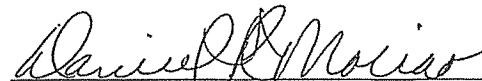
No impact on district funds.

Submitted By:



Daniel R. Moirao, Ed.D.
State Administrator

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of the \$700 Donation from Farmers Insurance to King City High School Athletics

MEETING: November 13, 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:

During King City High School's homecoming half time Farmers Insurance held a football throwing event in which a community member attempted to hit a target with a football. The community member and high school would each have received \$1,500 if they had been successful, the community member was not.

In appreciation for allowing this event to occur during half-time, Farmers Insurance generously donated \$700 to be used for athletics at King City High School. The high school and district appreciates the donation and support.


Recommendation:

The recommendation is being made for the State Administrator to approve the \$700 donation from Farmers Insurance.

Fiscal Impact:

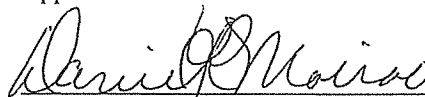
Funds will be used by KCHS athletics.

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: November 13, 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 0420 Site Plans & Site Councils (revised)
- AR 0420 School Site Plans & Councils (revised)

- BP 3514.1 Hazardous Substances (revised)
- AR 3514.1 Hazardous Substances (revised)

- BP 6159.2 Nonpublic, Nonsectarian School and Agency Services for Special Education (new)
- AR 6159.2 Nonpublic, Nonsectarian School and Agency Services for Special Education (new)

- BP 6163.1 Library Media Centers (revised)

- BP6164.6 Identification and Education Under Section 504 (revised)
- AR 6164.6 Identification and Education Under Section 504 (revised)


- BP 6177 Summer Learning Programs (new)

Recommendation:

It is recommended that the State Administrator approve the board policies as modified

Fiscal Impact:

Submitted By:



Daniel R. Moirao Ed. D.
State Administrator

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

BP 0420 Philosophy, Goals, Objectives and Comprehensive Plans

SCHOOL PLAN/SITE COUNCILS

The Governing Board believes that comprehensive planning at each district school is necessary in order to focus school improvement efforts on student academic achievement and facilitate the effective use of district resources. The Superintendent or designee shall ensure that school plans provide clear direction and identify cohesive strategies aligned with school and district goals.

- (cf. 0000 - Vision)
- (cf. 0200 - Goals for the School District)
- (cf. 0400 - Comprehensive Plans)

For any school that participates in specified state and/or federal categorical programs, the school site council or other schoolwide advisory committee shall consolidate the plans required for those categorical programs into a single plan for student achievement (SPSA). (Education Code 52055.755, 64001)

- (cf. 0420.1 - School-Based Program Coordination)
- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 0520.2 - Title I Program Improvement Schools)
- (cf. 0520.4 - Quality Education Investment Schools)
- (cf. 1220 - Citizen Advisory Committees)
- (cf. 1431 - Waivers)
- (cf. 3513.3 - Tobacco-Free Schools)
- (cf. 4131 - Staff Development)
- (cf. 5147 - Dropout Prevention)
- (cf. 6020 - Parent Involvement)
- (cf. 6142.91 - Reading/Language Arts Instruction)
- (cf. 6151 - Class Size)
- (cf. 6164.2 - Counseling/Guidance Services)
- (cf. 6171 - Title I Programs)
- (cf. 6174 - Education for English Language Learners)
- (cf. 6190 - Evaluation of the Instructional Program)

As appropriate, a school may incorporate any other school plan into the SPSA. (Education Code 64001)

The State Administrator/Superintendent or designee shall review each school's SPSA to ensure that it meets the content requirements for all programs included, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and students. He/she shall submit to the Board his/her recommendations for plan approval or revision.

The Board shall review and approve each school's SPSA and any subsequent material revisions affecting the academic programs for students participating in the categorical programs addressed in the SPSA. The Board shall certify that, to the extent allowable under federal law, the SPSA is consistent with district local improvement plans required as a condition of receiving federal funding. Any such review and approval shall be at a regularly scheduled Board meeting. (Education Code 64001)

Whenever the Board does not approve a school's SPSA, it shall communicate its specific reasons for disapproval of the plan to the school site council or committee. The school site council or committee shall then revise and resubmit the SPSA to the Board for its approval.

The Superintendent or designee shall ensure that school administrators and school site council members receive training on the roles and responsibilities of the site council.

Legal Reference:

EDUCATION CODE

- 52-53 Designation of schools
- 33133 Information guide for school site councils
- 35147 Open meeting laws exceptions
- 41500-41573 Categorical education block grants
- 52055.700-52055.770 Quality Education Investment Act
- 52176 Advisory committees
- 52500-52617 Adult education
- 52800-52887 School-Based Program Coordination Act
- 52890 Qualifications and duties of outreach consultants
- 54000-54028 Educationally Disadvantaged Youth Programs
- 54100-54145 Miller-Unruh Basic Reading Act
- 54425 Advisory committees (compensatory education)
- 54650-54659 Education Improvement Incentive Program
- 56000-56867 Special education
- 64000 Categorical programs included in consolidated application
- 64001 Single school plan for student achievement, consolidated application programs

HEALTH AND SAFETY CODE

104420 Tobacco use prevention

CODE OF REGULATIONS, TITLE 5

3930-3937 Compliance plans

UNITED STATES CODE, TITLE 20

- 6311 Accountability, adequate yearly progress
- 6312-6319 Title I programs; plans
- 6421-6472 Programs for neglected, delinquent, and at-risk children and youth
- 6601-6651 Teacher and Principal Training and Recruitment program
- 6801-7014 Limited English proficient and immigrant students

7101-7165 Safe and Drug-Free Schools and Communities
7341-7355c Rural Education Initiative

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

A Guide for Developing the Single Plan for Student Achievement: A Resource for the School
Site Council, February 2013

WEST ED PUBLICATIONS

California Healthy Kids Survey

California School Climate Survey

WEB SITES

California Department of Education, Single Plan for Student Achievement:

<http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>

U.S. Department of Education: <http://www.ed.gov>

WestEd: <http://www.wested.org>

(7/05 11/06) 8/13

52890 Qualifications and duties of outreach consultants

54000-54028 Educationally Disadvantaged Youth Programs

54100-54145 Miller-Unruh Basic Reading Act

54425 Advisory committees (compensatory education)

54650-54659 Education Improvement Incentive Program

54740-54749.5 California School Age Families Education Program

56000-56867 Special education

64000 Categorical programs included in consolidated application

64001 Single school plan for student achievement, consolidated application programs

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

52012 Establishment of school site council

52014-52015 School plans

HEALTH AND SAFETY CODE

104420 Tobacco use prevention

MILITARY AND VETERANS CODE

500-520.1 California Cadet Corps

AB 1802 UNCODIFIED 2006 STATUTE

43 School site block grants

CODE OF REGULATIONS, TITLE 5

3930-3937 Compliance plans

UNITED STATES CODE, TITLE 20

6312-6319 Title I programs; plans

6421-6472 Programs for neglected, delinquent, and at-risk children and youth

6601-6651 Teacher and Principal Training and Recruitment program

6801-7014 Limited English proficient and immigrant students

7101-7165 Safe and Drug-Free Schools and Communities

7341-7355c Rural Education Initiative

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

A Guide and Template for the Single Plan for Student Achievement: A Handbook for School Site Councils, April 2006

WEB SITES

California Department of Education, Single Plan for Student Achievement:

<http://www.cde.ca.gov/nclb/sr/le/singleplan.asp>

Center for Comprehensive School Reform and Improvement: <http://www.centerforcsri.org>

U.S. Department of Education: <http://www.ed.gov>

(3/02 7/05) 11/06

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 13, 2013

King City, California

Philosophy, Goals, Objectives and Comprehensive Plans

School Plans/Site Councils

School Site Councils

School site councils shall be established when required for participation in a categorical program. (Education Code 52852, 64001)

(cf. 0420.1 - School-Based Program Coordination)

The school site council shall be composed of the following: (Education Code 52852)

1. The principal
2. Teachers selected by the school's teachers
3. Other school personnel selected by the school's other personnel
4. Parent/guardian representatives, who may include parents/guardians of students attending the school and/or community members, selected by parents/guardians of students attending the school
5. In secondary schools, students attending the school selected by other such students

Half of the school site council membership shall consist of school staff, the majority of whom shall be classroom teachers. For elementary school site councils, the remaining half shall be parent/guardian representatives. For secondary school site councils, the remaining half shall be equal numbers of parent/guardian representatives and students. (Education Code 52852)

A district employee may serve as a parent/guardian representative on the school site council of the school his/her child attends, provided the employee does not work at that school. (Education Code 52852)

The bylaws of each school site council shall include the method of selecting members and officers, terms of office, responsibilities of council members, time commitment, and a policy of nondiscrimination.

School site councils may function on behalf of other committees in accordance with law. (Education Code 52176, 52870, 54425; 5 CCR 3932)

School site councils shall operate in accordance with procedural meeting requirements established in Education Code 35147.

(cf. 1220 - Citizen Advisory Committees)

Single Plan for Student Achievement

In order for a school to participate in any state or federal categorical program specified in Education Code 52055.700 or 64000 on an ongoing basis, the school site council shall approve and annually review and update a single plan for student achievement (SPSA). If the school does not have a school site council, these responsibilities shall be fulfilled by a schoolwide advisory group or school support group conforming to the composition requirements of the school site council listed in the section "School Site Councils" above. (Education Code 52055.755, 64001)

(cf. 0450 - Comprehensive Safety Plan)
(cf. 0520.4 - Quality Education Investment Schools)
(cf. 1431 - Waivers)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 4131 - Staff Development)
(cf. 5147 - Dropout Prevention)
(cf. 6020 - Parent Involvement)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6151 - Class Size)
(cf. 6164.2 - Counseling/Guidance Services)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6184 - Continuation Education)

The SPSA shall be developed with the review, advice, and certification of any applicable school advisory committees. (Education Code 64001)

Such groups may include, but are not limited to, advisory committees established for categorical programs such as English learner, special education, gifted and talented education, and Economic Impact Aid programs; Western Association of Schools and Colleges leadership teams; district or school liaison teams for schools identified for program improvement; and other committees established by the school or district.

(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6190 - Evaluation of the Instructional Program)

The SPSA shall be aligned with school goals for improving student achievement. School goals shall be based on an analysis of verifiable state data, including the Academic Performance Index (API) and the California English Language Development Test, and may consider any other data developed by the district to measure student achievement. (Education Code 64001)

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)

The SPSA shall, at a minimum: (Education Code 64001)

1. Address how funds provided to the school through specified categorical programs will be used to improve the academic performance of all students to the level of the performance goals established by the API
2. Identify the means of evaluating the school's progress toward accomplishing those goals
3. Identify how state and federal law governing the categorical programs will be implemented

In addition to meeting the requirements common to all applicable school plans, the SPSA shall address any content required by law for each individual categorical program in which the school participates.

In developing or revising the SPSA, the school site council or other schoolwide advisory group or school support group shall:

1. Analyze student achievement data. Using measures of student academic performance, the school shall identify significant patterns of low performance in particular content areas, student groups, and/or individual students and determine which data summaries to include in the plan as most informative and relevant to school goals.

(cf. 6011 - Academic Standards)

2. Assess the effectiveness of the school's instructional program in relation to the analysis of student data.
3. Identify a limited number of achievement goals and key improvement strategies to achieve the goals. School goals shall reflect the needs identified at the school site while aligning with goals identified in federally required district plans. The school shall specify the student group(s) on which each goal is focused, the methods or practices that will be used to reach the goal, and the criteria that will be used to determine if the goal is achieved.
4. Define timelines, personnel responsible, proposed expenditures, and funding sources to implement the SPSA.

The school site council or other schoolwide group shall approve the proposed SPSA at a meeting for which public notice has been posted and then submit the SPSA to the Governing Board for approval. (Education Code 35147, 64001)

The school site council or other schoolwide group shall regularly monitor the implementation and effectiveness of the SPSA and modify any activities that prove ineffective. At least once per year, the school shall evaluate results of improvement efforts and report to the Board, advisory committees, and other interested parties regarding progress toward school goals.

The school site council or other schoolwide group may amend the SPSA at any time. Any revisions that would substantively change the academic programs funded through the consolidated application shall be submitted to the Board for approval.

(7/05 11/06) 8/13

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading:

Adopted: November 13, 2013

King City, California

BP 3514.1 Business and Noninstructional Operations

Hazardous Substances

The Governing Board desires to provide a safe school environment that protects students and employees from exposure to potentially hazardous substances that may be used in the district's educational program and in the maintenance and operation of district facilities and equipment.

(cf. 3514 - Environmental Safety)

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

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

(cf. 5141.22 - Infectious Diseases)

(cf. 5142 - Safety)

(cf. 6161.3 - Toxic Art Supplies)

Insofar as reasonably possible, the State Administrator/Superintendent or designee shall minimize the quantities of hazardous substances stored and used on school property. When hazardous substances must be used, the State Administrator/Superintendent or designee shall give preference to materials that cause the least risk to people and the environment.

(cf. 3510 - Green School Operations)

(cf. 3514.2 - Integrated Pest Management)

The State Administrator/Superintendent or designee shall ensure that all potentially hazardous substances on district properties are inventoried, used, stored, and regularly disposed of in a safe and legal manner.

Hazard Communication Program

The State Administrator/Superintendent or designee shall develop, implement, and maintain a written hazard communication program in accordance with 8 CCR 5194 and shall ensure that employees, students, and others as necessary are fully informed about the properties and potential hazards of substances to which they may be exposed.

(cf. 1240 - Volunteer Assistance)

The Superintendent or designee shall develop specific measures to ensure the safety of students and staff in school laboratories where hazardous chemicals are used. Such measures shall include the development and implementation of a chemical hygiene plan in accordance with 8 CCR 5191 and instruction to students about proper handling of hazardous substances.

(cf. 6142.93 - Science Instruction)

Legal Reference:

EDUCATION CODE

49340-49341 Hazardous substances education

49401.5 Legislative intent; consultation services

49411 Chemical listing; compounds used in school programs; determination of shelf life; disposal

FOOD AND AGRICULTURAL CODE

12981 Regulations re pesticides and worker safety

HEALTH AND SAFETY CODE

25163 Transportation of hazardous wastes; registration; exemptions; inspection

25500-25520 Hazardous materials release response plans; inventory

LABOR CODE

6360-6363 Hazardous Substances Information and Training Act

6380-6386 List of hazardous substances

CODE OF REGULATIONS, TITLE 8

339 List of hazardous substances

3203 Illness and injury prevention program

3204 Records of employee exposure to toxic or harmful substances

5139-5230 Control of hazardous substances, especially

5154.1-5154.2 Ventilation

5161 Definitions

5162 Emergency eyewash and shower equipment

5163 Control of spills

5164 Storage of hazardous substances

5191 Occupational exposure to hazardous chemicals in laboratories; chemical hygiene plan

5194 Hazard communication

CODE OF REGULATIONS, TITLE 22

67450.40-67450.49 School hazardous waste collection, consolidation, and accumulation facilities

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Science Safety Handbook for California Public Schools, 2012

WEB SITES

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

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

Department of Industrial Relations, Cal/OSHA: <http://www.dir.ca.gov/dosh>

(12/89 2/97) 4/13

Policy

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading:

Adopted: November 13, 2013

King City, California

AR 3514.1 Business and Noninstructional Operations

Hazardous Substances

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

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

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

Storage and Disposal of Chemicals

The State Administrator/Superintendent or designee shall adopt measures to ensure that hazardous substances on any district property are stored and disposed of properly in accordance with law. Such measures shall include, but are not limited to, the following: (8 CCR 5164)

1. Substances which react violently or evolve toxic vapors or gases when mixed, or which in combination become toxic, flammable, explosive, or otherwise hazardous, shall be separated from each other in storage by distance, partitions, secondary containment, or otherwise so as to preclude accidental contact between them.
2. Hazardous substances shall be stored in containers which are chemically inert to and appropriate for the type and quantity of the hazardous substance.
3. Containers of hazardous substances shall not be stored in such locations or manner as to result in physical damage to or deterioration of the container or where they are exposed to heat sufficient to rupture the container or to cause leakage.
4. Containers used to package a substance which gives off toxic, poisonous, corrosive, asphyxiant, suffocant, or anesthetic fumes, gases, or vapors in hazardous amounts, excluding small quantities of such materials kept in closed containers or materials kept in tank cars or trucks, shall not be stored in locations where it could be reasonably anticipated that persons would be exposed.

(cf. 3514 - Environmental Safety)

Hazard Communication Program

The district's written hazard communication program shall include at least the components listed below and shall be available upon request to all employees and their designated representatives. The program shall apply to any hazardous substance which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations. (8 CCR 5194)

1. Container Labeling

No container of hazardous substance, unless exempted by law, shall be accepted by the district or any district school unless labeled, tagged, or marked by the supplier with the identity of the hazardous substance, hazard warning statements, and the name and address of the chemical manufacturer or importer. No label on an incoming container shall be removed or intentionally defaced unless the container is immediately marked with the required information.

Whenever hazardous substances are transferred from their original containers to other containers, the secondary containers shall likewise be labeled with the identity and hazard warning statement, unless the substances are intended only for the immediate use of the employee who performs the transfer.

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

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

2. Material Safety Data Sheets

Upon receiving a hazardous substance or mixture, the State Administrator/Superintendent or designee shall ensure that the manufacturer has also furnished a Material Safety Data Sheet (MSDS) as required by law. If the MSDS is missing or obviously incomplete, the Superintendent or designee shall request a new MSDS from the manufacturer and shall notify the California Occupational Safety and Health Division (Cal/OSHA) if a complete MSDS is not received. If a response is not received within 25 working days, the State Administrator/Superintendent or designee shall send a copy of the district's written inquiry to the California Occupational Safety and Health Division (Cal/OSHA). (8 CCR 5194)

- a. The State Administrator/Superintendent or designee shall review each incoming MSDS for new and significant health or safety information and shall disseminate this information to affected employees.

The State Administrator/Superintendent or designee shall maintain the required SDS for each hazardous substance in the workplace and shall ensure that it is readily accessible to employees in their work area during working hours. The SDS may be maintained in paper copy, electronically, or through other means, provided that employees have immediate access and understand how to use the alternative system.

3. Employee Information and Training

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

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

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

4. List of Hazardous Substances

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

5. Hazardous Nonroutine Tasks

When employees are required to perform hazardous nonroutine tasks or to work on unlabeled pipes that contain hazards, they shall first receive information about the specific hazards to which they may be exposed during this activity and the protective/safety measures which must be used, such as ventilation, respirators, other personal protective equipment, and/or the presence of another employee. They shall also receive information about emergency procedures to follow if accidentally exposed to the hazardous substance.

6. Information to Contractors

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

Chemical Hygiene Plan

The district's chemical hygiene plan shall address exposure to hazardous chemicals in school laboratories and shall include the following components: (8 CCR 5191)

1. Standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals
2. Criteria that the district will use to determine and implement control measures to reduce exposure to hazardous chemicals, including engineering controls, the use of personal protective equipment, and hygiene practices
3. A requirement that protective equipment comply with state regulations and that specific measures be taken to ensure proper and adequate performance of such equipment
4. Provision of specified information at the time of an employee's initial assignment to a work area where hazardous chemicals are present and prior to assignments involving new exposure situations
5. Provision of specified employee training in accordance with the schedule determined by the Superintendent or designee
6. The circumstances under which a particular laboratory operation, procedure, or activity shall require prior approval of the Superintendent or designee before implementation

7. Provisions for medical consultations and examinations whenever there is evidence, as specified, that the employee may have been exposed to a hazardous chemical
8. Designation of an employee, who is qualified by training or experience, to serve as the district's chemical hygiene officer to provide technical guidance in the development and implementation of the chemical hygiene plan
9. Provisions for additional employee protection for work with particularly hazardous substances, as specified

The plan shall be readily available to employees and employee representatives, and, upon request, to Cal/OSHA. (8 CCR 5191)

The Superintendent or designee shall review and evaluate the effectiveness of the chemical hygiene plan at least annually and shall update it as necessary. (8 CCR 5191)

8. Classroom Materials

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

Therefore:

- a. All employees involved in the purchase of chemicals for related curriculum will be trained as to the content of this policy.
- b. Before a request for a chemical purchase is made, the requesting employee must check the chemical for inclusion on the Prohibited Chemicals. The list follows the guidelines of the most current Science Safety Handbook for California Schools. If the chemical is listed as prohibited, the employee must seek an alternative or substitute chemical not on the Prohibited Chemicals Lists. A requesting employee may appeal to the District Safety Committee if there is no alternative and the educational value of using the chemical outweighs the hazards association with it.
- c. All requests for District purchases of chemicals for science classrooms will follow the standard District purchasing process that includes approval by the Department Chair, Principal, and the District Purchasing Office.
- d. Prohibited Chemicals Lists: The criteria for determining the acceptance of a chemical purchase will be based on the most current Science Safety Handbook for California Public Schools (www.cde.ca.gov/ci/SciSafety.pdf).

e. Chemicals included in Tables 1 (Explosives) and 2 (Extremely Hazardous Chemicals) are strictly prohibited from purchase. Purchases listed in the Science Safety Handbook as “hazard risk outweighs educational value” and “those known to the State to cause cancer and “those known to the State to cause cancer or reproductive toxicity” are prohibited.

a. Appeal Process A requestor who has had a chemical purchase request denied may appeal the denial to the District Safety Committee or appropriate Science Safety Sub Committee as prescribed by the Business Manager. The instructor will appear before the Safety Committee to state their case for the purchase. Information as to why the need for the purchase may outweigh the intent of this policy must be presented. Issues to consider should include educational value versus the potential hazards of the material, the use/handling/storage of the material, and costs associated with purchase and disposal. The ruling of the committee may be appealed to the State Administrator/Superintendent or his/her designee.

9. Hazardous Material Disposal

The removal and disposal of chemicals shall be accomplished by the district Maintenance Department to ensure compliance with local, state, and federal safety laws and guidelines.

10. Notifications

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

Record Retention

MSDS Sheet: Discard once material is no longer on premises

Waste Manifest Form: Maintain for five years

(12/89 2/97) 4/13

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

Adopted: November 13, 2013

King City, California

Instruction

Nonpublic, Nonsectarian School And Agency Services For Special Education

The Governing Board recognizes its responsibility to provide all district students, including students with disabilities, a free appropriate public education in accordance with law. When the district is unable to provide direct special education and/or related services to students with disabilities, the Board may enter into a contract with a nonpublic, nonsectarian school or agency to meet the students' needs.

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 4112.23 - Special Education Staff)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

In selecting nonpublic, nonsectarian schools or agencies with which the district may contract for the placement of any district student with disabilities, the State Administrator/Superintendent or designee shall follow the procedures specified in law and accompanying administrative regulation.

Prior to entering into a contract to place any student in a nonpublic, nonsectarian school or agency, the State Administrator/Superintendent or designee shall verify that the school or agency is certified to provide special education and related services to individuals with disabilities in accordance with Education Code 56366. In addition, the Superintendent or designee shall monitor, on an ongoing basis, the certification of any nonpublic, nonsectarian school with which the district has a contract to ensure that the school or agency's certification has not expired.

No district student shall be placed in a nonpublic, nonsectarian school or agency unless the student's individualized education program (IEP) team has determined that an appropriate public education alternative does not exist and that the nonpublic, nonsectarian school or agency placement is appropriate for the student. In accordance with law, any student with disabilities placed in a nonpublic, nonsectarian school or agency shall have all the rights and protections to which students with disabilities are generally entitled, including, but not limited to, the procedural safeguards, due process rights, and periodic review of his/her IEP. (Education Code 56195.8, 56342.1)

(cf. 6159 - Individualized Education Program)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

During the period when any student with disabilities is placed in a nonpublic, nonsectarian school or agency, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in his/her IEP.

The State Administrator/Superintendent or designee shall notify the Board prior to approving an out-of-state placement for any district student.

In accordance with Education Code 56366.2, the Superintendent or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365, 56366, 56366.3, and 56366.6.

(cf. 1431 - Waivers)

Legal Reference:

EDUCATION CODE

56034-56035 Definitions of nonpublic, nonsectarian school and agency
56042 Placement not to be recommended by attorney with conflict of interest
56101 Waivers
56163 Certification
56168 Responsibility for education of student in hospital or health facility school
56195.8 Adoption of policies
56342.1 Individualized education program; placement
56360-56369 Implementation of special education
56711 Computation of state aid
56740-56743 Apportionments and reports
56760 Annual budget plan; service proportions
56775.5 Reimbursement of assessment and identification costs

FAMILY CODE

7911-7912 Interstate compact on placement of children

GOVERNMENT CODE

7570-7588 Interagency responsibilities for providing services to children with disabilities, especially:

7572.55 Seriously emotionally disturbed child; out-of-state placement

WELFARE AND INSTITUTIONS CODE

362.2 Out-of-home placement for IEP
727.1 Out-of-state placement of wards of court

CODE OF REGULATIONS, TITLE 5

3001 Definitions

3060-3070 Nonpublic, nonsectarian school and agency services

UNITED STATES CODE, TITLE 20

1400-1487 Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34

300.129-300.148 Children with disabilities in private schools

COURT DECISIONS

Agostini v. Felton, (1997) 521 U.S. 203, 117 S.Ct. 1997

Management Resources:

FEDERAL REGISTER

Rules and Regulations, August 14, 2006, Vol. 71, Number 156, pages 46539-46845

WEB SITES

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

U.S. Department of Education, Office of Special Education and Rehabilitative

Services: <http://www.ed.gov/about/offices/list/osers>

(6/95 6/99) 4/13

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 13, 2013

King City, California

AR 6159.2 Instruction

Nonpublic, Nonsectarian School And Agency Services For Special Education

Placement and Services

Procedures specified in law shall govern the selection of appropriate nonpublic school or agency services.

Master Contract

Every master contract with a nonpublic, nonsectarian school or agency shall be made on forms provided by the California Department of Education and shall include an individual services agreement negotiated for each student.

Each master contract shall specify the general administrative and financial agreements for providing the special education and designated instruction and services, including student-teacher ratios, as well as transportation if specified in a student's individualized education program (IEP). The administrative provisions of the contract shall include procedures for recordkeeping and documentation, and the maintenance of school records by the district to ensure that appropriate high school graduation credit is received by any participating student. The contract may allow for partial or full-time attendance at the nonpublic, nonsectarian school. (Education Code 56366)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 3541.2 - Transportation for Students with Disabilities)

The master contract shall include a description of the process being utilized by the district to oversee and evaluate placements in nonpublic, nonsectarian schools. This description shall include a method for evaluating whether the student is making appropriate educational progress. (Education Code 56366)

With mutual agreement of the district and a nonpublic, nonsectarian school or agency, changes may be made to the administrative and financial agreements in the master contract at any time, provided the change does not alter a student's educational instruction, services, or placement as outlined in his/her individual services agreement. (Education Code 56366)

The district IEP team shall annually review the IEP of a student placed in a nonpublic, nonsectarian school or agency. The student's IEP and contract shall specify the review schedules. (5 CCR 3068)

Placement and Services

The Superintendent or designee shall develop an individual services agreement for each student to be placed in a nonpublic, nonsectarian school or agency based on the student's IEP. Each individual services agreement shall specify the length of time authorized in the student's IEP for the nonpublic, nonsectarian school services, not to exceed one year. Changes in a student's educational instruction, services, or placement shall be made only on the basis of revisions to the student's IEP. (Education Code 56366)

(cf. 6159 - Individualized Education Program)

The IEP team of a student placed in a nonpublic, nonsectarian school or agency shall annually review the student's IEP. The student's IEP and individual services agreement shall specify the review schedules. (5 CCR 3069)

Out-of-State Placements

Before contracting with a nonpublic, nonsectarian school or agency outside California, the Superintendent or designee shall document the district's efforts to find an appropriate program offered by a nonpublic, nonsectarian school or agency within California. (Education Code 56365)

Within 15 days of any decision for an out-of-state placement, the student's IEP team shall submit to the Superintendent of Public Instruction a report with information about the services provided by the out-of-state program, the related costs, and the district's efforts to locate an appropriate public school or nonpublic, nonsectarian school or agency within California. (Education Code 56365)

If the district decides to place a student with a nonpublic, nonsectarian school or agency outside the state, the district shall indicate the anticipated date of the student's return to a placement within California and shall document efforts during the previous year to return the student to California. (Education Code 56365)

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Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 13, 2013

King City, California

BP 6163.1 Instruction

Library Media Centers

The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can help raise the academic achievement of all students. To the extent that funding is available, school libraries shall be stocked with up-to-date books, reference materials, and electronic resources that promote literacy, support academic standards, and prepare students to become lifelong learners.

(cf. 0440 - District Technology Plan)
(cf. 6011 - Academic Standards)
(cf. 6163.4 - Student Use of Technology)
(cf. 7110 - Facilities Master Plan)

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and weekends. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. (Education Code 18103)

Staffing

To staff school libraries, the Board may appoint one or more teacher librarians who possess an appropriate credential issued by the Commission on Teacher Credentialing. (Education Code 18120, 44868)

(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)

The State Administrator/Superintendent or designee may assign teacher librarians to perform the following duties in accordance with the authorizations of their credential:
(5 CCR 80053, 80053.1)

1. Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship
2. Plan and coordinate school library programs with the district's instructional programs through collaboration with teachers
3. Select materials for school and district libraries

4. Develop and deliver staff development programs for school library services
5. Coordinate or supervise library programs at the school or district level
6. Plan and conduct a course of instruction for students who assist in the operation of school libraries
7. Supervise classified personnel assigned school library duties
8. Develop procedures for and management of the school and district libraries

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

(cf. 1240 - Volunteer Assistance)
(cf. 4222 - Teachers Aides/Paraprofessionals)

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

(cf. 1240 - Volunteer Assistance)
(cf. 4222 - Teachers Aides/Paraprofessionals)

Library Plan

Whenever a school receives state funding for school and library improvement pursuant to Education Code 41570-41573, the school site council shall develop a single plan for student achievement which incorporates a districtwide plan for school libraries. (Education Code 41572)

(cf. 0420 - School Plans/Site Councils)

In developing the districtwide plan, the State Administrator/Superintendent or designee is encouraged to consult with teacher librarians, classroom teachers, administrators, parents/guardians, and students as appropriate.

The districtwide library plan shall describe the district's vision and goals for district libraries and how funds will be distributed to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, prioritization of needs, and other related matters.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)

Selection and Evaluation of School Library Materials

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive or language needs.

Teacher librarians shall evaluate and select materials in accordance with law, Board policy, and administrative regulation and shall use professional selection aids and standards. The selection process shall invite recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

(cf. 6144 - Controversial Issues)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)

Library materials should be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed, and lost or worn materials may be replaced.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

(cf. 3290 - Gifts, Grants and Bequests)

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

Fees

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

(cf. 3260 - Fees and Charges)

To encourage students to return materials in a timely manner, a nominal fee shall be charged for the late return of materials.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Library Instruction

Teacher librarians and/or classroom teachers shall provide library instruction to develop students' information literacy skills. Such instruction shall be aligned with state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information
4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Teacher librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6141 - Curriculum Development and Evaluation)

Program Evaluation

The Superintendent or designee shall annually assess and report to the Board regarding the condition and use of school libraries. The assessment shall evaluate, at a minimum:

1. Access of students and staff to school libraries during school hours and, as appropriate, access outside the school day
2. The process and frequency by which students are allowed to check out library materials
3. Staffing levels, qualifications, and number of hours worked
4. The quality of the collection at each library, including, but not limited to, the total number of books in the collection, number of books per student, amount expended during the year for the purchase of new resources, and the number of resources discarded and added during the year
5. Any special programs offered at the school to encourage reading and/or library use

6. The adequacy of the facility space and equipment designated for the school library
7. Source(s) and adequacy of funding for school libraries

The district shall, on or before August 31 each year, report to the CDE on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

Legal Reference:

EDUCATION CODE

1703 Coordination of district library services by county superintendent

1770-1775 Provision of library services by county superintendent

18100-18203 School libraries

18300-18571 Union high school district/unified school district library district

19335-19336 Reading Initiative Program; recommended books

35021 Volunteer aides

41570-41573 School and Library Improvement Block Grant

42605 Tier 3 categorical flexibility

44868-44869 Qualifications and employment of library media teachers

45340-45349 Instructional aides

60240-60251.5 State Instructional Materials Fund, purchase of classroom library materials

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

18181 Districtwide library plan

52012 Establishment of school site council

52014-52015 School plans

CODE OF REGULATIONS, TITLE 5

16040-16043 School libraries

80023-80023.2 Emergency permits, general requirements

80024.6 Emergency teacher librarian services permit

80026-80026.6 Emergency permits

80053-80053.1 Teacher librarian services credential

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012

Model School Library Standards for California Public Schools: Kindergarten Through Grade Twelve, 2010 (includes standards for student instruction as well as program standards)

Looking at the School Library: An Evaluation Tool, 2003

Recommended Literature: Kindergarten Through Grade Twelve

CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONS

Standards and Guidelines for Strong School Libraries, 2004

WEB SITES

American Association of School Libraries: <http://www.ala.org/aasl>

California Department of Education, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>

California School Library Association: <http://www.csla.net>

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Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 13, 2013

King City, California

BP 6164.6 Instruction

Identification And Education Under Section 504

The Governing Board believes that all children, including children with disabilities, should have an opportunity to learn in a safe and nurturing environment. The district shall work to identify children with disabilities who reside within its jurisdiction in order to ensure that they receive educational and related services required by law.

The State Administrator/Superintendent or designee shall provide identified students with disabilities with a free appropriate public education, as defined under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of nondisabled students are met. (34 CFR 104.33)

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 0430 - Comprehensive Local Plan for Special Education)
- (cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
- (cf. 5141.22 - Infectious Diseases)
- (cf. 5141.23 - Asthma Management)
- (cf. 5141.24 - Specialized Health Care Services)
- (cf. 5141.27 - Food Allergies/Special Dietary Needs)
- (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
- (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

In addition, qualified students with disabilities shall be provided an equal opportunity to participate in programs and activities that are integral components of the district's basic education program, including, but not limited to, extracurricular athletics, interscholastic sports, and/or other nonacademic activities. (34 CFR 104.37)

- (cf. 6145 - Extracurricular and Cocurricular Activities)
- (cf. 6145.2 - Athletic Competition)
- (cf. 6145.5 - Student Organizations and Equal Access)

In providing services to students with disabilities under Section 504, the Superintendent or designee shall ensure district compliance with law, including providing the students and their parents/guardians with applicable procedural safeguards and required notifications. Any dispute as to the identification, evaluation, or placement of any student with a disability shall be resolved in accordance with the processes specified in the "Procedural Safeguards" section of the accompanying administrative regulation.

Legal Reference:

EDUCATION CODE

49423.5 Specialized physical health care services

CODE OF REGULATIONS, TITLE 5

3051.12 Health and Nursing Services

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

705 Definitions; Vocational Rehabilitation Act

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

104.1-104.61 Nondiscrimination on the basis of handicap, especially:

104.1 Purpose to effectuate Section 504 of the Rehabilitation Act of 1973

104.3 Definitions

104.32 Location and notification

104.33 Free appropriate public education

104.34 Educational setting

104.35 Evaluation and placement

104.36 Procedural safeguards

COURT DECISIONS

Christopher S. v. Stanislaus County Office of Education, (2004) 384 F.3d 1205

Management Resources:

CSBA PUBLICATIONS

Rights of Students with Diabetes Under IDEA and Section 504, Policy Brief, November 2007

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

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

Dear Colleague Letter; January 2013

Dear Colleague Letter and Questions and Answers on ADA Amendments Act of 2008 for Students with Disabilities Attending Public Elementary and Secondary Schools; January 2012

Free Appropriate Public Education for Students with Disabilities: Requirements under Section 504 of the Rehabilitation Act of 1973, September 2007

WEB SITES

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

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

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr>

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Policy

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 13, 2013

King City, California

Instruction

Identification And Education Under Section 504

The Superintendent designates the following position as the district's 504 Coordinator to implement the requirements of Section 504 of the federal Rehabilitation Act of 1973: (34 CFR 104.7)

Assistant Superintendent, Administrative Services
800 Broadway, CA 93930
1-831-0606

Definitions

For the purpose of implementing Section 504 of the Rehabilitation Act of 1973, the following terms and phrases shall have only the meanings specified below:

Free appropriate public education (FAPE) means the provision of regular or special education and related aids and services designed to meet the individual educational needs of a student with disabilities as adequately as the needs of nondisabled students are met, without cost to the student or his/her parent/guardian, except when a fee is imposed on nondisabled students. (34 CFR 104.33)

(cf. 3260 - Fees and Charges)

Student with a disability means a student who has a physical or mental impairment which substantially limits one or more major life activities. (34 CFR 104.3)

Physical impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal, special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine. (34 CFR 104.3)

Mental impairment means any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. (34 CFR 104.3)

Substantially limits major life activities means limiting a person's ability to perform functions such as caring for himself/herself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also includes major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. Substantially

limits shall be determined without regard to the ameliorative effects of mitigating measures other than ordinary eyeglasses or contact lenses. Mitigating measures include, but are not limited to, medications, prosthetic devices, assistive devices, learned behavioral, or adaptive neurological modifications which an individual may use to eliminate or reduce the effects of an impairment. (42 USC 12102; 34 CFR 104.3)

Referral, Identification, and Evaluation

Any action or decision to be taken by the district involving the referral, identification, or evaluation of a student with disabilities shall be in accordance with the following procedures:

1. Any student may be referred by a parent/guardian, teacher, other school employee, student success team, or community agency for consideration of eligibility as a disabled student under Section 504. This referral may be made to the principal or 504 Coordinator
2. Upon receipt of any such referral, the principal, 504 Coordinator, or other qualified individual with expertise in the area of the student's suspected disability shall consider the referral and determine whether an evaluation is appropriate. This determination shall be based on a review of the student's school records, including those in academic and nonacademic areas of the school program; consultation with the student's teacher(s), other professionals, and the parent/guardian, as appropriate; and analysis of the student's needs.

If it is determined that an evaluation is unnecessary, the principal or 504 Coordinator shall inform the parents/guardians in writing of this decision and of the procedural safeguards available, as described in the "Procedural Safeguards" section below.

3. If it is determined that the student needs or is believed to need special education or related services under Section 504, the district shall conduct an evaluation of the student prior to his/her initial placement. (34 CFR 104.35)

Prior to conducting an initial evaluation of a student for eligibility under Section 504, the district shall obtain written parent/guardian consent.

The district's evaluation procedures shall ensure that the tests and other evaluation materials: (34 CFR 104.35)

- a. Have been validated and are administered by trained personnel in conformance with the instruction provided by the test publishers
- b. Are tailored to assess specific areas of educational need and are not merely designed to provide a single general intelligence quotient
- c. Reflect the student's aptitude or achievement or whatever else the tests purport to measure rather than his/her impaired sensory, manual, or speaking skills, except where **those**

skills are the factors that the tests purport to measure

Section 504 Services Plan and Placement

Services and placement decisions for students with disabilities shall be determined as follows:

1. A multi-disciplinary 504 team shall be convened to review the evaluation data in order to make placement decisions.

The 504 team shall consist of a group of persons knowledgeable about the student, the meaning of the evaluation data, and the placement options. (34 CFR 104.35)

In interpreting evaluation data and making placement decisions, the team shall draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The team shall also ensure that information obtained from all such sources is documented and carefully considered and that the placement decision is made in conformity with 34 CFR 104.34. (34 CFR 104.35)

2. If, upon evaluation, a student is determined to be eligible for services under Section 504, the team shall meet to develop a written 504 services plan which shall specify the types of regular or special education services, accommodations, and supplementary aids and services necessary to ensure that the student receives FAPE.

The parents/guardians shall be invited to participate in the meeting and shall be given an opportunity to examine all relevant records.

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

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.26 - Tuberculosis Testing)

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

3. If the 504 team determines that no services are necessary for the student, the record of the team's meeting shall reflect whether or not the student has been identified as a disabled person under Section 504 and shall state the basis for the determination that no special services are presently needed. The student's parent/guardian shall be informed in writing of his/her rights and procedural safeguards, as described in the "Procedural Safeguards" section below.

4. The student shall be placed in the regular educational environment, unless the district can demonstrate that the education of the student in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. The student shall be educated with those who are not disabled to the maximum extent appropriate to his/her

individual needs. (34 CFR 104.34)

5. The district shall complete the identification, evaluation, and placement process within a reasonable time frame.

6. A copy of the student's Section 504 services plan shall be kept in his/her student record. The student's teacher(s) and any other staff who provide services to the student shall be informed of the plan's requirements.

If a student transfers to another school within the district, the principal or designee at the school from which the student is transferring shall ensure that the principal or designee at the new school receives a copy of the plan prior to the student's enrollment in the new school.

(cf. 5125 - Student Records)

Review and Reevaluation

The 504 team shall monitor the progress of the student and, at least annually, shall review the effectiveness of the student's Section 504 services plan to determine whether the services are appropriate and necessary and whether the student's needs are being met as adequately as the needs of nondisabled students. In addition, each student with a disability under Section 504 shall be reevaluated at least once every three years.

A reevaluation of the student's needs shall be conducted before any subsequent significant change in placement. (34 CFR 104.35)

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

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

Procedural Safeguards

The State Administrator/Superintendent or designee shall notify the parents/guardians of students with disabilities of all actions and decisions by the district regarding the identification, evaluation, or educational placement of their children. He/she also shall notify the parents/guardians of all the procedural safeguards available to them if they disagree with the district's action or decision, including an opportunity to examine all relevant records and an impartial hearing in which they shall have the right to participate. (34 CFR 104.36)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

If a parent/guardian disagrees with any district action or decision regarding the identification, evaluation, or educational placement of his/her child under Section 504, he/she may request a Section 504 due process hearing within 30 days of that action or decision.

Prior to requesting a Section 504 due process hearing, the parent/guardian may, at his/her discretion, but within 30 days of the district's action or decision, request an administrative review of the action or decision. The Coordinator shall designate an appropriate administrator to meet with the parent/guardian to attempt to resolve the issue and the administrative review shall be held within 14 days of receiving the parent/guardian's request. If the parent/guardian is not satisfied with the resolution of the issue, he/she may request a Section 504 due process hearing.

Section 504 due process hearing shall be conducted in accordance with the following procedures:

1. The parent/guardian shall submit a written request to the Coordinator within 30 days of receiving the district's decision or, if an administrative review is held, within 14 days of the completion of the review. The request for the due process hearing shall include:
 - a. The specific nature of the decision with which he/she disagrees
 - b. The specific relief he/she seeks
 - c. Any other information he/she believes is pertinent to resolving the disagreement
2. Within 30 days of receiving the parent/guardian's request, the Superintendent or designee and 504 Coordinator shall select an impartial hearing officer. This 30-day deadline may be extended for good cause or by mutual agreement of the parties.
3. Within 45 days of the selection of the hearing officer, the Section 504 due process hearing shall be conducted and a written decision mailed to all parties. This 45-day deadline may be extended for good cause or by mutual agreement of the parties.
4. The parties to the hearing shall be afforded the right to:
 - a. Be accompanied and advised by counsel and by individuals with special knowledge or training related to the problems of students with disabilities under Section 504
 - b. Present written and oral evidence
 - c. Question and cross-examine witnesses
 - d. Receive written findings by the hearing officer stating the decision and explaining the reasons for the decision

If desired, either party may seek a review of the hearing officer's decision by a federal court of competent jurisdiction.

Notifications

The State Administrator/Superintendent or designee shall ensure that the district has taken appropriate steps to notify students and parents/guardians of the district's duty under Section 504. (34 CFR 104.32)

(cf. 5145.6 - Parental Notifications)

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Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 13, 2013

King City, California

Instruction

Summer Learning Programs

The Governing Board recognizes that an extended break from the instructional program may result in significant learning loss, especially among disadvantaged and low-achieving students, and desires to provide opportunities during the summer for students to practice essential skills and make academic progress.

Summer programs offered by the district shall be aligned with district goals and curriculum. When feasible, summer programs shall blend high-quality academic instruction in core curricular and/or elective subjects with recreation, nutrition programs, social/emotional development, and support services that encourage attendance, student engagement in learning, and student wellness.

(cf. 0200 - Goals for the School District)
 (cf. 3552 - Summer Meal Program)
 (cf. 5030 - Student Wellness)
 (cf. 5141.6 - School Health Services)
 (cf. 5148 - Child Care and Development Program)
 (cf. 6142.7 - Physical Education and Activity)
 (cf. 6153 - School-Sponsored Trips)

Summer School

When funds are available, the State Administrator/Superintendent or designee, with Board approval, shall establish summer school day and/or evening classes.

(cf. 5148.2 - Before/After School Program)
 (cf. 6171 - Title I Programs)
 (cf. 6175 - Migrant Education Program)

Priority to enroll in summer school programs shall be given to district students who:

1. Are eligible for supplemental instruction on the basis of retention or recommendation for retention pursuant to Education Code 37252.2
2. Are eligible for supplemental instruction on the basis of insufficient progress toward passing the state high school exit examination pursuant to Education Code 37252
3. Need course credits in order to graduate from high school before the beginning of the next school year

The remaining openings shall be offered to district students on a lottery basis.

Because summer courses cover extensive instructional content in a relatively short time period, students who have more than three excused absences or one unexcused absence may not receive credit for summer session class(es) unless they make-up missed work in accordance with law, Board policy, and administrative regulation.

(cf. 5113 - Absences and Excuses)
(cf. 6154 - Homework/Make-Up Work)

Sites for summer school programs may be rotated in an effort to make summer school programs more accessible to all students, regardless of residence or regular attendance area, and to accommodate the maintenance needs of district schools.

The State Administrator/Superintendent or designee shall annually report to the Board on summer school enrollment in the current year and previous year for the program as a whole and disaggregated by grade level, school that the students attend during the regular school year, and student population such as students from low-income families, students with disabilities, and English learners. In addition, he/she shall report on the extent to which students successfully achieved the academic outcomes established for the program.

Additional Summer Learning Opportunities

The Superintendent or designee may collaborate with parents/guardians, city and county agencies, community organizations, child care providers, and/or other interested persons to develop, implement, and build awareness of organized activities that support summer learning.

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)

Strategies to support summer learning may include, but are not limited to:

1. Gathering and providing information to students and parents/guardians about summer reading programs scheduled to be conducted by public libraries or community organizations
2. Collaborating with the local parks and recreation agency and/or community organizations to provide day camps, sports programs, or other opportunities for physical education and activity

(cf. 1330.1 - Joint Use Agreements)

3. Collaborating with workforce development agencies, businesses, and community organizations to provide summer job training programs that include an academic component

(cf. 3260 - Fees and Charges)
(cf. 5113.2 - Work Permits)

(cf. 6178.1 - Work-Based Learning)

4. Encouraging reading in the home, such as providing lists of recommended reading to students and parents/guardians, establishing a target number of books or pages, and providing prizes for achievement of reading goals

(cf. 6020 - Parent Involvement)

5. Assigning summer homework in core curricular subject(s) that is due at the beginning of the school year for extra credit

6. Conducting occasional, interactive "fun days" during the summer to provide activities related to art, music, science, technology, mathematics, environmental science, multicultural education, debate, or other subjects

7. Arranging opportunities for community service

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

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety Program

8484.7-8484.9 21st Century Community Learning Centers

37252-37254.1 Supplemental instruction

39837 Transportation to summer employment programs

41505-41508 Pupil Retention Block Grant

41976.5 Summer school programs, substantially disabled persons or graduating high school seniors

42238.8 Revenue limit for average daily attendance

42239 Summer school apportionments

48070-48070.5 Promotion and retention

51210 Areas of study for elementary schools

51220 Areas of study for grades 7-12

51730-51732 Powers of governing boards (authorization for elementary summer school classes)

54444.3 Summer program for migrant students

56345 Extended-year program for special education students

58700-58702 Credit towards summer school apportionments for tutoring and homework assistance

58806 Summer school apportionments

60851 Supplemental instruction toward exit examination

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

53025-53032 Intensive reading instruction

53091-53095 Intensive algebra instruction
CODE OF REGULATIONS, TITLE 5
3043 Extended school year, special education students
11470-11472 Summer school
UNITED STATES CODE, TITLE 20
6311-6322 Improving basic programs for disadvantaged students
7171-7176 21st Century Community Learning Centers

Management Resources:

CSBA PUBLICATIONS

School's Out, Now What? How Summer Programs Are Improving Student Learning and Wellness, Policy Brief, April 2013

NATIONAL SUMMER LEARNING ASSOCIATION PUBLICATIONS

Healthy Summers for Kids: Turning Risk into Opportunity, May 2012

New Vision for Summer School, 2010

RAND CORPORATION PUBLICATIONS

Making Summer Count: How Summer Programs Can Boost Children's Learning, 2011

WEB SITES

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

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

National Summer Learning Association: <http://www.summerlearning.org>

Partnership for Children and Youth: <http://partnerforchildren.org>

RAND Corporation: <http://www.rand.org>

Summer Matters: <http://summermatters2you.net>

(11/01 7/05) 4/13

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 13, 2013

King City, California

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

SUBJECT: Third Reading Board Policies

MEETING: November 13, 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 Policy is presented as a third reading/revision for the Governing's Board Consideration:

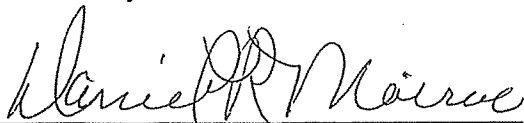
- BP 1330 Use of School Facilities (revised)
- AR 1330 Use of School Facilities (revised)
- E Use of School Facilities (current; for information only)

Recommendation:

It is recommended that the State Administrator approve the board policies and administrative regulations as modified.

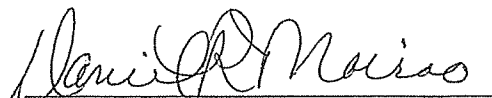
Fiscal Impact:

Submitted By:



Daniel R. Moirao, Ed.D.
State Administrator

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

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. *at least equal to the school district's 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

MILITARY AND VETERANS CODE

1800 Definitions

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

COURT DECISIONS

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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: November 13, 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, national 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

AR 1330 (d)

~~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.

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

First Reading: November 13, 2013

Adopted:

King City, California

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
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<i>District Use Only – Estimates</i>			
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 _____	

July 1, 2012

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