

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

Wednesday, November 18, 2015

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

BOARD OF EDUCATION

Mike Foster – President
Paulette Bumbalough - Member
Bob White – Member
Mike LeBarre - Member

STATE ADMINISTRATOR

Daniel Moirao, Ed.D.

STUDENT BOARD MEMBER

Ramon Fragoso - 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 asi 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/Complaint
- C. Negotiations with Employee Organizations
- D. Threatened/Potential Litigation

OPEN SESSION: 6:30 PM

A. CALL TO ORDER

B. FLAG SALUTE

C. REPORT OF CLOSED SESSION ACTIONS

D. STUDENT BOARD MEMBER REPORT

E. BOARD MEMBER COMMENTS

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

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

F. REPORT FROM STATE ADMINISTRATOR

G. APPROVAL OF AGENDA

H. EMPLOYEE ORGANIZATIONS

I. CONSENT AGENDA

1. Approval of Minutes: October 21, 2015 and November 2, 2015 (Pages 1-11)
2. Approval of Personnel Report Dated November 18, 2015 (*Claudia Arellano, Sr. Director Human Resources*)
3. Approval of Accounts Payable Warrants – October 2015 (*Duane Wolgamott, CBO*) (Pages 12-19)
4. Approval of Purchase Orders – October 2015 (*Duane Wolgamott, CBO*) (Pages 20-22)

J. CONSENT ITEMS REMOVED FOR COMMENT/QUESTIONS

K. INFORMATION ITEMS

1. Revenue and Expense Report for 2015-16 (*Duane Wolgamott, CBO*) (Pages 23-28)
2. Cash Flow Report for 2015-2016 (*Duane Wolgamott, CBO*) (Pages 29-43)
3. Site Enrollment, Attendance and Referral Statistics (*Duane Wolgamott, CBO*) (Pages 44-61)
4. Curriculum and Instruction Update (*Diana Jimenez, Director of Educational Services*)
5. CBEDS ORA Report (*Duane Wolgamott, CBO*) (Pages 62-70)
6. Board Policies – First Reading (*Daniel Moirao, Ed.D., State Administrator*) (Pages 71-117)
 - AR 5125.1 Release of Directory Information (revised)
 - AR 5145.3 Non Discrimination Harassment (revised)
 - AR 5145.7 Sexual Harassment (revised)
 - BP 6163.4 Student Use of Technology (revised)
 - AR 6163.4 Student Use of Technology (deleted)
 - E 6163.4 Student Use of Technology (new)
 - BP 6172.1 Concurrent Enrollment in College (revised)
 - BB 9100 Organization of the Board (new)
 - BB 9223 Filling Vacancies (revised)

L. ACTION ITEMS

1. Approval of Consulting Services with Donna Oliver for District Psychologist Services (*Duane Wolgamott, CBO*) (Pages 118-121)
2. Approval of KCHS Agricultural Career Technical Education Incentive Grant (*Duane Wolgamott, CBO*) (Pages 122-129)
3. Approval of the MOU Between the Templeton Unified School District and the South Coast Region Agricultural Education Consortium, California Career Pathway Trust Grantee and the South Monterey County Joint Union High School District (*Daniel Moirao, Ed.D., State Administrator*) (Pages 130-134)
4. Approval of 3 Year Contract for District Audit Services with Christy White Associates (*Duane Wolgamott, CBO*) (Pages 135-144)
5. Approval of Resolution #06:15/16 Facilities Bond Act of 2016 (*Daniel Moirao, Ed.D., State Administrator*) (Pages 145-147)

6. Approval of Amended Contract with Pinnacles Educators, Consultant for Technical Assistance and Coaching Support (*Duane Wolgamott, CBO*) (Pages 148-151)
7. Approval of Surplus Equipment (*Duane Wolgamott, CBO*) (Pages 152-181)
8. Approval of Board Policies – Second Reading (*Daniel Moirao, Ed.D., State Administrator*) (Pages 182-251)
 - BP 0420 - Site Plans, Site Councils (revised)
 - AR 0420 - School Site Plans & Councils (revised)
 - E 1312, 1312.1 - Standard Complaint Form (new)
 - BP 1312.3 - Uniform Complaints (revised)
 - AR 1312.3 - Uniform Complaint Procedures (revised)
 - BP 4040 - Employee Use of Technology (revised)
 - AR 4040 - Employee Use of Technology (deleted)
 - E 4040 - Employee Use of Technology (new)
 - BP 4131 - Staff Development (revised)
 - AR 4161.8, 4261.8, 4361.8 - Family Care and Medical Leave (revised)
 - BP 4231 - Personnel Classified Staff Development (revised)
 - AR 5121 - Grades Evaluation of Student Achievement (revised)
 - BP 5131.2 - Students Bullying (revised)
 - BB 9250 – Remuneration and Reimbursement

M. PROMOTING DISTRICT

- N. FUTURE AGENDA ITEMS/MEETING DATES
December 14, 2015 (Monday) Board Meeting - King City

O. SIGNING OF PAPERS

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

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Wednesday, November 18, 2015

Greenfield High School Library
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Addendum

G2. RECOGNITION

1. The Greenfield High School Boys Cross Country and Girls Field Hockey Teams (*Daniel Moirao, Ed.D., State Administrator*)

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

Wednesday, October 21, 2015

Minutes

BOARD OF EDUCATION

Mike Foster – President - Present
Paulette Bumbalough – Member - Present
Bob White – Member - Present
Mike LeBarre – Member - Present

STATE ADMINISTRATOR

Daniel Moirao, Ed.D.

STUDENT BOARD MEMBER

Chelsea Garcia - KCHS

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. The meeting was recessed to closed session.

CLOSED SESSION:

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

Mike LeBarre recused himself from a portion of closed session.

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 said the only action taken in closed session was approval of the Personnel Report.

Student Board Member Report

The student board member was not present to give a report.

Board Member Comments

Mike LeBarre said it has been a very busy time for him. He is very encouraged of what is happening in the schools. He gets the sense everyone is working on the same page for our students. Our graduation rate is increasing, King City High School FFA is now #3 in the state, and our maintenance staff are doing a great job in keeping classrooms clean and the campuses attractive.

Paulette Bumbalough said it is amazing that the King City High School FFA is ranked now #3 in the state. This was achieved with hard work from the students and the leadership and dedication of the teachers.

Each month Rotary recognizes students from the elementary and high school districts. This month Cesar Solano a student from Portola-Butler was recognized. It was wonderful recognizing the student in front of a large group. She added he did a nice job and to keep in mind he was a EL1 student. Students from Portola-Butler will be recognized once a quarter

Bob White thanked everyone for the words of encouragement and support as the result of the fire at his business.

Mike Foster said he received a letter from MCOE stating our LCAP was approved. Having the King City High School FFA achieving the rating of #3 in the state is outstanding. He is on the sober grad committee, they have had several meetings already, which includes baccalaureate.

Mike Foster said the board study session on Common Core demonstrated on how far ahead we are, as a Board he is very pleased what is happening.

Public Comment

There were not any comments from the public.

Report from State Administrator

Dr. Moirao welcomed and introduced Joe Santibanez who is an incoming Board member.

Dr. Moirao said unification is in the forefront in the Greenfield community. He said he will support what is right for the kids.

King City FFA has attained an outstanding achievement of placing #3 in the state. He is very proud of the students and teachers.

Dr. Moirao reminded the Board of the Educational Leadership Summit on November 18 at the Inn at Spanish Bay.

Dr. Moirao distributed a flyer announcing the California Labor Management Initiative 2015 Regional which will be held in Los Angeles on November 16 and Oakland on December 14, 2015. They are encouraging one Board member to attend along with the CSEA and CTA representative. The purpose of the meeting is to bring all entities together and sit across a table to problem solve.

Dr. Moirao distributed a listing of frequently asked question about the suspension of the CAHSEE. We need to wait until January 1, 2016 to issue diplomas, changes on the transcripts can be made now. We are still not certain which graduation dates would be on the diploma.

Mike Foster asked why we needed to go back so far. Dr. Moirao said it goes back to when the CAHSEE was implemented, we need to right the wrong.

Paulette Bumbalough said at the September board meeting the 2015 graduates were going to be recognized at a later time. She would like to readdress the recognition since this change goes back further than just last year's graduating class.

Dr. Moirao said they have received requests from some former students requesting a revised transcript.

Dr. Moirao introduced Dr. Isaac Estrada at the Director of Alternative Placement for Student Success.

Approval of Agenda

Dr. Moirao said the only addition to the agenda is addendum action item # 18, Filling of Board Vacancy Provisional Appointment.

All Board members said Aye. Dr. Moirao approved the agenda including the addendum.

PRESENTATION

Presentation of CM Certificates to Cassandra Gillespie, Rebecca McFarlane, Andrew Persin, Ashley Russ, and Jose Guerrero

Dr. Moirao said the teachers have been working hard on Constructive Meaning. Megan Munoz presented certificate of completion to Ashley Russ and Jose Guerrero. Ms. Munoz said a total of 5 new teachers have completed the course. She acknowledge them for their hard work.

Ashley thanked Ms. Munoz for her direction and being given the opportunity to be involved in the course, she felt she has definitely benefited from the information. She also thanked the Board for it's support in the ongoing commitment to teacher learning.

Megan Munoz thanked the district for the training and providing the funding for Constructive Meaning.

Jose Guerrero thanked Mike LeBarre for being a presenter at the student academic recognition presentation last year.

Employee Organizations

There were not any individuals present from the employee organizations.

CONSENT AGENDA

1. Approval of Minutes: September 16, 2015 and October 5, 2015
2. Approval of Personnel Report Dated October 21, 2015
3. Approval of Accounts Payable Warrants – September 2015
4. Approval of Purchase Orders – September 2015
5. Approval of Approval of Surplus Textbooks from Portola-Butler Continuation High School

Paulette Bumbalough and Bob White requested item #3 be removed for further discussion.

All Board member said Aye to approve the consent agenda excluding item #3.

Dr. Moirao approved the recommendation.

Consent Items Removed for Comment/Questions

Bob White noted on page 15 the PG&E bill is for \$38,910. Is this typical or could it be for 2 months. Dr. Moirao said he will check with Duane Wolgamott when he returns next week.

Paulette Bumbalough questioned the bill listed on page 14 from School Services. Dr. Moirao said this bill was for the admin study they did last school year. Paulette Bumbalough inquired if this service was anticipated being used next year. Dr. Moirao said hopefully no.

Paulette Bumbalough questioned on page 12 toward the top of the page there are two reimbursements for personal belongings. She was wondering what was destroyed. Dr. Moirao said he would check with Duane Wolgamott next week.

Paulette Bumbalough questioned the drug testing listed on page 12. Diane Miller said the bus drivers are randomly drug tested. This is the cost for the testing.

All Board members said Aye.

Dr. Moirao approved the recommendation.

INFORMATION ITEMS

Revenue and Expense Report

There were not any comments on the revenue and expense report.

Cash Flow Report for 2015-2016

There were not any questions on the cash flow report.

Greenfield High School Williams First Quarter Facilities Report

Diane Miller said a lot of the carpets and blinds have been replaced. They are working on some of the other areas, but there has been a gap in maintenance personnel at Greenfield High School. This week Art Sevilla was hired to fill the vacancy. The portables have a lot of rusty eves due to the metal roofing. They are considering filling the seams and then coating the metal roof. The rust would be addressed after the coating has been done. She added one of the main issues is the metal expands and contracts making it difficult for repairs to stay in place.

Mike Foster inquired if the carpet had just been patched or if it was replaced. Diane Miller said the entire rooms were replaced. The carpeting issues are now under control.

Paulette Bumbalough complimented the staff for all of the things which have been done. Ms. Bumbalough inquired if the list was different than last year. Diane Miller said the current list is from the

Williams review at Greenfield High School which took place at the beginning of this school year. Each year we are inspected and given an updated list. The list is updated as the school year progresses.

Paulette Bumbalough asked if only the items listed on the Williams report are issues related to students. Ms. Miller responded yes, but as she is alerted to other issues those are also addressed. They try to fix everything which is not acceptable.

Site Enrollment, Attendance and Referral Statistics

Bob White said attendance is significantly up. Dr. Moirao said the sites should be complimented for that. There is a lot of monitoring and follow-up with students taking place.

Curriculum and Instruction Update

Diana Jimenez distributed the PLC inquiry cycle. The cycle starts with focus, then strategies, then assessment, and the final is response. This is how the student data is gathered and evaluated. It tells us where the students are in the process and what we are teaching.

Paulette Bumbalough said she likes the team effort with the teachers and administrators.

Mike Foster asked if we see them collaborating. Ms. Jimenez said yes, every Wednesday from 1:45 PM to 3:00 PM.

Dr. Moirao said we are a long way from where we started. It is great seeing the same people sitting in the same room and talking.

BB 9250 - Board Remuneration, Reimbursement and Other Benefits

Dr. Moirao said this was discussed at the September board meeting, since we are looking at the return of local control. The bylaws have been revised as a result of the discussion at the September meeting.

Bob White said he would recommend some controls be established on trips and travel. Adding a sentence indicating prior approval is required as well as dollar limit amount.

Dr. Moirao said that could be added.

Paulette Bumbalough said on page 80 it is mentioned board members are not required to accept payment for meetings attended. This is good, it allows the Board members to make an individual choice if they want to donate any of the portion of the compensation toward a scholarship. She also liked being allowed to make any changes at the annual organizational meeting.

Mike Foster said it is nice to offer a scholarship to students once again.

Dr. Moirao said he would make the modifications and bring back the bylaws at the November board meeting as a second reading.

Dr. Moirao said the Board may recall at the September board meeting information had been provided from other districts of Board remuneration. Dr. Moirao said he got the sense the Board does not want to include any benefits as part of the remuneration. The only remuneration will be monetary.

CAHSEE Graduation Continued

Dr. Moirao said as Paulette Bumbalough alluded to earlier in the meeting we were going to have a graduation ceremony for those 2015 students who were now eligible for a diploma as a result of the elimination of the CAHSEE graduation requirement. The group is now becoming large.

Mike Foster said he felt it would determine the number of students who would be recognized. Dr. Moirao said another question which has come up, who signs the diploma.

Mike Foster felt the current Board could sign the diplomas. He felt the transcripts reflecting the student graduated is the most important thing.

Mike LeBarre suggested since this now covers a larger group the individuals should be notified and given the opportunity to attend a recognition ceremony.

Paulette Bumbalough suggested we have a special board meeting for the ceremony.

Frank Lynch said since we need to contact former students back to 2004, the contact information is now the issue. They have now moved and have careers elsewhere.

Mike Foster said we will have some type of ceremony, it will all depended how many RSVP.

Dr. Moirao reminded the Board we could not do anything until January 2016.

The statement was made how many students respond would depend on the location.

Dr. Moirao said he would get back to the Board the total number of students who would qualify for a diploma.

Board Policies – First Reading

BP 0420 Site Plans, Site Councils (revised)
AR 0420 School Site Plans & Councils (revised)
BP 1312.3 Uniform Complaints (revised)
AR 1312.3 Uniform Complaint Procedures (revised)
E 1312, 1312.1 – Standard Complaint Form (new)
BP 4040 Employee Use of Technology (revised)
AR 4040 Employee Use of Technology (deleted)
E 4040 Employee Use of Technology (new)
BP 4131 Staff Development (revised)
AR 4161.8, 4261.8, 4361.8 Family Care and Medical Leave (revised)
BP 4231 Personnel Classified Staff Development (revised)
AR 5121 Grades Evaluation of Student Achievement (revised)
BP 5131.2 Students Bullying (revised)

Paulette Bumbalough said in AR 5121 parents can choose for their child to receive a grade, or pass or fail.
Dr. Moirao said Special Ed students would probably be interested in the pass or fail option.

ACTION ITEMS

Approval of Consultant Services with Peggy Barker

Dr. Moirao said this individual will provide services to teachers, student training and support in the use of assistive technology and augmentative communication devices.

Motion made by Paulette Bumbalough and seconded by Mike LeBarre to approve the consultant services contract with Peggy Barker. All Board members said Aye.

Dr. Moirao approved the motion.

Approval of Consultant Services with Dolinka Group

Dr. Moirao said every 5 years the district needs to publically report the amount, the collection and use of developer fees collected by the district. We have worked with this company in the past, as well as many other districts, for this report. We need to make sure we are charging the appropriate fee.

Motion made by Bob White and seconded by Paulette Bumbalough to approve the consultant services with Dolinka Group. All Board members said Aye.

Dr. Moirao approved the motion.

Approval to Award Bid – GHS Fire Alarm Replacement Project

Mike Foster said the Board may remember there have been many issues in the past with the firm alarm system at Greenfield High School.

Diane Miller said the bid from Johnson Electronics came in at \$579,690 which was below the \$600,000 estimate from the district. Ms. Miller said they have been assisting us for some time on our issues with the system and are familiar with it.

Mike Foster asked if a lot of the wiring needs to be redone. Ms. Miller said none of the existing wires will be removed. There are some conduits which are not being used. The new wiring will be installed in them. The fire board will also be replaced.

Paulette Bumbalough asked what the process for bidding and advertising was.

Diane Miller said it has been advertised two weeks in a row in the King City Rustler. It also is advertised in the contractors exchange system which is like an electronic bulletin board. This is a very specialized field. There were 3 prospects to begin with. Ms. Miller said she hopes the process can start during the winter break, it will take several months to complete.

Motion made by Mike LeBarre and seconded by Bob White to approve the award bid at GHS to Johnson Electronics. All Board members said Aye.

Dr. Moirao approved the motion.

Approval of Lease for Postage Machine

Dr. Moirao said this is the economic way to go, we would be saving money.

Motion made by Paulette Bumbalough and seconded by Bob White to approve the lease for a postage machine. All Board members said Aye.

Dr. Moirao approved the motion.

Approval of Consultant Services with Beyond Speech Therapy

Dr. Moirao said there is a student needing this services. We had a contract with them last year, that has expired, we need to continue to provide this service to that student.

Motion made by Paulette Bumbalough and seconded by Mike LeBarre to approve the contract for consultant services with Beyond Speech Therapy.

Dr. Moirao approved the motion.

Approval of Contract with Pinnacles Educators, Consultant for Technical Assistance and Coaching Support

Dr. Moirao said we have contracted with them in the past. They have been helping us to clean up our Special Ed files and other Sp Ed. issues. Dr. Estrada continues to need their service to insure everything is followed through. Dr. Moirao said hopefully the need for their services will end soon.

Motion made by Paulette Bumbalough and seconded by Mike LeBarre to approve the contract with Pinnacles Educators, consultant for technical assistance and coaching support. All Board members said Aye.

Dr. Moirao approved the recommendation.

Approval of Representatives to the Salinas Valley Adult Education Consortium

Dr. Moirao said we have the opportunity to receive funds for adult education. The consortium is requesting a designee as well as an alternate from the district.

Diana Jimenez said the total grant is 1.7 million dollars. We are working with 7 other districts, we are asking for \$78,000 for our district. This grant would be used for adults who did not have enough credits to graduate as well as adults who need English as a second language. We plan on having one class in Greenfield and the other in King City.

Paulette asked if the program would sustain itself. Ms. Jimenez responded it would for 3 years.

Dr. Moirao did remind the Board we had an adult school before state receivership. Because of our financial issue at that time the decision was made to discontinue the program and include the money in the general fund.

Dr. Moirao said with the grant and LCAP the program should be sustained. Hartnell College is the fiscal agent for the grant.

Motion made by Paulette Bumbalough and seconded by Mike LeBarre to approve Diana Jimenez as the designee and Dr. James as the alternate to the Salinas Valley Adult Education Consortium.

Dr. Moirao approved the motion.

Approval Program Improvement Year 4 LEA Plan Evidence of Progress

Diana Jimenez said as a result of the district being in Program Improvement this report needs to be submitted to the California Department of Education.

Dr. Moirao said when he was in Washington DC he was informed they are trying to rewrite Program Improvement, there seems to be a division among the houses in Congress and political parties.

The new ESEA legislation include teacher effectiveness.

Mike Foster asked if our Program Improvement is in alignment with the Federal law. Diana Jimenez said the federal government has not kept up with us or other districts.

Motion made by Mike Foster and seconded by Paulette Bumbalough to approve Program Improvement Year 4 LEA Plan Evidence of Progress. All Board members said Aye.

Dr. Moirao approved the motion.

Approval of Memorandum of Understanding with Monterey Peninsula Unified School District

Dr. Moirao said this is an ongoing contract for a student who has special needs services that the SMCJUHS is not able to provide.

Motion made by Mike LeBarre and seconded by Bob White to approve the memorandum of understanding with Monterey Peninsula Unified School District.

Dr. Moirao approved the motion.

Approval of Resolution #05:15/16 National Bullying Prevention Month

Dr. Moirao said October is national bullying month. The sites are addressing this at their sites this month.

Mike Foster said bullying is a really an issue, which includes cyber bullying. Frank Lynch said at GHS this is being addressed with the Link Crew, and is being addressed in his weekly bulletins. Mr. Lynch said every incident is addressed, most incidents are from the freshman.

Paulette Bumbalough asked if the Link Crew was active throughout the school year. The response was yes.

Janet Sanchez-Matos, principal from King City High School, said she is dealing more with the cyber bullying at her site. She is in the process of educating parents more on what is being put out in social media.

Mike Foster said there will probably be more transferring from the physical bullying to cyber bullying.

Mike LeBarre said he is pleased to know the cyber bullying is being addressed.

Motion made by Paulette Bumbalough and seconded by Bob White to approve Resolution #05:15/16 National Bullying Prevention Month. All Board members said Aye.

Dr. Moirao approved the motion.

Approval of Time Lines for the Filling of Board Vacancy

Dr. Moirao said a date needs to be set to interview the applicants. A board study session has been scheduled for November 2 which was going to be addressing facilities. He suggested conducting the interviews that evening instead or on November 12. Dr. Moirao said we have until December 15 to fill the position.

After discussing with the Board it was unanimous to conduct the interviews on November 2.

Dr. Moirao said Mike LeBarre will need to relinquish his seat once local control is returned to the district. The sooner we select the Board member the sooner we can prepare the Board for local control and the sooner it will return to the district.

Dr. Moirao said Mr. LeBarre could submit a letter contingent on the return of local control.

Mr. LeBarre said this may be the more efficient way to handle it in the long run.

Dr. Moirao reminded the Board the interviews are conducted in open session, they may go to closed session for further discussion of the individual candidates.

Motion made by Mike LeBarre and seconded by Bob White to approve November 2 as the date to interview for the Board vacancy. All Board members said Aye.

Dr. Moirao approved the motion.

Approval of Name Change for Ag Construction to Agricultural Mechanic 4

Diana Jimenez said the request is being made to rename Ag Construction to Agricultural Mechanics 4 in order to align the course with the Ag Mechanics pathway.

Paulette Bumbalough said this would fix the Ag pathway, she asked if there was an Ag Construction pathway. Ms. Jimenez responded no.

Motion made by Paulette Bumbalough and seconded by Mike LeBarre to approve the name change from Ag Construction to Agricultural Mechanic 4. All Board member said Aye.

Dr. Moirao approved the recommendation.

Approval of Introduction to Computer Science - ROP

Dr. Moirao said items #14, #15, and #16 are all related to computer science. The Computer Science ROP course is designed to focus on the conceptual ideas of computing and helping students understand why certain tools and coding languages are utilized to solve problems.

Advanced Placement Computer Science A is focused on computer skills related to programming. Project Lead the Way Computer Science and Software Engineering is the first foundational course in the Project Lead the Way Computer Science pathway, primarily programming language will be used.

Motion made by Paulette Bumbalough and seconded by Mike LeBarre to approve the Introduction to Computer Science – ROP. All Board members said Aye.

Dr. Moirao approved the motion.

Approval of Advanced Placement Computer Science A

Dr. Moirao said this is an AP computer course which is heavy on math.

Motion made by Mike Foster and seconded by Bob White to approve Advanced Placement Computer Science A course. All Board members said Aye.

Dr. Moirao approved the motion.

Approval of Project Lead the Way (PLTW) Computer Science and Software Engineering (Foundational Course 1)

Diana Jimenez said this is an articulated pathway course. Hartnell has pledged \$28,000 toward the course. The district is working on other grant opportunities to secure computers for the course.

Paulette Bumbalough asked what if we did not receive the grant, would we be able to offer the course. Ms. Jimenez said we are working very closely with Hartnell regarding the grant and we are optimistic about the grant for the computers.

Ms. Bumbalough wanted to make sure the costs are not prohibitive.

Motion made by Bob White and seconded by Mile LeBarre to approve Project Lead the Way computer science and software engineering course. All Board members said Aye.

Dr. Moirao approved the motion.

Approval of Board Policies – Second Reading

E 4112.9 – Employee Notifications
BP 4143, 4243 - Negotiations, Consultation (revised)
BP 5111 - Admission (revised)
BP 5113.1 - Chronic absence and Truancy (revised)
BP 5126 - Awards for Achievement (revised)
AR 5126 - Awards for Achievement (revised)
BP 5144.4 - Required Parental Attendance (new)
AR 5144.4 - Required Parental Attendance (new)
E 5145.6 - Students Parental Notifications (revised)
BP 6163.4 - Student Use of Technology (revised)
BP 6174 - Education for English Language Learners (revised)
AR 6174 - Education for English Language Learners (revised)

Motion made by Mike Foster and seconded by Mike LeBarre to approve the board policies second reading. All Board members said Aye.

Dr. Moirao approved the motion.

Filling of Board Vacancy Provisional Appointment

Dr. Moirao said he received a letter from Dr. Kotowski after the board packet had been distributed. We need to decide if we will do a provisional appointment or if we would request an election. An election would be very costly. The decision was made to fill the Board vacancy with a provisional appointment.

Motion made by Mike Foster and seconded by Mike LeBarre to fill the board vacancy with a provisional appointment. All Board member said Aye.

Dr. Moirao approved the motion.

Promoting District

There were not any comments.

Future Agenda Items/Meeting Dates

November 2, 2015 (Monday) Board Study Session King City
November 18, 2015 (Wednesday) Board Meeting Greenfield
December 16, 2015 (Wednesday) Board Meeting King City

Signing of Papers

Dr. Moirao signed appropriate papers.

Adjournment

Mike Foster adjourned the meeting at 8:04 PM.

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

Date

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

Monday, November 2, 2015

Minutes

BOARD OF EDUCATION

Mike Foster – President – Present, arrived at 5:51 PM
Mike LeBarre – Member - Present
Paulette Bumbalough – Member - Present
Bob White – Member - Present

STATE ADMINISTRATOR

Daniel Moirao, Ed.D.

OPEN SESSION:

Call to Order

Bob White called the meeting to order at 5:34 PM.

Flag Salute

Bob White led in the flag salute.

Approval of Agenda

Dr. Moirao approved the agenda.

Public Comment

There were not any comments from the public.

INFORMATION ITEM

Board Study Session: Facilities and Filling Board Vacancy

Diane Miller and Duane Wolgamott discussed facility needs and priorities. Dr. Moirao discussed the board vacancy and extending the filing date.

Future Agenda Items/Meeting Dates

November 18, 2015 (Wednesday) Board Meeting - Greenfield

December 16, 2015 (Wednesday) Board Meeting - King City. After discussion with the Board it was decided to change the meeting date to Monday, December 14.

Adjournment

Mike Foster adjourned the meeting at 7:10 PM.

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

Date

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of Accounts Payable Warrants (October 2015)

MEETING: November 18, 2015

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through CAASPP 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 listing of the Accounts Payable warrants for the month of October 2015.

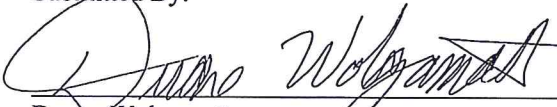
Recommendation:

The recommendation is being made for the State Administrator to approve the warrants.

Fiscal Impact:


Within budgeted amounts.

Submitted By:



Duane Wolgamott
Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

Checks Dated 10/01/2015 through 10/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12185658	10/01/2015	A T & T CALNET 2	01-5910	CALNET		.55
12185659	10/01/2015	AT&T	01-5910	Phone line GHS Maintenance		37.71
12185660	10/01/2015	CA Valued Trust	01-9513	Insurance- Health, dental, vision, life		65,853.00
12185661	10/01/2015	Cleantech Env. Inc., DBA	01-5800	Haz Mat P/U		130.00
12185662	10/01/2015	Culligan Water Conditioning	13-5800	Water Conditioning		85.23
12185663	10/01/2015	Cyberguys / E-Filliate Inc	01-4300	Supplies		283.39
12185664	10/01/2015	EL Achieve	01-4300	CM Training Materials for District new Teachers		1,332.87
12185665	10/01/2015	Foster Farms Dairy	13-4700	Dairy / Cafeteria		652.37
12185666	10/01/2015	Hilton San Diego Bayfront	01-5200	CETPA 2015 Lodging		985.90
12185667	10/01/2015	Inn Off Capitol Park	01-5200	ACSA Lodging		154.10
12185668	10/01/2015	KING CITY TRUE VALUE HARDWARE	01-4300	OPEN PO FOR SUPPLIES		31.35
12185669	10/01/2015	Mail Finance	01-5630	Postage Machine		158.20
12185670	10/01/2015	MCOE	01-5200	Fagen Freidman & Fulfrosts		85.00
12185671	10/01/2015	North Monterey High School	01-5300	CC Early Bird Invitational		235.00
12185672	10/01/2015	O'Reilly Automotive Stores, Inc	01-4300	Parts for Buses and other vehicles		16.21
12185673	10/01/2015	OFFICE DEPOT BUSINESS SERVICES	01-4300	Blanket Open PO Office Supplies	143.33	
				Open PO	120.98	
			01-5800	Printing Services	206.63	470.94
12185674	10/01/2015	Pluralsight, LLC	01-5300	ONLINE COURSEWARE		1,796.00
12185675	10/01/2015	Rainbow Printing Inc/dba	01-4300	Grade Cards for Physical Education.		439.39
12185676	10/01/2015	Riddell All American	01-4300	Sports Uniforms		1,747.23
12185677	10/01/2015	turnitincom / iParadigms, LLC	01-5800	Turnitin Software		3,275.00
12185678	10/01/2015	Two Team Construction, Inc	01-5620	Repairs		14,855.85
12185679	10/01/2015	UNITED PARCEL SERVICE	01-5930	UPS Services		79.47
12186194	10/06/2015	Jaime Cortes-Ortiz	01-5200	AP conference reimbursement		524.52
12186195	10/06/2015	Kara R. King	01-5200	Drove to student in hospital for instruction		39.58
12186196	10/06/2015	Ruben B. Alvarez	01-5200	CASCWA training mileage reimbursement		229.66
12186197	10/06/2015	Claudia H. Arellano	01-5200	CCAC Conference & Personel Institute Registration		869.95
12186198	10/06/2015	A T & T CALNET 2	01-5910	CALNET		13.69
12186199	10/06/2015	AUS-WEST Lockbox	01-4300	Staff Uniforms	99.77	
			13-5800	Services	98.21	197.98
12186200	10/06/2015	CA Department of Justice	01-5860	Fingerprint Applications		128.00
12186201	10/06/2015	CAROLINA BIOLOGICAL SUPPLY CO	01-4400	Supplies for Biology Classes		1,888.44
12186202	10/06/2015	CDW-G	01-4300	OPEN PO FOR TECHNOLOGY SUPPLIES	56.23	
			01-4400	Video Equipment	255.77	312.00
12186203	10/06/2015	DELL MARKETING LP	01-4400	PLTW Laptops		93,419.52

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Checks Dated 10/01/2015 through 10/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12186204	10/06/2015	DEMCO, INC	01-4300	Library Supplies		368.28
12186205	10/06/2015	Foster Farms Dairy	13-4700	Dairy / Cafeteria		562.45
12186206	10/06/2015	JK Architects, Inc.	25-5800	Old DO demo		1,360.00
12186207	10/06/2015	KING CITY TRUE VALUE HARDWARE	01-4300	Maintenance Supplies	13.90	
				ROP Supplies - KCHS	41.88	55.78
12186208	10/06/2015	La Plaza Bakery	01-4300	Link Crew Meeting supplies		2,250.00
12186209	10/06/2015	Mission Trail Athletic/MTAL	01-5300	MTAL Annual Fees		3,510.00
12186210	10/06/2015	MONTEREY COUNTY PROPERTY TAX	01-5800	property tax		8,923.98
12186211	10/06/2015	Musician's Friend, Inc.	01-9200	Music instraments and materials		1,782.24
12186212	10/06/2015	O'Reilly Automotive Stores, Inc	01-4300	Parts for Buses and other vehicles		121.11
12186213	10/06/2015	OFFICE DEPOT BUSINESS SERVICES	01-4300	Blanket Open PO Office Supplies	220.88	
				Open PO	367.75	
				Open PO for Office Supplies and Materials	282.84	
				OPEN PO FOR SUPPLIES	609.33	
				PO not to exceed \$1470. for instructional supplies	1,414.03	
			01-4400	Cabinets	4,216.71	7,111.54
12186214	10/06/2015	PACIFIC GAS AND ELECTRIC CO	01-5520	PGE		807.61
12186215	10/06/2015	PAQ Inc. DBA Food 4 Less/Rncho S Miguel	01-4300	SPED Materials		31.10
12186216	10/06/2015	PARTS & SERVICE CENTER-NAPA	01-4300	Parts for Fleet		39.33
12186217	10/06/2015	Quinn Company	01-4300	Parts for Fleet Vehicles		2,189.08
12186218	10/06/2015	SAFEWAY INC	01-4300	ADCO meeting Supplies	22.45	
				Career Day Supplies	60.71	
				SPED Materials	247.96	331.12
12186219	10/06/2015	School Datebooks	01-4300	School planners		3,104.29
12186220	10/06/2015	Scofield Graphics	01-4300	Signs		1,349.41
12186221	10/06/2015	Soledad Unified School Dist	01-5800	reimbursement for transportation of SPED Students		9,894.53
12186222	10/06/2015	TORO PETROLEUM CORP	01-4310	Fuel PO Ag program		74.63
12186223	10/06/2015	TRI-COUNTY FIRE PRCTCN, INC	01-5800	Fire Extinguisher Safety Training		570.00
12186224	10/06/2015	Uretsky Security	01-5800	Security Contract		10,584.00
12186225	10/06/2015	US BANCORP EQUIPMENT FINANCE	01-5630	Konica Copier lease pymt		9,199.08
12186226	10/06/2015	Woodwind & Brasswind	01-9200	Music instraments and materials		107.49
12186227	10/06/2015	Zoom Imaging Solutions Inc	01-4300	Instructional supplies for computer classes		247.22
12186228	10/06/2015	Aaron Arellano	01-8699	Wayne Bowman scholarship 2014-15		100.00
12186229	10/06/2015	Andrea Delgado	01-5800	Driving student to and from school		69.00
12188398	10/15/2015	Monica Serrato	01-5200	Mileage Reimbursement payroll meeting		51.45
12188399	10/15/2015	Jaime Cortes-Ortiz	01-5200	AP COnference Registration		800.00

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Checks Dated 10/01/2015 through 10/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12188400	10/15/2015	Christopher Hanson	01-4300	Art Supplies for Art Department		115.56
12188401	10/15/2015	Joseph R. Martin	01-5200	CSU UCC Conference		144.93
12188402	10/15/2015	Daniel R. Moirao	01-5200	Conference reimbursement		2,305.64
12188403	10/15/2015	Andrews Blueprint, Inc.	01-5800	Blueprint Digitization		81.84
12188404	10/15/2015	APPLE COMPUTER	01-4400	Sped Ipad		412.79
12188405	10/15/2015	AUS-WEST Lockbox	01-4300	Staff Uniforms	116.57	
			13-5800	Services	241.86	358.43
12188406	10/15/2015	Beynon	01-5620	GHS Track resurfacing		139,500.00
12188407	10/15/2015	BUS WEST	01-4300	Parts for Buses		148.23
12188408	10/15/2015	CA Water Service Company	01-5530	Water Fees		29.85
12188409	10/15/2015	Cannon Sports, Inc	01-4300	sports equipment		61.86
12188410	10/15/2015	CARMEL MARINA CORPORATION	01-5550	KCHS Water & Garbage		2,652.42
12188411	10/15/2015	CDW-G	01-4300	Ink Supplies for Computer Classes		135.58
12188412	10/15/2015	Cengage Learning	01-4100	Computer Class materials	8,424.72	
				Supplemental Ed Materials	16,026.42	
				Text Book	362.26	
			01-4200	Supplemental Ed Materials	3,844.92	28,658.32
- 88413	10/15/2015	CITY OF GREENFIELD	01-5530	Water, Garbage, Sewer	187.76	
-			01-5540	Water, Garbage, Sewer	979.60	
			01-5550	Water, Garbage, Sewer	2,727.50	3,894.86
12188414	10/15/2015	Cyberguys / E-Filliate Inc	01-4300	Supplies		73.70
12188415	10/15/2015	DBA Woodcrafter.com	01-4300	PLTW Materials		498.40
12188416	10/15/2015	DBA: Pacific Coast Sportswear	01-4300	Athletics Sportswear- See Attached Quote		5,174.93
12188417	10/15/2015	EnableMart	01-5850	Boardmaker plus windows		410.85
12188418	10/15/2015	FLINN SCIENTIFIC INC	01-4300	Instructional Supplies for Science Classes	271.13	
			01-4400	Instructional Supplies for Science Classes	595.32	866.45
12188419	10/15/2015	Follett School Solutions, Inc	01-4200	Supplemental Spanish Reading Books		166.14
12188420	10/15/2015	Foster Farms Dairy	13-4700	Dairy / Cafeteria		1,041.60
12188421	10/15/2015	GREENFIELD TRUE VALUE	01-4300	Maintenance Supplies		141.50
12188422	10/15/2015	HOME DEPOT CREDIT SERVICES Dept. 32-2501271344	01-4300	Open PO for Ag Mech Ornamental Horticulture Clases		1,097.79
12188423	10/15/2015	JOSTENS CORP	01-4300	Diploma covers		573.37
12188424	10/15/2015	Mail Finance	01-5630	Postage Machine		788.47
12188425	10/15/2015	MANDEGO APPAREL	01-4300	Link Crew Apparel S/Y 2015-2016		660.77
12188426	10/15/2015	NASCO	01-4300	Science Material		1,182.41
12188427	10/15/2015	National Business Furniture	01-4400	Office Chairs for Clerical Staff		3,181.52
12188428	10/15/2015	OFFICE DEPOT BUSINESS SERVICES	01-4300	Open PO	404.48	
				Open PO for Instructional Supplies	3,957.36	

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Checks Dated 10/01/2015 through 10/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12188428	10/15/2015	OFFICE DEPOT BUSINESS SERVICES	01-4300	OPEN PO FOR SUPPLIES	50.76	
				DO office supplies	140.75	
			01-4400	file cabinet/cubbie storage	570.89	
				desk	285.42	
			01-5800	Printing Services	272.05	
12188429	10/15/2015	PACIFIC GAS AND ELECTRIC CO	01-5850	AIG carryover expend	419.41	6,101.12
			01-5510	PGE	476.22	
12188430	10/15/2015	Positive Promotions	01-5520	PGE	18,043.65	18,519.87
12188431	10/15/2015	SAFEWAY INC	01-4300	Admin Meeting supplies		408.57
12188431	10/15/2015	SAFEWAY INC	01-4300	DELAC Meetings	100.54	
				Open PO for Foods and Products	145.19	245.73
12188432	10/15/2015	SCHOOL SERVICES OF CA, INC	01-4300	Compensation Study		16,200.00
12188433	10/15/2015	SMCJUHS D REV FUND #0424-240257	01-5800	ADCO SUPPLIES	171.12	
			01-4300	SPED MEETING	311.15	
				STAFF MEETING SUPPLIES	164.00	
				CHANGE FUND -ATHLETICS	500.00	
				CHANGE FUND-ATHLETICS	1,100.00	
				NEW TEACHER ORIENTATION SUPPLIES	466.72	
				REIMBURSEMENT FOR STAFF DEV	250.60	
				REIMBURSEMENT FOR NEGOTIATION	102.06	
				SUPPLIES		
			01-5200	HOTEL FOR CONFERENCE	327.98	
				MILEAGE REIMBURSEMENT	55.59	
				CALIFORNIA CITY SCHOL	150.00	
				SUPERINTENDENT		
			01-5800	SHEID SCHOLARSHIP	100.00	
				bank fees	46.41	3,745.63
12188434	10/15/2015	Sysco San Francisco	13-4300	Food Service	2,471.87	
			13-4700	Food Service	27,537.01	30,008.88
12188435	10/15/2015	SyTech Solutions	01-5800	DOCUMENT SCANNING		38,465.93
12188436	10/15/2015	TORO PETROLEUM CORP	01-4310	Diesel, Unleaded, & Vehicle Oils		9,099.24
12188437	10/15/2015	UNITED PARCEL SERVICE	01-5930	UPS Services		79.47
12188438	10/15/2015	VERIZON WIRELESS SVCS LLC	01-5940	District Communication		1,152.65
12189240	10/20/2015	Ayres Hotel & Suites/Ontario	01-5200	LCAP Training		205.12
12189241	10/20/2015	DBA: Denver Marriott City Cntr	01-5200	Teaching Learning Coaching Conference		602.44
12189242	10/20/2015	Historic Mission Inn Corp	01-5200	PLTW Conference Hotel Stay D.Jimenez		539.94
12189243	10/20/2015	Hotel Aneleno	01-5200	Conference lodging		977.22

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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.

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Checks Dated 10/01/2015 through 10/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12189244	10/20/2015	Res Inn Marriott Ontrio Airprt	01-5200	LCAP & School Nutrition Conference Lodging	262.70	
			13-5200	LCAP & School Nutrition Conference Lodging	262.69	525.39
12189245	10/20/2015	Sheraton Grand Sacramento	01-5200	Hotel stay for Diana Jimenez		637.01
12189246	10/20/2015	Westin Bonaventure Hotel & Ste	01-5200	ALI Conference Hotel Stay (D. Jimenez)		414.21
12189994	10/22/2015	A T & T CALNET 2	01-5910	CALNET		13.92
12189995	10/22/2015	Alisal High School	01-5300	Girls Basketball Tournament Fee		700.00
12189996	10/22/2015	AMERICAN SUPPLY COMPANY	01-4300	Cleaning Supplies	506.74	
				Custodial Supplies	1,989.01	2,495.75
12189997	10/22/2015	AT&T	01-5910	Phone line GHS Maintenance		37.58
12189998	10/22/2015	AUS-WEST Lockbox	13-5800	Services		52.77
12189999	10/22/2015	CA Department of Justice	01-5860	Fingerprinting		288.00
12190000	10/22/2015	CA Water Service Company	01-5530	Water Fees		1,237.94
12190001	10/22/2015	Cannon Sports, Inc	01-4300	Master Locks for PE Lockers		1,162.72
12190002	10/22/2015	CDW-G	01-4300	OPEN PO FOR TECHNOLOGY SUPPLIES		98.02
12190003	10/22/2015	CENTRAL COAST SYSTMS INC	01-5620	Alarm/Bell System Repairs		571.08
12190004	10/22/2015	CPRS CA Prprty Rcrd Systms,dba	01-5800	Fixed Assets Inventory Software		1,100.00
12190005	10/22/2015	EL Achieve	01-4300	CM Training Materials for District new Teachers		718.81
12190006	10/22/2015	Foster Farms Dairy	13-4700	Dairy / Cafeteria		604.80
12190007	10/22/2015	HOME DEPOT CREDIT SERVICES Dept. 32-2501271344	01-4300	Maintenance Supplies		923.86
12190008	10/22/2015	Jar Systems LLC	01-4400	PLTW Laptop Cart	6,955.99	
				Unpaid Sales Tax	480.77-	6,475.22
12190009	10/22/2015	KING CITY TRUE VALUE HARDWARE	01-4300	Maintenance Supplies	15.75	
				ROP Supplies - KCHS	59.91	75.66
12190010	10/22/2015	MANDEGO APPAREL	01-4300	Link Crew Apparel S/Y 2015-2016		1,068.07
12190011	10/22/2015	MATRANGA WHOLESALE FLORISTS	01-4300	ROP Supplies		1,403.50
12190012	10/22/2015	MCOE	01-5200	MCOE Training	400.00	
				School Safety Training	180.00	580.00
12190013	10/22/2015	n2y	01-5850	learning system sped		1,196.00
12190014	10/22/2015	OFFICE DEPOT BUSINESS SERVICES	01-4100	Math Modules	10,255.79	
			01-4300	Open PO	162.18	
				Open PO for Instructional Supplies	258.81	
				DO office supplies	31.24	10,708.02
12190015	10/22/2015	ORGANIZED SPORTSWEAR LLC	01-4300	Phys Ed Uniforms		493.68
12190016	10/22/2015	Pacific Coast Battery Srvc Inc	01-4300	Batteries for Fleet		749.36

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ESCAPE ONLINE

Checks Dated 10/01/2015 through 10/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12190017	10/22/2015	PACIFIC GAS AND ELECTRIC CO	01-5510	PGE	178.19	
			01-5520	PGE	21,551.51	21,729.70
12190018	10/22/2015	PAQ Inc. DBA Food 4 Less/Rncho S Miguel	01-4300	SPED Materials		55.38
12190019	10/22/2015	PARTS & SERVICE CENTER-NAPA	01-4300	Parts for Fleet		115.64
12190020	10/22/2015	PEARSON AGS GLOBE	01-4100	textbooks	2,260.82	
			01-4200	Workbooks for Special Ed Consumer Math Class	376.60	2,637.42
12190021	10/22/2015	Pearson Learning Group	01-4200	teachers edition		967.28
12190022	10/22/2015	PRAXAIR DISTRIBUTION INC	01-4300	Open PO for Ag Mechanics Class	1,677.21	
				ROP Supplies	38.64	1,715.85
12190023	10/22/2015	Sysco San Francisco	13-4300	Food Service	44.20	
			13-4700	Food Service	2,374.44	2,418.64
12190024	10/22/2015	TRI-COUNTY FIRE PRCTCN, INC	01-5800	Fire Extinguisher Servicing		449.59
12190025	10/22/2015	UNITED PARCEL SERVICE	01-5930	UPS Services		59.38
12190026	10/22/2015	Work Well	01-5800	Tb Test and Physicals		175.00
12192188	10/29/2015	Laura Garcia	01-5200	SCHOOL SAFETY PLAN MILEAGE REIMB		51.52
12192189	10/29/2015	Kara R. King	01-5200	Driving to student @ hospital		138.67
12192190	10/29/2015	Rosaneli R. Martinez	01-5200	Aeries Conference reimbursement		30.00
12192191	10/29/2015	Rosa M. Velazquez	01-5200	Aeries Conference reimbursement		299.97
12192192	10/29/2015	Francis Lynch	01-5800	Posters for WASC reimbursement		819.33
12192193	10/29/2015	Ericka A. Radcliff	01-5200	Milege Reimbursement		120.75
12192194	10/29/2015	Lidia T. Rodriguez	01-5200	Aeries Conference reimbursement		8.40
12192195	10/29/2015	Lucia Ruiz-Castillo	01-5200	Aeries Conference reimbursement		6.33
12192196	10/29/2015	Claudia H. Arellano	01-5200	CCAC Sacramento reimbursement	255.45	
				Mileage Reimbursement	750.95	
				Personnel Institute reimbursement	671.46	1,677.86
12192197	10/29/2015	Cristina Jimenez	01-5200	CETPA reimbursement	534.09	
				Mileage Reimbursement- phone system tradeshow	71.86	605.95
12192198	10/29/2015	Marilyn K. Shepherd	01-4200	Referemse supplies for SPED student	113.78	
			01-4400	Referemse supplies for SPED student	298.18	
			01-5800	Monthly benefit reimbursement per contract	501.15	913.11
12192199	10/29/2015	AMERICAN SUPPLY COMPANY	01-4300	Cleaning Supplies		421.47
12192200	10/29/2015	Andrea Reed	01-5800	Contracted SPED Services		2,741.25
12192201	10/29/2015	CA Valued Trust	01-9513	HEALTH INS		69,145.61
12192202	10/29/2015	CSBA	01-5300	Online 070115-063016		2,140.00
12192203	10/29/2015	Fagen Friedman & Fulfrost	01-5810	Retainer fees		1,519.00
12192204	10/29/2015	Holiday Inn Express La Jolla	01-5200	Lodging for AP training		182.19

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

ESCAPE **ONLINE**

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Checks Dated 10/01/2015 through 10/31/2015

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12192205	10/29/2015	Kitchell	01-5620	Building Renovation		19,999.95
12192206	10/29/2015	SAFEWAY INC	01-4300	admn fee		3.00
Total Number of Checks					158	742,112.45

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	149	705,203.72
13	Cafeteria Fund	11	36,029.50
25	Capital Facilities Fund	1	1,360.00
Total Number of Checks		158	742,593.22
Less Unpaid Sales Tax Liability			480.77
Net (Check Amount)			742,112.45

-19-

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.

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of Purchase Orders – October 2015

MEETING: November 18, 2015

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

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

Summary:

Attached is the listing of the Purchase Orders issued in October 2015.

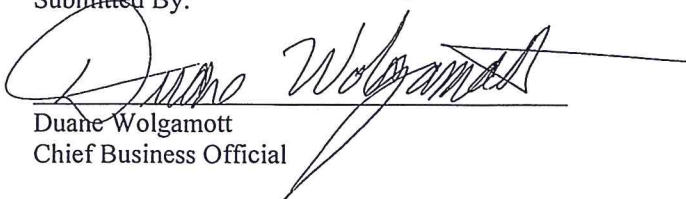
Recommendation:

The recommendation is being made for the State Administrator to approve the Purchase Orders.

Fiscal Impact:


Per the 2015-16 fiscal budget.

Submitted By:



Duane Wolgamott
Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

Description

Includes Purchase Orders dated 10/01/2015 - 10/31/2015

PO Number	Vendor Name	Requisition Information	Ordr Loc	Req Fund	Resource Description	Req Fund Order Amt
B16-00181	Res Inn Marriott On	LCAP & School Nutrition Conference Lodging	029	01	Supplemental	525.39
B16-00182	Syserco Inc	EMS Repairs	009	01	Ongoing & Major	1,100.00
B16-00183	OFFICE DEPOT BUSINE	Open PO for Instructional Supplies	023	01	State Lottery	5,000.00
B16-00184	CDW-G	OPEN PO FOR TECHNOLOGY SUPPLIES	029	01	UNRESTRICTED R	1,500.00
B16-00185	GRAINGER INC,W W	OPEN PO FOR SUPPLIES	029	01	UNRESTRICTED R	500.00
B16-00186	Tiger Direct	OPEN PO FOR TECHNOLOGY EQUIPMENT	029	01	UNRESTRICTED R	2,200.00
B16-00187	SAFEWAY INC	DELAC Meetings	029	01	IASA-Title I Ba	400.00
B16-00188	SAFEWAY INC	Elac Meeting Supplies	022	01	IASA-Title I Ba	200.00
B16-00189	Leyva's Towing	towing	029	01	UNRESTRICTED R	750.00
B16-00190	OFFICE DEPOT BUSINE	OPEN PO FOR SUPPLIES	029	01	State Lottery	750.00
B16-00191	MCMASTER CARR SUPPL	Emergency PO - server room	029	01	UNRESTRICTED R	716.23
B16-00192	Maria G Delgado	Mileage reimbursement sped	022	01	Special Educati	400.00
B16-00193	KING CITY GLASS	Glass Repairs	009	01	Ongoing & Major	1,000.00
B16-00194	SchoolDude	SchoolDude Service--Web Service	009	01	Ongoing & Major	7,500.00
PO16-00269	Rosbach Electric	Electrical Repairs at KCHS	009	01	Ongoing & Major	2,364.95
PO16-00270	Image Sales	ID Card Supplies	021	01	State Lottery	236.25
PO16-00271	NASCO	Art Supplies	021	01	State Lottery	2,556.59
PO16-00272	Mission Trail Athle	MTAL Annual Fees	021	01	UNRESTRICTED R	3,510.00
PO16-00273	NASCO	Instructional Supplies for Art Classes	023	01	State Lottery	6,086.25
PO16-00274	OFFICE DEPOT BUSINE	Instructional Supplies for Art Classes	023	01	State Lottery	80.23
PO16-00275	Sierra School Equip	Bleacher Maintenance and Repairs	009	01	Ongoing & Major	4,133.00
PO16-00276	EnableMart	Boardmaker plus	022	01	Special Educati	410.85
PO16-00277	APPLE COMPUTER	IPADS for Classroom Walkthroughs	029	01	UNRESTRICTED R	3,265.88
PO16-00278	Barcodes, Inc.	ID Supplies	029	01	UNRESTRICTED R	510.18
PO16-00279	Follett School Solu	Library Software Training	029	01	UNRESTRICTED R	378.44
PO16-00280	HOLT RINEHART WINST	Biology Textbooks	021	01	UNRESTRICTED R	2,065.72
PO16-00281	Riddell All America	Athletic Gear -	023	01	UNRESTRICTED R	1,748.27
PO16-00282	4imprint	supplies	029	01	State Lottery	466.11
PO16-00283	Westin Bonaventure	ALI Conference Hotel Stay (D. Jimenez)	029	01	NCLB Title II,	414.21
PO16-00284	TEACHERS DISCOVERY	Instructional materials for french classes	023	01	State Lottery	488.81
PO16-00285	Alisal High School	Girls Basketball Tournament Fee	023	01	UNRESTRICTED R	700.00
PO16-00286	Supreme School Supp	Tardy Admit Pass	023	01	State Lottery	112.58
PO16-00287	ACSA'S Foundation F	Superintendent Symposium	029	01	UNRESTRICTED R	895.00
PO16-00288	Historic Mission In	PLTW Conference Hotel Stay D.Jimenez	029	01	NCLB Title II,	539.94
PO16-00289	LRP Publications	complete OSEP handbook	022	01	Special Educati	301.22
PO16-00290	CA Ed Tech Professi	CETPA Conference	029	01	UNRESTRICTED R	1,010.00
PO16-00291	SOUTH COUNTY NEWSP	Public Notice	029	01	UNRESTRICTED R	134.40
PO16-00292	MCOE	Training at MCOE	029	01	NCLB Title II,	250.00

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

ESCAPE ONLINE

Description

Includes Purchase Orders dated 10/01/2015 - 10/31/2015

PO Number	Vendor Name	Requisition Information	Ord Loc	Req Fund	Resource Description	Req Fund Order Amt
PO16-00293	UC Regents	Conference -Teacher Development	029	01	NCLB Title II,	1,035.00
PO16-00294	MCOE	MVP - Progression of Functions Training	029	01	NCLB Title II,	325.00
PO16-00295	MCOE	MVP -Math 3 Training	029	01	NCLB Title II,	200.00
PO16-00296	Hotel Aneleno	Conference lodging	029	01	NCLB Title II,	977.22
PO16-00297	Detailed Meetings,	2016 PLTW Conference Registration	029	01	Other Local	1,400.00
PO16-00298	The College Board	AP English Workshop	029	01	NCLB Title II,	265.00
PO16-00299	ACSA'S Foundation F	ACSA	029	01	Special Educati	1,255.00
PO16-00300	Arbitersports	ArbiterGame renewal	021	01	UNRESTRICTED R	325.00
PO16-00301	FLINN SCIENTIFIC IN	Science Supplies	021	01	State Lottery	406.82
PO16-00302	USI Education & Gov	Laminating Supplies	021	01	State Lottery	202.58
PO16-00303	OFFICE DEPOT BUSINE	Classroom Supplies	021	01	State Lottery	81.43
PO16-00304	Woodwind & Brasswin	Musical Instruments and instructional materials	023	01	Other Local	2,213.02
PO16-00305	NEOPOST USA (produ	Postage machine ink	011	01	UNRESTRICTED R	175.16
PO16-00306	MCOE	MVP - Progression of Functions Training	029	01	NCLB Title II,	325.00
PO16-00307	Holiday Inn Express	Lodging for AP training	029	01	NCLB Title II,	182.19
PO16-00308	Monterey Bay System	Staples for Konica Minolta Copiers	023	01	State Lottery	371.14
PO16-00309	OFFICE DEPOT BUSINE	First Aid Kits	021	01	State Lottery	521.14
PO16-00310	Century Collision R	Bus Repair	009	01	UNRESTRICTED R	1,630.13
PO16-00311	SURVEYMONKEY	Technology Software	029	01	UNRESTRICTED R	300.00
PO16-00312	Anaconda Sports	Soccer cooler & bottles	021	01	UNRESTRICTED R	169.93
PO16-00313	Sport About Equipme	Boys basketballs	021	01	UNRESTRICTED R	297.68
PO16-00314	School Innovations/	School Site Council Material-Guidebooks	021	01	State Lottery	211.44
PO16-00315	SAFEWAY INC	Supplies for Aeries/Tech Meetings	029	01	UNRESTRICTED R	500.00
PO16-00316	School Datebooks	Student Datebooks	021	01	IASA-Title I Ba	4,140.67
PO16-00317	Fagen Friedman & Fu	SPED Symposium	029	01	Special Educati	680.00
PO16-00318	Hudl	Basketball-Baseball renewal	021	01	UNRESTRICTED R	800.00
PO16-00319	The Tree Man (DBA)	Arborist Services	009	01	UNRESTRICTED R	3,200.00
PO16-00320	Tiger Direct	Surface tablet	029	01	UNRESTRICTED R	1,546.23
PO16-00321	CA DEPT OF EDUCATIO	ALI Conference Reg. for M. Munoz & E. Radcliff	029	01	NCLB Title II,	850.00
PO16-00322	OFFICE DEPOT BUSINE	copy paper	022	01	Special Educati	240.90
PO16-00323	MEDCO Supply-Sports	Tape & med supplies	021	01	UNRESTRICTED R	1,916.74
PO16-00324	BSN Sports / US Com	Soccer Goal, Backstop, etc.	021	01	UNRESTRICTED R	10,853.70
PO16-00325	SCHOOL SERVICES OF	SSCAL Budget Workshop	029	01	UNRESTRICTED R	195.00
Total						92,993.62

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

ESCAPE ONLINE

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Revenue and Expenditures Report for 2015-16

MEETING: November 18, 2015

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

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

Summary:

Included is the 2015/16 Fiscal Year to date (October 31, 2015) Revenues and Expenditures Report for each fund.

The General Fund Books and Equipment expenditures have exceeded the original budget due to additional computers being authorized for English Learner and Science Classrooms. The budget in this area is being adjusted in the First Interim Report next month.


Recommendation:

This is an information item only.

Fiscal Impact:

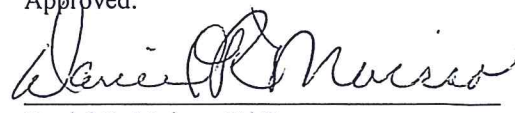
Per the 2015-16 approved budget.

Submitted By:



Duane Wolgamott
Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

Fund 01 - General Fund		Fiscal Year 2016 through 10/31/2015				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
LCFF Revenue Sources (8010-8099)		20,144,086.00	8,185,907.32		11,958,178.68	59%
Federal Revenue (8100-8299)		888,658.00	65,158.79		823,499.21	93%
Other State Revenue (8300-8599)		2,031,001.00	1,967,990.40		63,010.60	3%
Other Local Revenue (8600-8799)		1,335,156.00	346,439.83		988,716.17	74%
Total Revenues		24,398,901.00	10,565,496.34		13,833,404.66	57%
EXPENDITURES						
Certificated Salaries (1000-1999)		8,762,768.00	2,329,795.98	.00	6,432,972.02	73%
Classified Salaries (2000-2999)		2,669,213.00	761,682.27	.00	1,907,530.73	71%
Employee Benefits (3000-3999)		3,712,707.00	1,027,381.70	.00	2,685,325.30	72%
Books and Supplies (4000-4999)		1,306,919.76	866,953.51	564,958.40	(124,992.15)	(10)%
Services & Operating Expenses (5000-5999)		4,079,822.53	903,474.90	711,264.14	2,465,083.49	60%
Capital Outlay (6000-6999)		104,000.00	.00	.00	104,000.00	100%
Other Outgo (7100-7299, 7400-7499)		1,596,527.00	69,491.49	.00	1,527,035.51	96%
Total Expenditures		22,231,957.29	5,958,779.85	1,276,222.54	14,996,954.90	67%
Operating Surplus/(Deficit)		2,166,943.71	4,606,716.49	3,330,493.95		
OTHER FINANCING SOURCES/USES						
Contributions (8980-8999)		(3,900.00)	.00		(3,900.00)	100%
Total Other Financing Sources/Uses		(3,900.00)	.00		(3,900.00)	100%
Net Surplus/(Deficit)		2,163,043.71	4,606,716.49	3,330,493.95		
Beginning Fund Balance		5,941,074.20	5,941,074.20	5,941,074.20		
Net Ending Fund Balance		8,104,117.91	10,547,790.69	9,271,568.15		
		<i>*** calculated ***</i>				
Components of Ending Fund Balance						
Undesignated/Unappropriated - 9790		8,104,117.91	.00			
Ending Fund Balance		8,104,117.91	.00			

Fund 13 - Cafeteria Fund		Fiscal Year 2016 through 10/31/2015				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Federal Revenue	(8100-8299)	440,000.00	17,980.03		422,019.97	96%
Other State Revenue	(8300-8599)	35,000.00	957.54		34,042.46	97%
Other Local Revenue	(8600-8799)	154,435.00	29,404.19		125,030.81	81%
Total Revenues		629,435.00	48,341.76		581,093.24	92%
EXPENDITURES						
Classified Salaries	(2000-2999)	99,358.00	39,671.36	.00	59,686.64	60%
Employee Benefits	(3000-3999)	78,048.00	17,972.90	.00	60,075.10	77%
Books and Supplies	(4000-4999)	421,254.00	115,431.82	46,304.61	259,517.57	62%
Services & Operating Expenses	(5000-5999)	15,841.00	5,676.04	4,776.74	5,388.22	34%
Total Expenditures		614,501.00	178,752.12	51,081.35	384,667.53	63%
Operating Surplus/(Deficit)		14,934.00	(130,410.36)	(181,491.71)		
Beginning Fund Balance		150,935.39	150,935.39	150,935.39		
Net Ending Fund Balance		165,869.39	20,525.03	(30,556.32)		
<i>*** calculated ***</i>						
Components of Ending Fund Balance						
Undesignated/Unappropriated - 9790		165,869.39	.00			
Ending Fund Balance		165,869.39	.00			

Fund 17 - Special Reserve Fund for Other		Fiscal Year 2016 through 10/31/2015				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other Local Revenue	(8600-8799)	526.00	.00		526.00	100%
Total Revenues		526.00	.00		526.00	100%
Operating Surplus/(Deficit)		526.00	.00	.00		
Beginning Fund Balance		2,997,389.10	2,997,389.10	2,997,389.10		
Net Ending Fund Balance		2,997,915.10	2,997,389.10	2,997,389.10		
		<i>*** calculated ***</i>				
Components of Ending Fund Balance						
Undesignated/Unappropriated - 9790		2,997,915.10	.00			
Ending Fund Balance		2,997,915.10	.00			

Fund 25 - Capital Facilities Fund		Fiscal Year 2016 through 10/31/2015				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
Other Local Revenue	(8600-8799)	50,070.00	51,161.18		(1,091.18)	(2)%
Total Revenues		50,070.00	51,161.18		(1,091.18)	(2)%
EXPENDITURES						
Books and Supplies	(4000-4999)	.00	1,904.29	.00	(1,904.29)	0%
Services & Operating Expenses	(5000-5999)	100,000.00	65,227.78	3,010.00	31,762.22	32%
Other Outgo	(7100-7299, 7400-7499)	108,253.00	.00	.00	108,253.00	100%
Total Expenditures		208,253.00	67,132.07	3,010.00	138,110.93	66%
Operating Surplus/(Deficit)		(158,183.00)	(15,970.89)	(18,980.89)		
Beginning Fund Balance		293,695.01	293,695.01	293,695.01		
Net Ending Fund Balance		135,512.01	277,724.12	274,714.12		
<i>*** calculated ***</i>						
Components of Ending Fund Balance						
Undesignated/Unappropriated - 9790		135,512.01	.00			
Ending Fund Balance		135,512.01	.00			

Fund 56 - Debt Service Fund	Fiscal Year 2016 through 10/31/2015				
	Budget	Actual	Encumbrance	Balance	Avail

Beginning Fund Balance	1,248,727.02	1,248,727.02	1,248,727.02		
Net Ending Fund Balance	1,248,727.02	1,248,727.02	1,248,727.02		
<i>*** calculated ***</i>					

Components of Ending Fund Balance

Undesignated/Unappropriated - 9790	1,248,727.02	.00			
Ending Fund Balance	1,248,727.02	.00			

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Cashflow Summary Report for 2015-16
(through October 2015)

MEETING: November 18, 2015

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

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

Summary:

Cashflow Summary Report - 2015/16 Fiscal Year (as of October 31, 2015)

- Fund 01 – General Fund
- Fund 09 – Charter School Fund
- Fund 13 – Cafeteria Fund (Fund 13 usually runs a negative balance as there are no advance apportionments)
- 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:


None

Submitted By:



Duane Wolgamott
Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

Fund 01 - Actuals through October		Fiscal Year 2015/16							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
A. BEGINNING CASH	9110		5,705,174.18	5,737,542.47	5,748,226.65	6,532,560.31			
B. RECEIPTS									
LCFF Revenue Sources									
Principal Apportionment	8010-8019		1,810,324.00	1,810,324.00	2,537,808.00	1,810,324.00		7,968,780.00	14,735,345.00
Property Taxes	8020-8079				21,909.55	195,217.77		217,127.32	5,408,741.00
Miscellaneous Funds	8080-8099								
Federal Revenues	8100-8299					65,158.79		65,158.79	888,658.00
Other State Revenues	8300-8599					1,967,990.40		1,967,990.40	2,031,001.00
Other Local Revenues	8600-8799		324.39-	48,779.68	156,424.69	141,559.85		346,439.83	1,335,156.00
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								3,900.00-
Undefined Objects									
TOTAL RECEIPTS		.00	1,809,999.61	1,859,103.68	2,716,142.24	4,180,250.81	.00	10,565,496.34	24,395,001.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999		111,989.97	711,872.60	761,000.57	744,932.84		2,329,795.98	8,762,768.00
Classified Salaries	2000-2999		140,844.81	195,835.05	208,896.74	216,105.67		761,682.27	2,669,213.00
Employee Benefits	3000-3999		109,182.21	306,839.45	306,586.65	304,773.39		1,027,381.70	3,712,707.00
Books and Supplies	4000-4999		201,887.88	272,570.16	180,711.92	211,783.55			
Services	5000-5999		90,289.84	146,970.84	325,202.39	341,011.83		903,474.90	4,079,822.53
Capital Outlay	6000-6599								104,000.00
Other Outgo	7000-7499		13,134.76	13,134.76	21,434.58	21,787.39		69,491.49	1,596,527.00
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	667,329.47	1,647,222.86	1,803,832.85	1,840,394.67	.00	5,958,779.85	22,231,957.29
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199	1,004,965.44-	244,849.07-	244,849.07-	244,849.07-	251,626.31-		986,173.52-	
Accounts Receivable	9200-9299	975,344.48-	120,602.28	56,055.00	137,234.65	125,161.34		439,053.27	
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
SUBTOTAL ASSETS		1,980,309.92-	124,246.79-	188,794.07-	107,614.42-	126,464.97-	.00	547,120.25-	
(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 2015/16							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599	1,673,150.14	986,055.06-	12,599.11-	20,212.77-	26,883.47-		1,045,750.41-	
Due To Other Funds	9610	4,927.57				4,927.57-		4,927.57-	
Current Loans	9640								
Unearned Revenues	9650	66,332.19				66,332.19-		66,332.19-	
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		1,744,409.90	986,055.06-	12,402.57-	20,361.31-	98,143.33-	.00	1,116,962.27-	
Nonoperating									
Suspense Clearing	9910			196.54	148.54-	.10-		47.90	
TOTAL BALANCE SHEET ITEMS		235,900.02-	1,110,301.85-	201,196.64-	127,975.73-	224,608.30-	.00	1,664,082.52-	
E. NET INCREASE/DECREASE									
B - C + D			32,368.29	10,684.18	784,333.66	2,115,247.84	.00	2,942,633.97	2,163,043.71
F. ENDING CASH (A + E)			5,737,542.47	5,748,226.65	6,532,560.31	8,647,808.15			
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 09 - Actuals through October **Fiscal Year 2015/16**

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
A. BEGINNING CASH	9110		.00	.00	.00	.00			
B. RECEIPTS									
LCFF Revenue Sources									
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 Outlay	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 ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299								
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
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)

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Fund 09 - Actuals through October		Fiscal Year 2015/16							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		.00	.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)									
G. Ending Cash, Plus Cash Accruals and Adjustments			.00	.00	.00	.00			

Fund 13 - Actuals through October

Fiscal Year 2015/16

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
A. BEGINNING CASH	9110		152,156.25	139,254.05	105,828.88	71,872.94			
B. RECEIPTS									
LCFF Revenue Sources									
Principal Apportionment	8010-8019								
Property Taxes	8020-8079								
Miscellaneous Funds	8080-8099								
Federal Revenues	8100-8299			11,664.28	6,315.75			17,980.03	440,000.00
Other State Revenues	8300-8599			502.20	455.34			957.54	35,000.00
Other Local Revenues	8600-8799			404.19	29,000.00			29,404.19	154,435.00
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		.00	.00	12,570.67	35,771.09	.00	.00	48,341.76	629,435.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999		4,991.28	8,856.94	14,499.97	11,323.17		39,671.36	99,358.00
Employee Benefits	3000-3999		1,086.86	5,302.60	6,121.77	5,461.67		17,972.90	78,048.00
Books and Supplies	4000-4999		2,509.64	31,171.61	46,461.83	35,288.74			
Services	5000-5999		1,562.33	664.69	2,708.26	740.76		5,676.04	15,841.00
Capital Outlay	6000-6599								
Other Outgo	7000-7499								
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	10,150.11	45,995.84	69,791.83	52,814.34	.00	178,752.12	614,501.00
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199	51.49							
Accounts Receivable	9200-9299	1,479.74			64.80			64.80	
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
SUBTOTAL ASSETS		1,531.23	.00	.00	64.80	.00	.00	64.80	
(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 2015/16							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599	2,752.09	2,752.09-					2,752.09-	
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		2,752.09	2,752.09-	.00	.00	.00	.00	2,752.09-	
<u>Nonoperating</u>									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		1,220.86	2,752.09-	.00	64.80	.00	.00	2,687.29-	
E. NET INCREASE/DECREASE									
B - C + D			12,902.20-	33,425.17-	33,955.94-	52,814.34-	.00	133,097.65-	14,934.00
F. ENDING CASH (A + E)			139,254.05	105,828.88	71,872.94	19,058.60			
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 17 - Actuals through October **Fiscal Year 2015/16**

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
A. BEGINNING CASH	9110		2,997,389.10	2,997,389.10	2,997,389.10	3,002,687.11			
B. RECEIPTS									
LCFF Revenue Sources									
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								526.00
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		.00	.00	.00	.00	.00	.00	.00	526.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Books and Supplies	4000-4999								
Services	5000-5999								
Capital Outlay	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 ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299				5,298.01			5,298.01	
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
SUBTOTAL ASSETS		.00	.00	.00	5,298.01	.00	.00	5,298.01	
(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)

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Fund 17 - Actuals through October		Fiscal Year 2015/16							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		.00	.00	.00	5,298.01	.00	.00	5,298.01	
E. NET INCREASE/DECREASE									
B - C + D			.00	.00	5,298.01	.00	.00	5,298.01	526.00
F. ENDING CASH (A + E)			2,997,389.10	2,997,389.10	3,002,687.11	3,002,687.11			
G. Ending Cash, Plus Cash Accruals and Adjustments									

Fund 25 - Actuals through October

Fiscal Year 2015/16

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
A. BEGINNING CASH	9110		385,256.29	381,931.29	261,033.04	279,711.93			
B. RECEIPTS									
LCFF Revenue Sources									
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			32,842.32	18,318.86			51,161.18	50,070.00
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
TOTAL RECEIPTS		.00	.00	32,842.32	18,318.86	.00	.00	51,161.18	50,070.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Books and Supplies	4000-4999			1,904.29					
Services	5000-5999			63,600.00	267.78	1,360.00		65,227.78	100,000.00
Capital Outlay	6000-6599								
Other Outgo	7000-7499								108,253.00
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
TOTAL DISBURSEMENTS		.00	.00	65,504.29	267.78	1,360.00	.00	67,132.07	208,253.00
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299				627.81			627.81	
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
SUBTOTAL ASSETS		.00	.00	.00	627.81	.00	.00	627.81	
(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)

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Fund 25 - Actuals through October		Fiscal Year 2015/16							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599	91,561.28	3,325.00-	88,236.28-				91,561.28-	
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		91,561.28	3,325.00-	88,236.28-	.00	.00	.00	91,561.28-	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		91,561.28	3,325.00-	88,236.28-	627.81	.00	.00	90,933.47-	
E. NET INCREASE/DECREASE									
B - C + D			3,325.00-	120,898.25-	18,678.89	1,360.00-	.00	106,904.36-	158,183.00-
F. ENDING CASH (A + E)			381,931.29	261,033.04	279,711.93	278,351.93			
G. Ending Cash, Plus Cash Accruals and Adjustments									

Fund 35 - Actuals through October

Fiscal Year 2015/16

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
A. BEGINNING CASH	9110		4,927.57-	4,927.57-	4,927.57-	4,936.40-			
B. RECEIPTS									
LCFF Revenue Sources									
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 Outlay	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 ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299								
Due From Other Funds	9310	4,927.57-				4,927.57		4,927.57	
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
SUBTOTAL ASSETS		4,927.57-	.00	.00	.00	4,927.57	.00	4,927.57	
(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 35 - Actuals through October		Fiscal Year 2015/16							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599				8.83-			8.83-	
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	8.83-	.00	.00	8.83-	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		4,927.57-	.00	.00	8.83-	4,927.57	.00	4,918.74	
E. NET INCREASE/DECREASE									
B - C + D			.00	.00	8.83-	4,927.57	.00	4,918.74	.00
F. ENDING CASH (A + E)			4,927.57-	4,927.57-	4,936.40-	8.83-			
G. Ending Cash, Plus Cash Accruals and Adjustments									

Fund 56 - Actuals through October **Fiscal Year 2015/16**

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
A. BEGINNING CASH	9110		.00	.00	.00	.00			
B. RECEIPTS									
LCFF Revenue Sources									
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								
Trucks and Supplies	4000-4999								
Services	5000-5999								
Capital Outlay	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 ITEMS									
<u>Assets and Deferred Outflows</u>									
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								
Deferred Outflows of Resrcs	9490								
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 2015/16							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		.00	.00	.00	.00	.00	.00	.00	
Nonoperating									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		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: Site Enrollment, Attendance and Referral Statistics

MEETING: November 18, 2015

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

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

Summary:

Attached are reports for each site indicating enrollment, attendance and discipline. These reports are for October 2015.

Note: Independent Study ADA is always a month behind in being recorded and ADA will increase for October due to this.

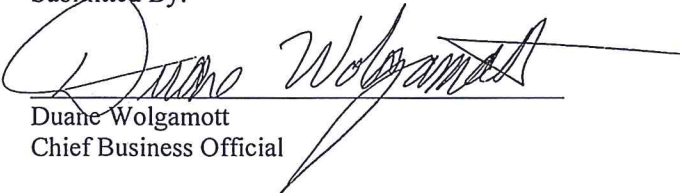
Recommendation:

This is an information item only.

Fiscal Impact:


None

Submitted By:



Duane Wolgamott
Chief Business Official

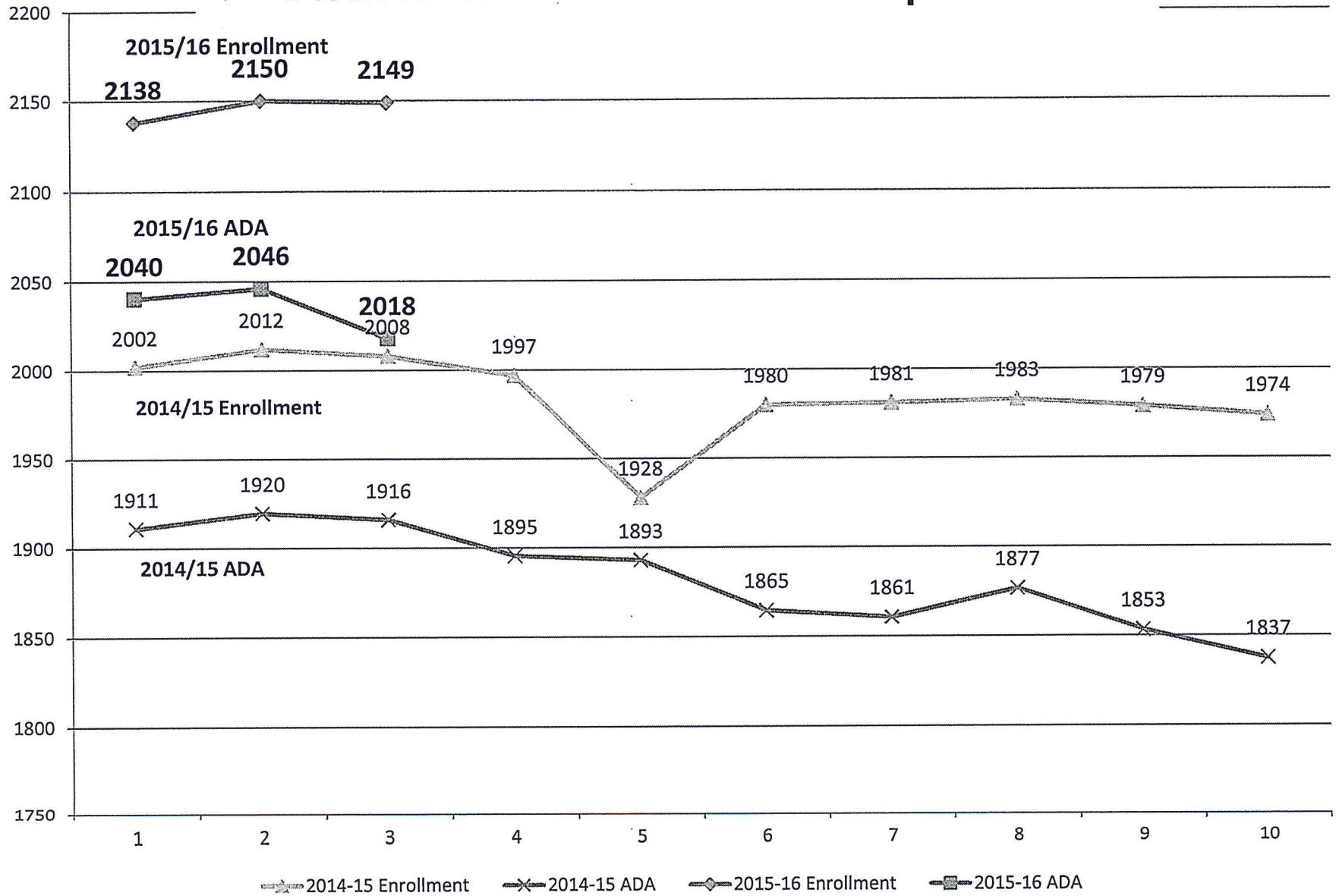
Approved:



Daniel R. Moirao, Ed.D.
State Administrator

District Enrollment & ADA comparisons

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Totals											
KCHS 2014-15	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11
Ending Enrollment	940.00	948.00	943.00	937.00	913.00	928.00	929.00	928.00	927.00	922.00	0.00
Total ADA	899.22	908.59	909.84	903.87	893.87	878.67	886.52	884.05	879.00	867.31	0.00
Percentage Attendance	95.66%	95.84%	96.48%	96.46%	97.90%	94.68%	95.43%	95.26%	94.82%	94.07%	

Totals											
KCHS 2015-16	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11
Ending Enrollment	1015.00	1016.00	1010.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total ADA	979.55	978.37	962.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Percentage Attendance	96.51%	96.30%	95.32%								

Totals											
GHS 2014-15	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11
Ending Enrollment	983.00	983.00	978.00	974.00	951.00	972.00	970.00	974.00	974.00	973.00	0.00
Total ADA	944.00	938.35	932.84	913.87	926.93	916.22	900.32	917.63	903.55	900.42	0.00
Percentage Attendance	96.03%	95.46%	95.38%	93.83%	97.47%	94.26%	92.82%	94.21%	92.77%	92.54%	

Totals											
GHS 2015-16	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11
Ending Enrollment	1050.00	1046.00	1046.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total ADA	1010.30	998.68	982.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Percentage Attendance	96.22%	95.48%	93.88%								

Totals											
PBHS 2014-15	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11
Ending Enrollment	79.00	81.00	87.00	86.00	64.00	80.00	82.00	81.00	78.00	79.00	1.00
Total ADA	67.81	72.59	73.13	77.66	72.04	69.67	73.79	74.93	70.76	69.72	0.58
Percentage Attendance	85.84%	89.62%	84.06%	90.30%	112.56%	87.09%	89.99%	92.51%	90.72%	88.25%	58.00%

Totals											
PBHS 2015-16	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11
Ending Enrollment	73.00	88.00	93.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total ADA	50.45	69.06	73.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Percentage Attendance	69.11%	78.48%	78.65%								

District

2013-14	1940	1954	1950	1932	1857	1900	1896	1896	1884	1877	1854
ADA	1843	1860	1845	1830	1815	1789	1792	1802	1782	1776	1761
2014-15	2002	2012	2008	1997	1928	1980	1981	1983	1979	1974	1
ADA	1911	1920	1916	1895	1893	1865	1861	1877	1853	1837	1
2015-16	2138	2150	2149								
ADA	2040	2046	2018								
Enroll Diff 14-15 to 15-16	136.00	138.00	141.00								
ADA Diff	129.27	126.58	102.06								

Greenfield High School

11/05/2015

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 1

Month 3 - From 10/05/2015 Through 10/30/2015

Regular Program

Grade Level	Tchr No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
		Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
				Total Apport Attend	Days Taught			Total ADA (N/O)									
9	TOTAL	19	303	2	305	2	303	37	272	5795	5486	288.74	95.28%	0	16780	58	289.31
10	TOTAL	19	261	4	265	3	262	55	239	5035	4741	249.53	95.20%	1	14323	58	246.95
11	TOTAL	19	240	3	243	4	239	73	219	4617	4325	227.63	95.18%	0	13589	58	234.29
12	TOTAL	19	208	0	208	1	207	14	172	3952	3766	198.21	95.63%	0	11682	58	201.41
TOTAL 9-12		19	1012	9	1021	10	1011	179	902	19399	18318	964.11	95.31%	1	56374	58	971.97
PROGRAM		19	1012	9	1021	10	1011	179	902	19399	18318	964.11	95.31%	1	56374	58	971.97

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Principal Signature

Date

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

Greenfield High School

11/05/2015

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 2

Month 3 - From 10/05/2015 Through 10/30/2015

Program H Home-Hospital

Grade Tchr Level No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
														Total Apport Attend	Days Taught	Total ADA (N/O)
9 TOTAL	19	1	0	1	0	1	0	19	19	0	0.00	0.00%	0	16	58	0.28
11 TOTAL	19	2	0	2	0	2	0	38	38	0	0.00	0.00%	0	18	58	0.31
12 TOTAL	19	1	0	1	0	1	0	19	19	0	0.00	0.00%	0	19	58	0.33
TOTAL 9-12	19	4	0	4	0	4	0	76	76	0	0.00	0.00%	0	53	58	0.91
PROGRAM	19	4	0	4	0	4	0	76	76	0	0.00	0.00%	0	53	58	0.91

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Principal Signature

Date

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

Greenfield High School

11/05/2015

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 3

Month 3 - From 10/05/2015 Through 10/30/2015

Program I Independent Study

Grade Level	Tchr No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
		Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
															Total Apport Attend	Days Taught	Total ADA (N/O)
10	TOTAL	19	1	1	2	0	2	11	19	38	8	0.42	29.63%	0	15	58	0.26
11	TOTAL	19	5	0	5	0	5	0	95	95	0	0.00	0.00%	0	80	58	1.38
12	TOTAL	19	5	0	5	0	5	0	95	95	0	0.00	0.00%	0	80	58	1.38
TOTAL 9-12		19	11	1	12	0	12	11	209	228	8	0.42	3.69%	0	175	58	3.02
PROGRAM		19	11	1	12	0	12	11	209	228	8	0.42	3.69%	0	175	58	3.02

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

Principal Signature _____

Date _____

Greenfield High School

11/05/2015

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 4

Month 3 - From 10/05/2015 Through 10/30/2015

Program T SDC Transitional Program

Grade Tchr Level No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
														Total Apport Attend	Days Taught	Total ADA (N/O)
10 TOTAL	19	10	0	10	0	10	0	10	190	180	9.47	94.74%	0	559	58	9.64
11 TOTAL	19	2	0	2	0	2	0	2	38	36	1.89	94.74%	0	113	58	1.95
12 TOTAL	19	7	0	7	0	7	0	17	133	116	6.11	87.22%	0	378	58	6.52
TOTAL 9-12	19	19	0	19	0	19	0	29	361	332	17.47	91.97%	0	1050	58	18.10
PROGRAM	19	19	0	19	0	19	0	29	361	332	17.47	91.97%	0	1050	58	18.10

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Principal Signature

Date

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

King City High School

11/5/2015

2015-2016

Discipline Distribution Report from 10/1/2015 to 10/31/2015

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	
10 *Drugs, Use of (E) 48900 (1	-	-	1	-	-	1	1	-	-	-	-	-	-	-
24 *Vandalism (E) 48900 (f)	1	-	-	1	-	-	1	1	-	-	-	-	-	-	-
47 Disruption of School Activiti	3	1	2	-	-	2	1	3	-	-	-	-	-	-	-
52 Fighting (E) 48900 (a)(1)	6	1	4	-	1	-	6	6	-	-	-	-	-	-	-
75 Harassment, Threats or Inti	1	-	-	-	1	1	-	-	-	-	-	-	-	-	1
Totals:	12	2	6	2	2	3	9	11	-	-	-	-	-	-	1

King City High School

11/05/2015

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 1

Month 3 - From 10/05/2015 Through 10/30/2015

Regular Program

Grade Tchr Level No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
			Total Apport Attend	Days Taught			Total ADA (N/O)									
9 TOTAL	19	275	1	276	0	276	15	179	5244	5050	265.79	96.58%	0	15477	58	266.84
10 TOTAL	19	257	0	257	2	255	6	202	4883	4675	246.05	95.86%	0	14353	58	247.47
11 TOTAL	19	230	0	230	2	228	22	122	4370	4226	222.42	97.19%	0	12998	58	224.10
12 TOTAL	19	205	0	205	2	203	8	136	3895	3751	197.42	96.50%	1	11576	58	199.59
TOTAL 9-12	19	967	1	968	6	962	51	639	18392	17702	931.68	96.52%	1	54404	58	938.00
PROGRAM	19	967	1	968	6	962	51	639	18392	17702	931.68	96.52%	1	54404	58	938.00

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Principal Signature

Date

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King City High School

11/05/2015

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 2

Month 3 - From 10/05/2015 Through 10/30/2015

Program C Concurrent

Grade Tchr Level No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
														Total Apport Attend	Days Taught	Total ADA (N/O)
10 TOTAL	19	0	0	0	0	0	0	0	0	0	0.00	0.00%	0	10	58	0.17
11 TOTAL	19	1	0	1	0	1	0	0	19	19	1.00	100.00%	0	37	58	0.64
TOTAL 9-12	19	1	0	1	0	1	0	0	19	19	1.00	100.00%	0	47	58	0.81
PROGRAM	19	1	0	1	0	1	0	0	19	19	1.00	100.00%	0	47	58	0.81

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Principal Signature

Date

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King City High School

11/05/2015

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 3

Month 3 - From 10/05/2015 Through 10/30/2015

Program H Home-Hospital

Grade Tchr Level No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
														Total Apport Attend	Days Taught	Total ADA (N/O)
11 TOTAL	19	1	0	1	0	1	0	19	19	0	0.00	0.00%	0	4	58	0.07
12 TOTAL	19	1	0	1	0	1	0	19	19	0	0.00	0.00%	0	11	58	0.19
TOTAL 9-12	19	2	0	2	0	2	0	38	38	0	0.00	0.00%	0	15	58	0.26
PROGRAM	19	2	0	2	0	2	0	38	38	0	0.00	0.00%	0	15	58	0.26

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Principal Signature

Date

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

King City High School

11/05/2015

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 4

Month 3 - From 10/05/2015 Through 10/30/2015

Program I Independent Study

Grade Tchr Level No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
														Total Apport Attend	Days Taught	Total ADA (N/O)
10 TOTAL	19	5	0	5	1	4	12	57	95	26	1.37	31.33%	0	81	58	1.40
11 TOTAL	19	2	0	2	0	2	0	38	38	0	0.00	0.00%	0	17	58	0.29
12 TOTAL	19	9	1	10	1	9	13	150	190	27	1.42	15.25%	0	86	58	1.48
TOTAL 9-12	19	16	1	17	2	15	25	245	323	53	2.79	17.79%	0	184	58	3.17
PROGRAM	19	16	1	17	2	15	25	245	323	53	2.79	17.79%	0	184	58	3.17

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Principal Signature

Date

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King City High School

11/05/2015

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 5

Month 3 - From 10/05/2015 Through 10/30/2015

Program S SPED

Grade Level	Tchr No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
		Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
				Total Apport Attend	Days Taught			Total ADA (N/O)									
9	TOTAL	19	1	0	1	0	1	0	0	19	19	1.00	100.00%	0	57	58	0.98
11	TOTAL	19	1	0	1	0	1	0	0	19	19	1.00	100.00%	0	53	58	0.91
TOTAL 9-12		19	2	0	2	0	2	0	0	38	38	2.00	100.00%	0	110	58	1.90
PROGRAM		19	2	0	2	0	2	0	0	38	38	2.00	100.00%	0	110	58	1.90

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Principal Signature

Date

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King City High School

11/05/2015

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 6

Month 3 - From 10/05/2015 Through 10/30/2015

Program T SDC Transitional Program

Grade Level	Tchr No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
		Tchg Days	Enroll- ment Carried Fwd	Gains	Total Enroll- ment (B+C)	Losses	Ending Enroll- ment (D-E)	Days Not Enroll	Days Non- Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
				Total Apport Attend	Days Taught	Total ADA (N/O)											
9	TOTAL	19	1	0	1	0	1	0	2	19	17	0.89	89.47%	0	54	58	0.93
10	TOTAL	19	18	0	18	0	18	0	31	342	311	16.37	90.94%	0	965	58	16.64
11	TOTAL	19	5	0	5	0	5	0	4	95	91	4.79	95.79%	0	280	58	4.83
12	TOTAL	19	4	0	4	0	4	0	13	76	63	3.32	82.89%	0	224	58	3.86
TOTAL 9-12		19	28	0	28	0	28	0	50	532	482	25.37	90.60%	0	1523	58	26.26
PROGRAM		19	28	0	28	0	28	0	50	532	482	25.37	90.60%	0	1523	58	26.26

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

Principal Signature

Date

King City High School

11/05/2015

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2015-2016

MONTHLY ATTENDANCE SUMMARY

Page 7

Month 3 - From 10/05/2015 Through 10/30/2015

Program X Fifth year senior

Grade Level	Tchr No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
		Tchg Days	Enrollment Carried Fwd	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enroll	Days Non-Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(A*D)-G	Loss at End of Last School Day	YEAR TO DATE		
															Total Apport Attend	Days Taught	Total ADA (N/O)
12	TOTAL	19	3	0	3	0	3	0	2	57	55	2.89	96.49%	0	150	58	2.59
	TOTAL 9-12	19	3	0	3	0	3	0	2	57	55	2.89	96.49%	0	150	58	2.59
	PROGRAM	19	3	0	3	0	3	0	2	57	55	2.89	96.49%	0	150	58	2.59

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

Principal Signature _____

Date _____

Portola-Butler Contin. High School

11/5/2015

2015-2016

Discipline Distribution Report from 10/1/2015 to 10/31/2015

Page 1

Code # and Name	Total	Grade			Sex		Hispanic/Latino?	Race (Not Hispanic)						
		10	11	12	F	M	Y	100	200	300	400	600	700	
36 Behavior, Defiance (E) 489	1	-	1	-	-	1	1	-	-	-	-	-	-	-
38 Behavior, Disruptive (E) 48	1	-	-	1	-	1	1	-	-	-	-	-	-	-
39 Behavior, Inappropriate (E)	1	-	-	1	-	1	1	-	-	-	-	-	-	-
48 Dress, Code Violation	1	-	-	1	-	1	1	-	-	-	-	-	-	-
65 Language, Profanity (E) 48	1	-	1	-	-	1	1	-	-	-	-	-	-	-
Totals:	5	-	2	3	-	5	5	-	-	-	-	-	-	-

Portola-Butler Contin. High School

11/5/2015

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MONTHLY ATTENDANCE SUMMARY/CONTINUATION

Page 1

Month 3 - From 10/05/2015 Through 10/30/2015

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	24	3	27	0	27	19	1474.00	1187.99	9.59	1197.58	21.01
12 TOTAL	19	48	4	52	2	50	62	2778.00	2371.12	23.25	2394.36	42.01
PROGRAM TOTAL	19	72	7	79	2	77	81	4252.00	3559.11	32.84	3591.94	63.02

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)
10 TOTAL	19	1	0	1	0	1	0	57.00	0.00	0.00	0.00	0.00
11 TOTAL	19	1	0	1	0	1	0	57.00	0.00	0.00	0.00	0.00
12 TOTAL	19	1	1	2	0	2	11	81.00	0.00	0.00	0.00	0.00
PROGRAM TOTAL	19	3	1	4	0	4	11	195.00	0.00	0.00	0.00	0.00

Program X Fifth year senior												
	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	12	0	12	0	12	0	684.00	571.79	5.06	576.85	10.12
PROGRAM TOTAL	19	12	0	12	0	12	0	684.00	571.79	5.06	576.85	10.12

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: CBEDS/ORA Report

MEETING: November 18, 2015

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

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

Summary:

Attached are the CBEDS/ORA reports for each school site.

The California Basic Educational Data System (CBEDS) is an annual data collection administered in October of every year. CBEDS data is reported through an Online Reported Application called CBEDS-ORA. The purpose of the CBEDS is to collect information on student and staff demographics.

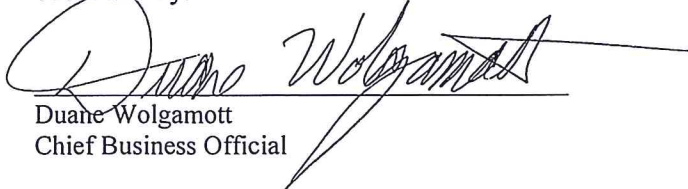
Recommendation:

This is an information item only.


Fiscal Impact:

None

Submitted By:


Duane Wolgamott
Chief Business Official

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

CDIF Completed

District: South Monterey County Joint Union High

CD Code: 2766068

Section A. Full Time Equivalent of Classified Staff

Description	American Indian or Alaska Native not Hispanic Male	Asian not Hispanic Male	Pacific Islander not Hispanic Male	Filipino not Hispanic Male	Hispanic or Latino of Any Race Male	African American not Hispanic Male	White not Hispanic Male	Two or More Races not Hispanic Male	American Indian or Alaska Native not Hispanic Female	Asian not Hispanic Female	Pacific Islander not Hispanic Female	Filipino not Hispanic Female	Hispanic or Latina of Any Race Female	African American not Hispanic Female	White not Hispanic Female	Two or More Races not Hispanic Female	Totals
FTE Paraprofessionals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FTE Office/Clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.75	0.00	0.00	0.00	6.75
Other Classified Staff	0.00	0.00	0.00	0.00	1.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00	0.00	6.00

Section B. Estimated Number of Teacher Hires (2016-17)

Subject Areas	Estimated Number of Teacher Hires
Agriculture	0.0
Art	0.0
Bilingual Education	0.0
Business	0.0
Dance	0.0
English	0.0
Foreign Language	0.0
Health Education	0.0
Home Economics	0.0
Life Science	0.0
Mathematics	1.0
Music	5.0
Physical Education	0.0
Physical Science	0.0
Reading	0.0
Self-contained Classes	0.0
Special Education	2.0
Social Science/Studies	0.0
Drama/Theater	0.0
Trades and Industrial Arts	0.0
Other Specializations	0.0

SIF Completed

District: South Monterey County Joint Union High

School: Greenfield High

CDS Code: 27660682730174

Section A. Full-Time Equivalent of Classified Staff

Description	American Indian or Alaska Native not Hispanic Male	Asian not Hispanic Male	Pacific Islander not Hispanic Male	Filipino not Hispanic Male	Hispanic or Latino of Any Race Male	African American not Hispanic Male	White not Hispanic Male	Two or More Races not Hispanic Male	American Indian or Alaska Native not Hispanic Female	Asian not Hispanic Female	Pacific Islander not Hispanic Female	Filipino not Hispanic Female	Hispanic or Latina of Any Race Female	African American not Hispanic Female	White not Hispanic Female	Two or More Races not Hispanic Female	Totals
FTE Paraprofessionals	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	1.00	1.00	7.00
FTE Office/Clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	4.00
FTE Other Classified Staff	0.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	1.00	0.00	8.00

Section B. Kindergarten Program Type

Kindergarten Program	Full-day	
	Part-day	
	Both full-day and part-day	
	None	True
Transitional Kindergarten Program	Full-day	
	Part-day	
	Both full-day and part-day	
	None	True

Section C. Truancy (2014-15)

Number of truant students	546
Explanation of zero truants	

Section D. Educational Calendar

Traditional		True
Year-round	Single-track	
	Multitrack	
Single-track or multitrack only, the year-round calendar type -99-	60/20	
	90/30	
	Concept 6	
	Custom	
	60/15	
	45/15	
	Modified Concept	
School start date		08/10/2015
School end date		06/02/2016

Section E. Parental Exception Waiver from English-Language Classrooms

Number of waivers requested	0
Number of waivers granted	0

SIF Completed

District: South Monterey County Joint Union High

School: King City High

CDS Code: 27660682732170

Section A. Full-Time Equivalent of Classified Staff

Description	American Indian or Alaska Native not Hispanic Male	Asian not Hispanic Male	Pacific Islander not Hispanic Male	Filipino not Hispanic Male	Hispanic or Latino of Any Race Male	African American not Hispanic Male	White not Hispanic Male	Two or More Races not Hispanic Male	American Indian or Alaska Native not Hispanic Female	Asian not Hispanic Female	Pacific Islander not Hispanic Female	Filipino not Hispanic Female	Hispanic or Latina of Any Race Female	African American not Hispanic Female	White not Hispanic Female	Two or More Races not Hispanic Female	Totals
FTE Paraprofessionals	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	1.50	0.00	5.50
Office/Clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00	6.00
Other Classified Staff	0.00	0.00	0.00	0.00	4.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	9.00

Section B. Kindergarten Program Type

Kindergarten Program	Full-day	
	Part-day	
	Both full-day and part-day	
	None	True
Transitional Kindergarten Program	Full-day	
	Part-day	
	Both full-day and part-day	
	None	True

Section C. Truancy (2014-15)

Number of truant students	261
Explanation of zero truants	

Section D. Educational Calendar

Traditional		True
Year-round	Single-track	
	Multitrack	
Single-track or multitrack only, the year-round calendar type - 68 -	60/20	
	90/30	
	Concept 6	
	Custom	
	60/15	
	45/15	
	Modified Concept	
School start date		08/10/2015
School end date		06/02/2016

Section E. Parental Exception Waiver from English-Language Classrooms

Number of waivers requested	1
Number of waivers granted	1

SIF Completed

District: South Monterey County Joint Union High

School: Portola-Butler Continuation High

CDS Code: 27660682730083

Section A. Full-Time Equivalent of Classified Staff

Description	American Indian or Alaska Native not Hispanic Male	Asian not Hispanic Male	Pacific Islander not Hispanic Male	Filipino not Hispanic Male	Hispanic or Latino of Any Race Male	African American not Hispanic Male	White not Hispanic Male	Two or More Races not Hispanic Male	American Indian or Alaska Native not Hispanic Female	Asian not Hispanic Female	Pacific Islander not Hispanic Female	Filipino not Hispanic Female	Hispanic or Latina of Any Race Female	African American not Hispanic Female	White not Hispanic Female	Two or More Races not Hispanic Female	Totals
FTE Paraprofessionals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office/Clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	2.00
Other Classified Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Section B. Kindergarten Program Type

Kindergarten Program	Full-day	
	Part-day	
	Both full-day and part-day	
	None	True
Transitional Kindergarten Program	Full-day	
	Part-day	
	Both full-day and part-day	
	None	True

Section C. Truancy (2014-15)

Number of truant students	60
Explanation of zero truants	

Section D. Educational Calendar

Traditional		True
Year-round	Single-track	
	Multitrack	
Single-track or multitrack only, the year-round calendar type -70-	60/20	
	90/30	
	Concept 6	
	Custom	
	60/15	
	45/15	
	Modified Concept	
School start date		08/10/2015
School end date		06/02/2016

Section E. Parental Exception Waiver from English-Language Classrooms

Number of waivers requested	0
Number of waivers granted	0

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

SUBJECT: Board Policies - First Reading

MEETING: November 18, 2015

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

<input type="checkbox"/>	Improve/Sustain Student Achievement through STAR Test and Other Assessment Measures
<input type="checkbox"/>	Improve School Climate and Student Discipline in Support of Teaching, Learning and Student Safety
<input type="checkbox"/>	Develop/Sustain Fiscal Crisis Long-Term Solution
<input type="checkbox"/>	Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
<input type="checkbox"/>	Ensure that Facilities are Safe for Staff and Students
<input checked="" type="checkbox"/>	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:

AR 5125.1 Release of Directory Information (revised)

AR 5145.3 Non Discrimination Harassment (revised)

AR 5145.7 Sexual Harassment (revised)

BP 6163.4 Student Use of Technology (revised)

AR 6163.4 Student Use of Technology (deleted)

E 6163.4 Student Use of Technology (new)

BP 6172.1 Concurrent Enrollment in College (revised)

BB 9100 Organization of the Board (new)

BB 9223 Filling Vacancies (revised)

Recommendation:

No action is necessary at this time as this is a first reading. All suggested changes should be presented at this time before 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

Students

Release Of Directory Information

Definition

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (34 CFR 99.3; Education Code 49061)

1. Name
2. Address
3. Telephone number
4. Email address
5. Date and place of birth
6. Major field of study
7. Participation record in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

Notification to Parents/Guardians

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the school or district plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the district designate any or all types of information as directory information and the period of time within which a parent/guardian must notify the district in writing that he/she does not want a certain category of information designated as directory information. (34 CFR 99.37; Education Code 49063, 49073)

AR 5125.1 Students

Release Of Directory Information

Definition

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (34 CFR 99.3; Education Code 49061)

1. Name
2. Address
3. Telephone number
4. Email address
5. Date and place of birth
6. Major field of study
7. Participation record in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

Notification to Parents/Guardians

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the school or district plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the district designate any or all types of information as directory information and the period of time within which a parent/guardian must notify the district in writing that he/she does not want a certain category of information designated as directory information. (34 CFR 99.37; Education Code 49063, 49073)

(cf. 5125 - Student Records)
(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall notify parents/guardians that they may request that the district not release the name, address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent. (20 USC 7908)

Parent/Guardian Consent

~~Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information not be disclosed without the parent/guardian's prior consent.~~ **No directory information of a student identified as a homeless child or youth as defined in 42 USC 11434 A shall be released, unless the parent/guardian, or the student if he/she is 18 years old, has provided written consent that directory information may be released. For any other student, directory information shall not be released if his/her parent/guardian notifies the district in writing that such information not be disclosed without the parent/guardian's prior consent.** (20 USC 1232g, 7908; Education Code 49073)

For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district, unless the opt-out request has been rescinded. (34 CFR 99.37)

(7/02 7/05) 3/09

Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
First Reading: November 18, 2015
Adopted: King City, California

Students

Nondiscrimination/Harassment

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying and to answer inquiries regarding the district's nondiscrimination policies: (Education Code 234.1; 5 CCR 4621)

Director of Curriculum and Instruction
800 Broadway
King City, CA
831-385-0606

(cf. 1312.1—Complaints Concerning District Employees)

(cf. 1312.3—Uniform Complaint Procedures)

Note: The following mandated administrative regulation provides measures that may be implemented by a district to comply with state and federal laws and regulations prohibiting, at school or in school sponsored or school related activities, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, against students based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or any other legally protected category or association with a person or group with one or more of these actual or perceived characteristics. Federal and state law also prohibit retaliation against those who engage in activity to protect civil rights.

Note: 5 CCR 4621 mandates the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including the receiving and investigating of complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying. In addition, 34 CFR 106.8 mandates districts that receive federal financial assistance to adopt procedures for the "prompt and equitable" resolution of student and employee discrimination complaints, including the designation of one or more responsible employees to ensure district compliance with state and federal laws and regulations governing the district's educational programs.

***Note: During the Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that the district's procedures list the specific title(s) of the employee(s) responsible for investigating complaints. The U.S. Department of Education's Office for Civil Rights (OCR) is the agency responsible for the administrative enforcement of federal antidiscrimination laws and regulations in programs and activities that receive federal financial assistance from the department. In reviewing a district's discrimination policies and procedures, OCR will examine whether the district has identified the employee(s) responsible for coordinating compliance with federal civil rights laws, including the investigation of complaints.

~~***Note: The following paragraphs identify the employee(s) designated to coordinate the district's efforts to comply with state and federal civil rights laws (e.g. Title IX and Section 504 coordinators), including the investigation and resolution of discrimination complaints under AR 1312.3 Uniform Complaint Procedures. Note also that a district may designate more than one employee to coordinate compliance and/or receive and investigate complaints, although each employee designated as a coordinator/compliance officer must be properly trained. ***~~

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints regarding unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

~~Director of Curriculum and Instruction~~
Sr. Director of Human Resources
800 Broadway
King City, CA
831 385 0606

Measures to Prevent Discrimination

To prevent discrimination, harassment, intimidation, and bullying of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

~~***Note: As part of its responsibility to monitor district compliance with legal requirements concerning discrimination pursuant to Education Code 234.1, CDE is required to ensure that the district posts its nondiscrimination policies in all schools, offices, staff lounges, and student government meeting rooms. ***~~

~~***Note: In addition, federal regulations enforced by OCR require the district to notify students,~~

~~parents/guardians, and employees of its policies prohibiting discrimination on the basis of sex (34 CFR 106.8), disability (34 CFR 104.7 and 28 CFR 35.107), and age (34 CFR 110.25) and of related complaint procedures. In its April 2011 Dear Colleague Letter: Sexual Violence, OCR recommends that nondiscrimination notices be prominently posted on school web sites and at various locations throughout campus, and published in electronic and printed publications of general distribution that provide information to students, parents/guardians, and employees about the school's policies.***~~

~~***Note: Item #1 below may be revised to specify the means by which the district posts its nondiscrimination policies and complaint procedures.***~~

1. Publicize the district's nondiscrimination policy and related complaint procedures including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public and post them on the district's web site and other locations that are easily accessible to students. (Education Code 234.1) *Posting them on the district's web site and other prominent locations and providing easy acces to them through district-supported social media, when available.*

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)

3. Provide to employees, volunteers, and parents/guardians training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, harassment, intimidation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

~~4. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)~~

4. Annually notify all students and parents/guardians of the district's nondiscrimination policy and of the opportunity to inform the Coordinator whenever a student's participation in a sex-segregated school program or activity together with another student of the opposite biological sex would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. In such a case, the Coordinator shall meet with the student and/or parent/guardian to determine how best to accommodate the student.

(cf. 5145.6 - Parental Notifications)

~~4. Publicize the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, employees, volunteers, and the general public and post them on the district's web site and other locations that are easily accessible to students. (Education Code 234.1)~~

~~(cf. 1113—District and School Web Sites)~~

~~(cf. 1114—District Sponsored Social Media)~~

~~5. When 15 percent or more of a school's students speak a single primary language other than English, translate the nondiscrimination policy, related complaint procedures, and all forms for use in the complaint process into that other language. (Education Code 234.1, 48985)~~

~~6. At the beginning of each school year, inform school employees that any employee who witnesses any act of discrimination, harassment, intimidation, or bullying against a student is required to intervene if it is safe to do so. (Education Code 234.1)~~

~~7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate accommodation(s) to protect students' privacy rights and ensure their safety from threatened or potentially harassing, intimidating, or discriminatory behavior.~~

~~***Note: Both federal and state laws contain requirements for translation of certain information and documents. Title VI of the Civil Rights Act of 1964 requires school districts to ensure meaningful access to their programs and activities by persons with limited English proficiency. OCR has interpreted this to require that, whenever information is provided to parents/guardians, districts must notify limited English proficient (LEP) parents/guardians in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department of Justice's 2002 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. Under the Guidance, a recipient of federal funds has an obligation to provide language assistance to LEP individuals based on balancing four factors: (1) the number or proportion of LEP individuals likely to encounter the program, (2) the frequency with which LEP individuals come in contact with the program, (3) the nature and importance of the services provided by the program, and (4) the resources available to the recipient. State law is more specific than federal law: Education Code 48985 requires translation of certain information and documents if 15~~

~~percent or more of students enrolled in the school speak a single primary language other than English. ***~~

4. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

5. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

~~***Note: Item #6 below is required pursuant to Education Code 234.1 and recommended as a best practice by OCR. ***~~

6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

~~***Note: Item #7 below may be revised to reflect district practice. In some situations, the district may need to provide assistance to a student to protect him/her from harassment or bullying. Each situation will need to be analyzed to determine the most appropriate course of action to meet the needs of the student, based on the circumstances involved. ***~~

7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination and how to respond

3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

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

(cf. 5125 - Student Records)

5. Taking appropriate disciplinary action against perpetrators and anyone determined to have engaged in wrongdoing, including any student who is found to have made a complaint of discrimination that he/she knew was not true

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 5144 - Discipline)

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

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

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

Process for Initiating and Responding to Complaints

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall immediately report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Transgender and Gender-Nonconforming Students

~~***Note: The following section may be modified to reflect district practice. Pursuant to Education Code 221.5, as amended by AB 1266 (Ch. 85, Statutes of 2013), a district is required to permit a student to use facilities and participate in sex-segregated school programs and activities consistent with the student's gender identity, regardless of the gender listed on his/her educational records. The following guidelines are designed to implement AB 1266 and other existing state and federal laws that prohibit discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, against students based on their real or perceived gender identity and/or gender expression. The guidelines address certain issues and circumstances that may arise in relation to the needs of transgender and gender nonconforming students, and are by no means exhaustive. Consequently, each instance or situation should be addressed on a case-by-case basis to ensure that the safety, privacy, and other concerns of all students involved are appropriately addressed. For more information on the rights of transgender students, see CSBA's policy brief Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students and its Final Guidance Regarding Transgender Students, Privacy, and Facilities. Districts should consult legal counsel about applicable standards for determining a student's gender identity.***~~

Gender identity means a student's gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, regardless of whether they are sexual in nature, where the act has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational

environment are prohibited under state and federal law. Examples of types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity
2. Disciplining or disparaging a transgender student because his/her mannerisms, hairstyle, or style of dress correspond to his/her gender identity, or a non-transgender student because his/her mannerisms, hairstyle, or style of dress do not conform to stereotypes for his/her gender or are perceived as indicative of the other sex
3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity because the student is transgender or gender-nonconforming
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students. Examples of bases for complaints include, but are not limited to, the above list as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

~~***Note: Timelines included in items #1-2 below may be modified to reflect district practice.***~~

1. **Right to privacy:** A student's transgender or gender-nonconforming status is

his/her private information and the district will only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In the latter instance, the district shall limit disclosure to individuals reasonably believed to be able to protect the student's well-being. Any district employee to whom a student discloses his/her transgender or gender-nonconforming status shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this procedure, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the physical, emotional, and other significant risks to the student, the compliance officer may consider discussing with the student any need to disclose the student's transgender or gender-nonconformity status to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion unless district personnel present a credible basis for believing that the student's assertion is for an improper purpose. In such a case, the compliance officer shall document the improper purpose and, within seven school days of receiving notification of the student's assertion, shall provide a written response to the student and, if appropriate, to his/her parents/guardians.

3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify potential issues, including transition-related issues, and to develop strategies for addressing them. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the student's arrangements are meeting his/her educational needs and providing equal access

to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. Accessibility to Sex-Segregated Facilities, Programs, and Activities: The district may maintain sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. A student shall be entitled to access facilities and participate in programs and activities consistent with his/her gender identity. If available and requested by any student, regardless of the underlying reason, the district shall offer options to address privacy concerns in sex-segregated facilities, such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

(cf. 7110 - Facilities Master Plan)

5. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents.

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.

7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress Code)

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~~Gender identity means a person's gender related identity, appearance, or behavior, whether or not that gender related identity, appearance, or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth.~~

~~Gender expression means a person's gender related appearance and behavior, whether or not stereotypically associated with the person's assigned sex at birth. — (Education Code 210.7)~~

~~Transgender student means a student whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.~~

~~Gender nonconforming student means a student whose gender expression differs from stereotypical expectations.~~

~~To ensure that transgender and gender nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:~~

~~1. — Right to privacy: — A student's transgender or gender nonconforming status is his/her private information and the district will only disclose the information to others with the student's prior consent, except when the disclosure is otherwise required by law or is necessary to preserve the student's physical or mental well-being. — Any district employee to whom a student discloses his/her transgender or gender nonconforming status shall seek the student's permission to notify the Coordinator for Nondiscrimination. — If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to law or district policy, and shall inform the student that it may be impossible to accommodate the student's needs related to his/her status as a transgender or gender nonconforming student. — If the student permits the employee to notify the Coordinator, the employee shall do so within three school days.~~

~~— As appropriate, the Coordinator shall discuss with the student any need to disclose the student's transgender or gender nonconformity status to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. — Any decision to disclose the student's status to others shall be based on the student's best interest.~~

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

~~(cf. 3580 — District Records)~~

~~2. — Determining a Student's Gender Identity: — The Coordinator shall accept the student's~~

~~assertion unless district personnel present a credible basis for believing that the student's assertion is for an improper purpose. In such a case, the Coordinator shall document the improper purpose and, within seven school days of receiving notification of the student's assertion, shall provide a written response to the student and, if appropriate, to his/her parents/guardians.~~

~~3. Addressing a Student's Transition Needs: The Coordinator shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify potential issues, including transition related issues, and to develop strategies for addressing them. The meeting shall discuss the transgender or gender nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the Coordinator shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender nonconforming individual, so that prompt action could be taken to address it.~~

~~4. Accessibility to Sex-segregated Facilities, Programs, and Activities: The district may maintain sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs. A student shall be entitled to access facilities and participate in programs and activities consistent with his/her gender identity. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. However, a student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.~~

~~(cf. 6145—Extracurricular and Cocurricular Activities)
(cf. 6145.2—Athletic Competition)
(cf. 6153—School Sponsored Trips)
(cf. 7110—Facilities Master Plan)~~

~~5. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district related documents.~~

~~(cf. 5125—Student Records)
(cf. 5125.1—Release of Directory Information)~~

~~6. Names and Pronouns: If a student so chooses, district personnel shall be required to~~

~~address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.~~

~~7. — Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.~~

~~(cf. 5132 — Dress Code)~~

~~———— 2/14~~

Grievance Procedures (moved from Board Policy 5145.3)

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

(cf. 5145.7 - Sexual Harassment)

Within 30 days of receiving the district's report, the complainant may appeal to the Board if he/she disagrees with the resolution of the complaint. The Board shall make a decision at its next regular meeting and its decision shall be final.

The State Administrator/Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the

resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6163.4 - Student Use of Technology)

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: November 18, 2015

Adopted:

King City, California

Students

Sexual Harassment

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

~~Claudia Arellano~~
Senior Director, Human Resources
800 Broadway
King City, CA 93930
831 385 0606
carellano@smcjuhsd.org

(cf. 1312.3 - Uniform Complaint Procedures)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

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

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

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

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites (Education Code 231.5) **A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.**

(cf. 1113 - District and School Web Sites)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)

4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

5. Be included in the student handbook

6. Be provided to employees and employee organizations

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Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: November 18, 2015

Adopted:

King City, California

Student Use of Technology

~~The Board of Trustees intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.~~

~~(cf. 0440 - District Technology Plan)
 (cf. 1113 - District and School Web Sites)
 (cf. 4040 - Employee Use of Technology)
 (cf. 5131 - Conduct)
 (cf. 6163.1 - Library Media Centers)~~

The Governing Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

**(cf. 0440 - District Technology Plan)
 (cf. 1113 - District and School Web Sites)
 (cf. 1114 - District-Sponsored Social Media)
 (cf. 4040 - Employee Use of Technology)
 (cf. 6163.1 - Library Media Centers)**

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students

The State Administrator/Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

~~(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
 (cf. 5144 - Discipline)
 (cf. 5144.1 - Suspension and Expulsion/Due Process)
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
 (cf. 5145.12 - Search and Seizure)~~

The Governing Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

**(cf. 0440 - District Technology Plan)
 (cf. 1113 - District and School Web Sites)
 (cf. 1114 - District-Sponsored Social Media)**

(cf. 4040 - Employee Use of Technology)
(cf. 6163.1 - Library Media Centers)

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students

Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

~~***Note: The following optional paragraph may be revised to reflect district practice. If the district chooses to monitor student use of district equipment or other technological resources, it is recommended that the district adopt an express, written policy and notify students of the policy through the Acceptable Use Agreement.***~~

~~***Note: Searches of students' personally owned devices (e.g., cell phones, computers, other communications devices) may be subject to the Fourth Amendment of the U.S. Constitution which prohibits unreasonable search and seizure. In New Jersey v. T.L.O., the U.S. Supreme Court held that the legality of a search of a student's belongings depends on whether the search is "reasonable." The "reasonableness" of a search depends on two factors: (1) whether there is individualized suspicion that the search will turn up evidence of a student's violation of the law or school rules and (2) whether the search is reasonably related to the objectives of the search and not excessively intrusive in light of the student's age, gender, and/or the nature of the infraction. See BP 5145.12 - Search and Seizure.***~~

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

(cf. 5145.12 - Search and Seizure)

~~***Note: The following optional paragraph is for use by districts that have adopted a program, pursuant to Education Code 49073.6, as added by AB 1442 (Ch. 799, Statutes of 2014), to gather or maintain information from students' social media activity that pertains directly to school safety or student safety. Districts that choose to adopt such a program must comply with specified notification and program requirements; see BP/AR 5125—Student Records.***~~

The State Administrator/Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 - Student Records.

(cf. 5125 - Student Records)

Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5144 - Discipline)

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

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

The State Administrator/Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

Use of District Computers for Online Services/Internet Access

The State Administrator/Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

To reinforce these measures, the State Administrator/Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The State Administrator/Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The State Administrator/Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the State Administrator/Superintendent or designee shall block access to such sites on district computers with Internet access.

In order to help ensure that the district adapts to changing technologies and circumstances, the State Administrator/Superintendent or designee shall regularly review this policy, the accompanying administrative regulation, and other relevant procedures. He/she shall also monitor the district's filtering software to help ensure its effectiveness.

Internet Safety

~~***Note: 20 USC 6777 mandates that districts adopt an Internet safety policy as a condition of receiving technology funds under Title II, Part D of the No Child Left Behind Act (20 USC 6751-6777) for the purpose of purchasing computers with Internet access or paying for direct costs associated with accessing the Internet. 47 USC 254 mandates that districts adopt an Internet safety policy in order to qualify for federal universal service discounts for Internet access (E-rate discounts). This mandate applies to districts that receive E-rate discounts for Internet access, Internet services, or internal connections, but not to districts that receive discounts for telecommunications services only.***~~

~~***Note: Both 20 USC 6777 and 47 USC 254 require that the district's policy include the operation and enforcement of a "technology protection measure" that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors. As part of the funding application process, a district is required to certify that it has the required policy in place and is enforcing the operation of the technology protection measure.***~~

~~***Note: The following paragraph is mandated for districts that use E-rate or federal technology funding sources and may be adapted by other districts that choose to install technology protection measures.***~~

The State Administrator/Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and

that the operation of such measures is enforced. (20 USC 6777; 47 USC 254; 47 CFR 54.520)

~~***Note: Districts receiving E-rate discounts for Internet access, Internet services, or internal connections are also mandated by 47 USC 254 to adopt policy that addresses (1) access by minors to "inappropriate matter" on the Internet; (2) safety and security of minors when using email, chat rooms, and other forms of direct electronic communication; (3) unauthorized access, including "hacking" and other unlawful online activities by minors; (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; (5) measures designed to restrict minors' access to harmful materials; and (6) education of students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms as well as cyberbullying awareness and response.***~~

~~***Note: The remainder of this section addresses these mandates and may be revised to reflect district practice. Districts that do not receive E-rate discounts may choose to use or adapt this material at their discretion.***~~

To reinforce these measures, the State Administrator/Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

~~***Note: "Inappropriate matter" is not defined in the law and the determination of what matter is considered inappropriate for minors is a local decision to be made by the district. Penal Code 313 provides a definition of "harmful matter" as specified below. Districts that have adopted their own definition should revise the following paragraph as appropriate.***~~

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

- 1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs**

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"

~~***Note: Penal Code 653.2 makes it a crime for a person to distribute another person's personal identification information electronically with the intent to cause harassment by a third party or to threaten a person's safety or that of his/her family (e.g., placing a person's picture or address online so that he/she receives harassing messages).***~~

3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The State Administrator/Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Legal Reference:

~~EDUCATION CODE~~

~~51006 Computer education and resources~~

~~51007 Programs to strengthen technological skills~~

~~51870-51874 Education technology~~

~~60044 Prohibited instructional materials~~

~~PENAL CODE~~

~~313 Harmful matter~~

~~502 Computer crimes, remedies~~

~~632 Eavesdropping on or recording confidential communications~~

~~653.2 Electronic communication devices, threats to safety~~

~~UNITED STATES CODE, TITLE 15~~

~~6501-6506 Children's Online Privacy Protection Act~~

~~UNITED STATES CODE, TITLE 20~~

~~6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:~~

~~6777 Internet safety~~

~~UNITED STATES CODE, TITLE 47~~

~~254 Universal service discounts (E-rate)~~

~~CODE OF FEDERAL REGULATIONS, TITLE 16
312.1-312.12 Children's Online Privacy Protection Act~~

~~CODE OF FEDERAL REGULATIONS, TITLE 47
54.520 Internet safety policy and technology protection measures, E-rate discounts
Management Resources:~~

~~CSBA PUBLICATIONS~~

~~Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007~~

~~FEDERAL TRADE COMMISSION PUBLICATIONS~~

~~How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000~~

~~MY SPACE.COM PUBLICATIONS~~

~~The Official School Administrator's Guide to Understanding MySpace and Resolving Social
Networking Issues~~

~~WEB SITES~~

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

~~American Library Association: <http://www.ala.org>~~

~~California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>~~

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

~~Center for Safe and Responsible Internet Use: <http://csriu.org>~~

~~Federal Communications Commission: <http://www.fcc.gov>~~

~~Federal Trade Commission, Children's Online Privacy Protection:~~

~~<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>~~

~~U.S. Department of Education: <http://www.ed.gov>~~

~~Web Wise Kids: <http://www.webwisekids.org>~~

Legal Reference:

EDUCATION CODE

49073.6 Student records; social media

51006 Computer education and resources

51007 Programs to strengthen technological skills

60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy Protection Act

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

COURT DECISIONS

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

Management Resources:

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

WEB SITES

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

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

Center for Safe and Responsible Internet Use: <http://csriu.org>

Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

U.S. Department of Education: <http://www.ed.gov>

Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: November 18, 2015

Adopted:

King City, California

~~The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and the district's Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All students using these resources shall receive instruction in their proper and appropriate use.~~

~~(cf. 0440—District Technology Plan)~~

~~(cf. 4040—Employee Use of Technology)~~

~~(cf. 4131—Staff Development)~~

~~(cf. 4231—Staff Development)~~

~~(cf. 4331—Staff Development)~~

~~Teachers, administrators, and/or library media specialists shall prescreen technological resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of the students.~~

~~(cf. 6163.1—Library Media Centers)~~

Online/Internet Services: User Obligations and Responsibilities

~~Students are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the district's Acceptable Use Agreement.~~

~~1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.~~

~~2. Students shall use the district's system safely, responsibly, and primarily for educational purposes.~~

~~3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.~~

~~(cf. 5131—Conduct)~~

~~(cf. 5145.3—Nondiscrimination/Harassment)~~

~~(cf. 5145.7—Sexual Harassment)~~

~~(cf. 5145.9—Hate Motivated Behavior)~~

~~Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)~~

~~4. Cyberbullying is prohibited.~~

~~5. The district has the right to take action on any off-campus online activities that cause, or threaten to cause, substantial and material disruption at school or interference with rights of students to be secure.~~

~~6. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.~~

~~Personal information includes the student's name, address, telephone number, Social Security number, or other personally identifiable information.~~

~~7. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.~~

~~(cf. 3513.3—Tobacco-Free Schools)
(cf. 5131.6—Alcohol and Other Drugs)~~

~~8. Students shall not use the system to engage in commercial or other for-profit activities.~~

~~9. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.~~

~~10. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.~~

~~(cf. 5131.9—Academic Honesty)
(cf. 6162.6—Use of Copyrighted Materials)~~

~~11. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."~~

~~(cf. 5131.5—Vandalism, Theft and Graffiti)~~

~~12. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.~~

~~13. Students shall report any security problem or misuse of the services to the teacher or principal.~~

~~The district reserves the right to monitor use of the district's systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the district for the purpose of ensuring proper use.~~

~~(cf. 5145.12—Search and Seizure)~~

~~Whenever a student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.~~

~~(cf. 5144—Discipline)~~

~~(cf. 5144.1—Suspension and Expulsion/Due Process)~~

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

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: November 18, 2015

Approved:

King City, California

Instruction

Student Use Of Technology

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (STUDENTS)

~~***Note: The following Exhibit presents a sample Acceptable Use Agreement outlining obligations and responsibilities of students using the district's technological resources. The district is encouraged to consult legal counsel in the development of such an agreement. Districts using an Acceptable Use Agreement should require students and their parents/guardians to sign the agreement as an acknowledgment that they have read and understood its contents; see the accompanying Board policy.***~~

~~***Note: For a sample Acceptable Use Agreement for employees, see E 4040—Employee Use of Technology.***~~

The South Monterey County Joint Union High School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
6. Install unauthorized software
7. "Hack" into the system to manipulate data of the district or other users
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in

most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

Consequences for Violation

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name: _____ Grade: _____
(Please print)

School: _____

Signature: _____ Date: _____

Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

Name: _____ Date: _____
(Please print)

Signature: _____

7/15

Exhibit: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: November 18, 2015

Adopted:

King City, California

BP 6172.1 Instruction

Concurrent Enrollment In College Classes

The Governing Board desires to provide opportunities for eligible district students to enroll concurrently in courses offered at postsecondary institutions in order to foster individual student achievement, increase opportunities for students to complete college preparatory course requirements or career technical education preparation, and prepare students for a smooth transition into college by providing exposure to the collegiate environment.

(cf. 6143 - Courses of Study)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Regional Occupational Center/Program)

When it is determined that the postsecondary course in which the student intends to enroll is substantially equivalent to a course provided by the district, the student may receive credit toward high school graduation requirements in addition to credit received from the college.

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)

Approval of Concurrent Enrollment

The Board may approve a limited number of students of any age or grade level to apply for part-time or full-time concurrent enrollment in a community college or four-year college when it is determined to be in the student's best interest and the student is adequately prepared for such coursework.

Upon recommendation of the principal and with parent/guardian consent, the Board may authorize a student to apply for attendance at a community college during any session or term as a special part-time or full-time student and to undertake one or more courses of instruction offered at the community college level. (Education Code 48800)

Within the enrollment limits and exceptions allowed by law, the principal may recommend a student for community college summer session if that student demonstrates adequate preparation in the discipline to be studied and exhausts all opportunities to enroll in an equivalent course, if any, at his/her school of attendance. (Education Code 48800)

(cf. 6162.52 - High School Exit Examination)

Any student's parent/guardian may petition the Board to authorize full-time attendance at a community college if he/she believes the student would benefit from advanced scholastic or career technical work that would be available. (Education Code 48800.5)

If the Board denies a request for special part-time or full-time enrollment at a community college for a student who is identified as highly gifted and talented as defined in Education Code 52201, the Board shall issue its written recommendation and the reasons for the denial within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that falls at least 30 days, **but within 60 days**, after the request has been submitted. (Education Code 48800, 48800.5)

Program Evaluation

The Superintendent or designee shall regularly report to the Board regarding the number of district students participating in the concurrent enrollment option, their success in completing in postsecondary courses, and any impact on their achievement in district courses.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

46145-46147 Minimum day, high school

48800-48802 Enrollment of gifted students in community college

51225.3 Alternative means of satisfying graduation requirements

52200-52212 Gifted and talented education program

76000-76002 Enrollment in community college

Management Resources:

WEB SITES

California Community Colleges System: <http://www.cccco.edu>

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

California Postsecondary Education Commission: <http://www.cpec.ca.gov>

California State University: <http://www.calstate.edu>

Foundation for California Community Colleges, Early College High School Initiative:

<http://www.foundationccc.org/ECHS>

University of California: <http://www.universityofcalifornia.edu>

7/08

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

First reading: November 18, 2015

Adopted:

King City, California

Bylaws of the Board

Organization

~~***Note: Pursuant to Education Code 35143, the Governing Board is required to set and hold an annual organizational meeting, in the manner described below, prior to the end of each calendar year. If the Board fails to select a day and time for the meeting, the County Superintendent of Schools must designate and notify all Board members and members-elect of the day and time of the meeting. A city board of education whose members are elected in accordance with a city charter may, by a rule of its board, establish a different timeline for setting the annual meeting and revise the following paragraph accordingly.***~~

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within a 15-day period beginning from the date upon which a Board member elected at that election takes office. During non-election years, the meeting shall be held within the same 15-day period on the calendar. (Education Code 35143)

~~***Note: Unless otherwise provided by rule of the Board, the following paragraph is required pursuant to Education Code 35143.***~~

The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the clerk of the Board, with the assistance of the Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

~~***Note: The following items should be modified to reflect district practice. Education Code 35022 requires all boards with five or more members to elect a president. Education Code 35143 requires the election of a clerk and a president for high school, union high school, and joint union high school districts. City boards of education are required to elect only a president or a president and vice president, and all other types of districts are required to elect a clerk. For more information about election of officers, see the section "Election of Officers" below.***~~

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures

~~***Note: Item #4 below promotes the adoption of a Board calendar to ensure the scheduling of important governance matters such as evaluation of the Superintendent, Board self-evaluation,~~

~~budget meetings, goal setting, and policy and program reviews***.~~

4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters

5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates

(cf. 9140 - Board Representatives)

~~***Note: Item #6 below is recommended by CSBA through its governance trainings, including the Masters in Governance program.***~~

6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9230 - Orientation)

(cf. 9240 - Board Development)

(cf. 9320 - Meetings and Notices)

(cf. 9323 - Meeting Conduct)

Election of Officers

~~***Note: Option 1 below is for districts that rotate offices so that each Board member has the opportunity to become president, while Option 2 is for districts that each year elect their entire slate of officers. The following options should be revised to reflect the sequence of offices used in the district.***~~

OPTION 1: The Board shall each year elect one of its members to be (clerk)/(vice president). This member shall be one who previously has not served in office, unless all the Board's members have previously served in office. After serving one year as (clerk)/(vice president), the elected member shall serve one year as president of the Board.

~~OPTION 2: The Board shall each year elect its entire slate of officers.~~

~~***Note: The following optional sentence may be used with Option 2.***~~

~~No Board member shall serve more than _____ consecutive year(s) in the same office.~~

(cf. 9224 - Oath or Affirmation)

~~***Note: The following sentence may be used by all districts regardless of the option selected above. The California Attorney General has disapproved secret ballot voting in open meetings, as well as the casting of mail ballots (68 Ops.Cal.Atty.Gen. 65, 1985). As long as they do not use secret ballots, boards may elect their officers in any way they choose.***~~

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

Legal Reference:

EDUCATION CODE

5017 Term of office

35143 Annual organizational meeting date, and notice

35145 Public meetings

GOVERNMENT CODE

54953 Meetings to be open and public; attendance

ATTORNEY GENERAL OPINIONS

68 Ops.Cal.Atty.Gen. 65 (1985)

59 Ops.Cal.Atty.Gen. 619, 621-622 (1976)

(9/92) 7/15

Bylaws: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: November 18, 2015

Adopted:

King City, California

BB 9223 Board Bylaws

Filling Vacancies

The Board of Education is well aware of the importance of a well-educated Governing Team, who is not only well informed of district activities but who also is aware of the necessity to function as a team with each member and group assuming its appropriate role. The Board is aware that the board must act together in a formally agendaed meeting in accord with the rules and regulations of the Brown Act. Outside of any meeting each board member serves as an individual member of the community. To assure that all members understand and comprehend their respective roles all members of the Board of Education will complete the Masters of Governance training provided by the California School Boards Association. This training shall be completed within the first eighteen months of assuming office and will be at district expense.

Events Causing a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A Board member's resignation (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)

4. A Board member's removal from office, including by recall (Elections Code 11384; Government Code 1770)
5. A Board member's ceasing to be a resident of the district (Government Code 1770)

When a Board trustee, a vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board. (58 Ops.Cal.Atty.Gen. 888 (1975))

6. A Board member's absence from the state-for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon district business with the approval of the Board
 - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days
 - c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

- d. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.
7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law (Government Code 1770)
8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)
9. A Board member's refusal or neglect to file his/her required oath within the time prescribed (Government Code 1770)

(cf. 9224 - Oath or Affirmation)

10. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)
11. ~~The making of an order vacating a Board member's office or declaring the office vacant when the Board member fails to furnish an additional or supplemental bond (Government Code 1770)~~

12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)
13. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)
2. When a vacancy occurs longer than four months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)
3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

Eligibility

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

(cf. 9220 - Governing Board Elections)

Provisional Appointments

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

(cf. 9130 - Board Committees)

(cf. 9323.2 - Actions by the Board)

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

(cf. 9100 - Organization)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Legal Reference:

EDUCATION CODE
5000-5033 Elections
5090-5095 Vacancies
5200-5208 Districts governed by boards of education
5300-5304 Elections

5320-5329 Order and call of election
5340-5345 Consolidation of elections
5360-5363 Election notice
5420-5426 Cost of elections
5440-5442 Miscellaneous provisions, elections
35107 Eligibility of board members
35178 Resignation with deferred effective date

ELECTIONS CODE

10600-10604 School district elections
11381-11386 Candidates for recall

GOVERNMENT CODE

1064 Absence from state
1770 Vacancies: definition
3000-3003 Forfeiture of office
3060-3075 Removal other than by impeachment
6061 One time notice
54950-54963 The Ralph M. Brown Act

PENAL CODE

88 Bribery, forfeiture from office
UNITED STATES CODE, TITLE 18
704 Military medals or decorations
ATTORNEY GENERAL OPINIONS
58 Ops.Cal.Atty.Gen. 888 (1975)

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

WEB SITES

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

California State Attorney General's Office, Quo Warranto Applications:

http://ag.ca.gov/opinions/quo_warranto.php

(11/04 11/08) 11/11

Bylaw

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: November 18, 2015

Adopted:

King City, California

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

SUBJECT: Approval of Consultant Services Contract with
Donna Oliver for District Psychologist Services

MEETING: November 18, 2015

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through CAASPP 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 in need of the services of a former district school psychologist. She will be working directly with students on a part time basis.


Recommendation:

The recommendation is being made for Dr. Moirao to approve the contract with Donna Oliver.

Fiscal Impact:

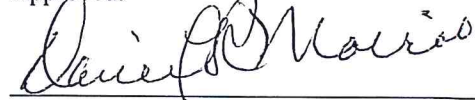
Not to Exceed \$9,6000 (Special Education Budget).

Submitted By:



Duane Wolgamott
Chief Business Official

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 *Ms. Donna Oliver*, 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 *October 22, 2015* and it terminates no later than *March 30, 2016*, unless sooner terminate as provided herein.

II. PAYMENT LIMIT

- Consultant shall be compensated at the rate of *\$85 per hour plus mileage.*
- Not to exceed a total of *100 hours* of service.
- Reimbursement for mileage not to exceed *146 miles per day of service*
- Total payment(s) to Consultant, under this contract shall not exceed *\$9,600*

III. DISTRICT OBLIGATION:

In consideration 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

Consultant will provide services as the District school psychologist including but not limited to completing psychological and achievement assessments, serving as a District representative in IEP meeting, providing professional development as assigned by the Director of Special Education, instructional coaching to teachers and other related-duties as assigned.

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:

<p><i>Donna C. Oliver, Ph.D.</i> <u>CONSULTANT / TITLE</u> <i>School Psychologist</i></p>	<p><i>Nancy R. Moriso</i> <u>CONTRACT OFFICER OF THE</u> South Monterey County Joint Union High School District</p>
<p><i>Oct. 29, 2015</i> <u>Date</u></p>	<p><i>October 30, 2015</i> <u>Date</u></p>

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:

DONNA C. OLIVER, Ph.D., School Psychologist
CONSULTANT / TITLE (Please Print)

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

only cell _____
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**

SUBJECT: Approval of KCHS Agricultural Career Technical
Education Incentive Grant for 2015-2016

MEETING: November 18, 2015

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

GOVERNING BOARD

Board Goals:

- _____ Improve/Sustain Student Achievement through CAASPP 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 applying for a Agricultural Career Technical Education grant at KCHS for the 2015-2016 school year from the California Department of Education in the amount of \$10,000 to enhance the current Career Technical Educational programs.

Recommendation:

The recommendation is being made for the State Administrator to approve the application for the KCHS Career Technical Education Incentive Grant.


Fiscal Impact:

Revenue \$10,000 – restricted for use in CTE program in 2015-2016.

Submitted By:


Duane Wolgamott
Chief Business Official

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

California Department of Education
**AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT
APPLICATION FOR SPECIALIZED GRANT FUNDING**

(Due Date: To be received in Regional Supervisor's Office by November 15, 2015)

DATES OF PROJECT DURATION - JULY 1, 2015, TO JUNE 30, 2016

King City High School

(School Site)

SMCJUHSD

(District)

Certification: I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions in the operations in this project/program for local participation and assistance.

[Signature]
Signature of Authorized Agent

State Administrator

Title

[Signature]
Signature of Agriculture Teacher
Responsible for the Program

[Signature]
Signature of Principal

Contact Phone Number: 831-385-5461

Date of Approval of Local Agency Board:

11/18/2015

CRITERIA FOR SELECTION:

1. Site must have matched original Agriculture Career Technical Education Incentive Grant Application.
2. Site shall not have received Specialized Agricultural Career Technical Education Incentive Grants totaling more than \$10,000 within the past three years. For example, if a site received an \$8,000 grant last year, then they are eligible for up to \$2,000 this year.
3. Site must be able to match the Specialized Agricultural Career Technical Education Incentive Grant.
4. Site must show expenditures that are unique in nature, i.e. purchasing new equipment for a computer lab, science lab, mechanics laboratory, etc.
5. Site must attach detailed budget to this application.

Total Amount of Funds Requested (Maximum of \$10,000)

\$10,000.00

PART A - Please describe in detail the proposed use of funds (use additional pages if needed).

Funds will be used to purchase a laptop cart and equipment necessary to help our students advance in the technical agriculture industry. The equipment will include 35 workstations on a portable cart for all four instructors to share in the agriculture department to benefit all components to the agriculture program. The 35 workstations will be Dell Latitude 3450 Laptop computers. They will include operating systems that will be capable of handling the programs needed in our agriculture program including google sketch up and certification programs. They will include wireless capability to access our high school wifi network. In addition to the laptop workstations the funds will be used to purchase a JAR intelligent Device Cart 36 user. This will allow the workstations to be portable and secure. Also will include a charging station for all computers.

PART B - How will this project improve the local program? (Use additional pages if needed.)

Our agriculture students at KCHS are successful in all 3 components of the agriculture program- Supervised Agriculture Experience, FFA Leadership Activities, and Classroom instruction. This purchase will enhance learning and opportunities in all three components. KCHS students population is predominately Hispanic and low income families that do not have computers at home. Within their Supervised Agriculture Experience projects students keep detailed electronic records of the projects using I-recordbook. This would give our students more accessibility to technology to complete their SAE's. Our students also apply for over 30 proficiency awards each year electronically with the use of computers again this would give our students more access to complete student achievement awards and keeping updated records with their projects. As far as FFA leadership activities students will have the opportunity to use technology in their activities throughout the chapter, section, region and state level activities. With the implementation of common core state wide in the classroom our student's involvement with technology must improve. Our program continually includes technology in our curriculum to increase knowledge of technology and agriculture with this cart all instructors will have access to technology for their students. All students in our agriscience pathway complete an agriscience project where students complete a detailed experimentation process where data is collected and reported at the completion of the project. In the agriculture mechanics pathway students access simulations for electrical and computer models to enhance their learning. They also create a portfolio and use google sketch up for project plans. Agribusiness pathway students use computers to keep up to date with stocks and commodities in the agriculture industry. All students in our program test in certification programs within their pathway using computers. This grant would help students access technology for many more projects throughout the curriculum.

PART C - FINANCIAL SCHEDULE*

Line	Acct. No.	Classification	A Description of Item for Which Funds will be Expended	B Incentive Grant Funds	C Matching Funds
1	4000	Books & Supplies			
2			Subtotal for 4000	\$0.00	\$0.00
3	5000	Services and Other Operating Expenses such as: Services of Consultants, Staff Travel, and Conferences; Rentals, Leases, and Repairs; Bus Transportation	1.		
4			2.		
5			3.		
6			4.		
7			5.		
8			Subtotal for 5000	\$0.00	\$0.00
9	6000	Capital Outlay: Includes Sites and Improvements of Sites; Buildings and improvement of Buildings; Equipment	1. Laptops	10,000.00	11,166.87
10			2. Cart		3,236.00
11			3.		
12			4.		
13			Subtotal for 6000	\$10,000.00	\$14,402.87
14			Total for 4000-6000 Lines 2, 8, 13	\$10,000.00	\$14,402.87

TOTAL Specialized Ag Career Technical Education Incentive Grant Funds \$10,000.00

* Attach a detailed budget with this application.

eQuote Contents

Quantity	Description	Price
35	Dell Latitude 3450	\$29,949.85
	Premier Discount	-\$9,584.05
	Additional Discount	-\$500.00
		\$19,865.80

Module	Description	Product Code	Sku	ID
System Configuration	Intel® Core™ i3-5005U Processor (Dual Core, 2.0GHz, 3M cache, 15W)	I35005	[379-BCCI]	149
Operating System	Windows 7 Professional English/French 64bit (Includes Windows 8.1 Pro license)	DW17P6M	[536-BBBM]	11
Processor	Intel® Core™ i3-5005U Processor, Integrated HD Graphics 5500	I35XXU	[338-BFYM]	146
Microsoft Application Software	Microsoft® Office Trial	13TMUI	[658-BCSB]	1002
Encryption Software	No DDPE Encryption Software	NODDPE	[954-3465]	156
Memory	4GB (1x4GB) 1600MHz DDR3L Memory	4G1D6	[370-AAQI]	3
Keyboard	Internal Single Pointing Keyboard, English	ENGKBD	[580-ACBU]	4
Video Card	Intel® Integrated HD Graphics	INT	[490-BCCR]	6
Hard Drive	500GB 2.5inch Serial ATA (7,200 Rpm) Hard Drive	50072	[400-AGIY]	8
Wireless	Dell 1707 Wireless Card	1707BC	[555-BBRU]	19
PalmRest	No Fingerprint Reader	NFPR	[346-BBLP]	55
LCD	14.0" HD (1366x768) Anti-Glare WLED-backlit	NTHD	[391-BBSN]	760
Primary Battery	3-cell Lithium Ion (43Whr) Battery	3CBATT	[451-BBJC]	112
Carrying Cases	No Carrying Case	NONE	[460-BBEX]	118
Docking Solutions	No Docking Station	NONE	[452-BBSE]	271
Security Software	No Security Software	NOSS	[650-AAAM]	1014

Operating System Recovery Options	Windows 8.1 English OS Recovery - DVD	M81D6E	[620-AASU]	200013
Dell Latitude 3450	Latitude 3450 : Standard Base (BTX)	3450BX	[210-ACZF]	1
Driver	Dell Wireless 1707 Driver	1707DR	[555-BCBE]	7
Documentation/Disks	Safety/Environment and Regulatory Guide (English/French Multi-language)	EFDOC	[340-AGIK]	21
External CD/DVD Drives	No External CD/DVD Drive	NONE	[429-AATO]	105
Diagnostic CD / Diskette	Resource DVD	RDVD	[340-AMOU]	50
E-Star	Energy Star 6.0	ESTAR6	[387-BBHP]	122
Placemat	Quick Reference Guide	PLCMT	[340-AKOH]	60
			[340-ADFZ]	
			[340-AKXB]	
			[422-0007]	
			[640-BBDF]	
Non-Microsoft Application Software	Windows 7 OS	WIN7	[640-BBEV]	1003
			[640-BBLW]	
			[658-BBMR]	
			[658-BBNF]	
			[658-BBVM]	
Optical Software	No Power DVD	NOPDVD	[430-XXYY]	597
Power Supply	65W AC Adapter, 3-pin	65W	[492-BBDD]	1015
Transportation from ODM to region	BTS Shipment	BTS	[800-BBGG]	200080
Dell Backup & Recovery	Dell Backup and Recovery Basic	DBRBSC6	[637-AAAS]	200076
FGA Module	MarbleFalls14_3W_111/US/BTS	FG0049	[998-BJSM]	572
Cable	US Power Cord	US125V	[537-BBBL]	20
UPC Label	POD Label	POD	[389-BCDK]	292
Processor Branding	Intel(R) Core(TM) i3 Processor Label	I3INTEL	[389-BCCH]	749
			[340-AAPV]	
Packaging	Smart Select MIN SHIP (DAO)	SSMS	[340-ALSZ]	465
Label	Regulatory Label Included	REG	[389-BEYY]	676
Order Information	Non-Canada orders only	USNONE	[332-1286]	111
Dell Data Protection Endpoint Security Suite	No Dell Data Protection Endpoint Security Suite Software	NODDP	[634-BENZ]	593
KACE for Client	Kace K1000 Express	KCEEXP	[525-0057]	200254
Mouse	No Mouse Selected	NOMSE	[570-AADK]	12

External Speakers	No External Speaker	NOESPK	[817-BBBC]	200095
Hardware Support Services	1 Year Hardware Service with In-Home/Onsite Service After Remote Diagnosis	NBD1	[997-6727] [997-6735]	29

eQuote Subtotal	\$19,865.80
Shipping*	\$0.00
Shipping Discount*	\$0.00
Tax*	\$1,196.07
Environmental Disposal Fee*	\$105.00

eQuote Total* \$21,166.87

*The eQuote total, including applicable taxes and additional fees, may be viewable online.

Let's connect. 

Legal Disclaimer: Please note that Dell cannot be responsible for pricing or other errors and reserves the right to cancel any orders arising from such errors. The amount of tax and shipping added to your order depends on where you have asked for the product to be shipped as well as on which products and/or services you've chosen to purchase. Your order is subject to Dell's Terms and Conditions of Sale which include a binding arbitration provision.

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JAR Systems LLC

10530 Portal Crossing
Lakewood Ranch FL 34211
USA

SALES

QUOTATION Original

Quotation No.: 41004
Quotation Date: 09/02/15
Due Date: 10/02/15
Customer No.: MDR92168
Customer Ref. No.: 3-SB-5900
Page No.: Page 1 of 1

BILL TO

South Monterey Cnty HS Dist
800 Broadway St

King City CA 93930
USA

SHIP TO

South Monterey Cnty HS Dist
800 Broadway St

King City CA 93930

Sales Employee: Anne Levine-Krieg
Contact Name: Cristina Jiminez
Terms: NET30

Ship Via: SEKO
FOB: Dallas, TX

Item No.	Description	Quantity	Unit Price	Total
SB-5936BX	JAR Intelligent Device Cart 36user (Bundle)	2.000	\$ 2,936.00	\$ 5,872.00

*Need 1 cart
@ 2,936.00
tax shipping 300-
3236-*

Subtotal \$ 5,872.00
Shipping \$ 602.62
Tax
Total Order Value \$ 6,474.62

Remarks: This Cart Has A 5 Year Warranty.

A Lift Gate is Needed.

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

SUBJECT: Approval of MOU Between the Templeton Unified School District and the South Coast Region Agricultural Education Consortium, California Career Pathway Trust Grantee and the SMCJUHS
MEETING: November 18, 2015

AGENDA SECTION:

- ACTION**
- INFORMATION**
- ACTION/CONSENT**

GOVERNING BOARD

Board Goals:

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

Summary:

The Templeton Unified School District is the LEA for the South Coast Region Agricultural Education Consortium and the South Monterey County Joint Union High School District (along with 20 other districts). Their grant application was funded through the California Career Pathways Trust program (CCPT) in the amount of \$5.7 million to enhance the Agriscience and Agricultural Mechanics pathways.

For being part of the CCPT grant the district could receive professional development for agriculture teachers, online curriculum and student industry certification opportunities through the iCEV Multimedia platform, funding of FFA leadership and career development events, and monies for classroom supplies and capital outlay.

Recommendation:

The recommendation is being made for the State Administrator to approve the MOU with the Templeton Unified School District.


Fiscal Impact:

None, the grant would continue to enhance the GHS and KCHS Ag program.

Submitted By:


Duane Wolgamott
Chief Business Official

Approved:


Daniel R. Moirao, Ed.D.
State Administrator



**South Coast Region
Agricultural Education Consortium**

8005 Morro Road Atascadero, CA 93422
(805) 782-7286

October 5, 2015

Dr. Daniel R. Moirao, Superintendent
South Monterey County Joint Union High School District
800 Broadway Street
King City, CA 93930

Dr. Moirao:

The South Coast Region Agricultural Education Consortium welcomes you to a new school year and exciting times in Career Technical Education. We are especially happy to announce that our grant application was funded through the California Career Pathways Trust [CCPT] program. With this, \$5.7 million will be provided to enhance the Agriscience and Agricultural Mechanics pathways across 21 school districts.

First and foremost, thank you for your support of Agricultural Education in your schools and your commitment to our Consortium last Winter. It is because of your efforts that we will be able to enhance the specified pathways designated within our grant proposal and continue to offer career relevant experiences to our students. A 2015-2016 grant budget specific to your district and its schools will be sent to you, but here is a sampling of what your programs stand to gain by being a part of our CCPT grant: Professional development for agriculture teachers, online curriculum and student industry certification opportunities through the ICEV Multimedia platform, funding of FFA leadership and career development events, and monies for classroom supplies and capital outlay.

Our Consortium goals include the following:

- Increase Agriscience and Agricultural Mechanics pathway enrollment
- Boost work experience/internship/job shadowing opportunities for students within the Agriscience and Agricultural Mechanics pathways
- Gain Career Technical Student Organization (FFA) enrollment and involvement
- Raise high school graduation rates for Agriscience and Agriculture Mechanics pathway students
- Provide nationally recognized, industry backed certifications for students for students in the Agriscience and Agricultural Mechanics pathways
- Inflate number of Agriscience and Agricultural Mechanics pathway students attending 2 and 4-year colleges
- Grow number of Agriscience and Agricultural Mechanics students obtaining high skill-high wage jobs upon graduation
- Improve opportunities for dual enrollment with local community colleges in Career Technical Education courses

Enclosed you will find a Memorandum of Understanding [MOU] to be signed between your district and the Consortium's fiscal agent; Templeton Unified School District. We ask that you please provide the name and signature of the person whom will be authorized to approve capital outlay purchases, as well as sign off on reimbursement forms. Once this MOU is signed and returned our office, a school specific grant budget will be sent to your school sites with additional procedural information regarding spending the funds allotted to your district and its individual programs. Please do not hesitate to contact me if you have any specific questions. I look forward to working with your district local agriculture teachers throughout the grant implementation process.

Sincerely,

Erin Gorter, Program Director
(805) 782-7286
ethompson@templetonusd.org

Enclosure: Memorandum of Understanding
cc: King City High School and Greenfield High School Agriculture Department(s)

MEMORANDUM OF UNDERSTANDING (MOU)
Between the Templeton Unified School District (TUSD)
as LEA for the

South Coast Region Agricultural Education Consortium, California Career Pathways Trust Grantee
and the South Monterey County Joint Union High School District

- I. The Consortium consists of 21 high school districts, 6 community colleges, and 1 university:
Atascadero Unified School District, Campbell Union High School District, Carpinteria Unified School District, Cuyama Joint Unified School District, Fillmore Unified School District, Gilroy Unified School District, Los Angeles Unified School District, Lucia Mar Unified School District, Morgan Hill Unified School District, Pajaro Valley Unified School District, Salinas Union High School District, San Benito High School District, San Luis Coastal Unified School District, Santa Maria Joint Union High School District, Santa Paula Unified School District, Santa Ynez Valley Union High School District, Shandon Joint Unified School District, Soledad Unified School District, South Monterey County Joint Unified School District, Templeton Unified School District, Cuesta College, Hartnell College, Pierce College, Ventura College, Allan Hancock College, and Cal Poly State University.
- II. The purpose of this MOU is to set forth, define, and establish mutual agreements, understandings, and obligations by and between the Templeton Unified School District as the LEA for the South Coast Region Agricultural Education Consortium and the South Monterey County Joint Union High School District.
- III. The effective date for the MOU is **July 1, 2015** through **June 30, 2018**.

RECITALS

- I. **TUSD, as Consortium LEA agrees to:**
 - a. Provide services to perform the reasonable duties of managing grant funds as the consortium LEA.
 - b. Provide office space, supplies and equipment as necessary for the Program Director to carry out the job duties defined in the grant.
 - c. Provide reimbursement funds to participating districts for substitute costs deemed necessary by the Program Director to carry out the terms of the grant.
- II. **South Coast Region Agricultural Education Consortium (SCRAEC) partner agrees to:**
 - a. Purchase, acquire and deliver equipment, supplies, and services to participating districts as outlined in the grant narrative.
 - b. Facilitate formal collaboration between the secondary, post-secondary, and business partners of the consortium.
 - c. Facilitate student participation in activities to develop personal career readiness skills.
- III. **South Monterey County Joint Union High School District consortium partner agrees to:**
 - a. Commit to fully implement a career pathway program in the area(s) of Agriscience.
 - b. Form a strong collaboration, documented in formal agreement, with consortium post-secondary partners, agriculture business partners, and other agencies to create a link with industry work based opportunities for students.
 - c. Have an existing Agriculture Advisory committee in place.
 - d. Recruit students into the career pathway representative of overall school population.

- e. Provide dedicated, credentialed and highly qualified agriculture teachers and staff to work on the career pathway program and who have the authority to work with postsecondary education on the districts behalf.
- f. Work with various entities to develop seamless transitions for students into postsecondary education, employment and or training in the area(s) of Agriscience.
- g. Establish opportunities for all pathway students to:
 - 1. Accelerate into community college courses while still in high school.
 - 2. Participate in appropriately sequenced work-place experiences to make informed choices among postsecondary options.
 - 3. Participate in activities to develop personal career readiness skills which are required for success in the workplace.
- h. Provide pathway teachers release time for relevant, ongoing professional development including support and frequent opportunities for reflection and collaboration during the school year.
- i. Maximize available funding streams (in addition to the grant funding) to support the needs of participating students within the career pathway.
- j. Financially sustain the Agriscience pathway(s) program and South Coast Region Agricultural Education Consortium beyond the funding cycle of the grant.
- k. Provide the program director with necessary data and access to student data systems for reporting information required by the grant in a timely and consistent manner.
- l. Provide the program director with necessary information and tools to create meaningful dual enrollment opportunities with local community college partners.
- m. Process payroll expenses for substitute costs to be reimbursed by TUSD.
- n. Support a release period for work based skill development monitoring.

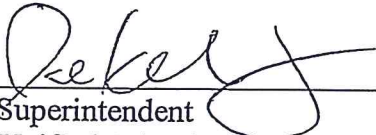
TERMS

- I. South Monterey County Joint Union High School District will be responsible for the following program deliverables:**
 - a. 5% increase of Agriculture Mechanics and Agriscience pathway enrollment by June 30, 2016, and an additional 3% increase of Agricultural Mechanics and Agriscience pathway enrollment by June 30, 2017.
 - b. 7% increase of Agricultural Mechanics pathway students participating in work experience opportunities by June 30, 2016, and an additional 5% increase of Agriculture Mechanics Pathway students participating in work experience opportunities by June 30, 2017.
 - c. 80% of pathway students will participate in at least 3 leadership development activities through the CTSO FFA by June 30, 2016.
 - d. 100% of pathway students will receive a high school diploma by June 30, 2017.
 - e. 15% of pathway students will receive nationally recognized industry certification through iCEV by June 30, 2016, and 30% of pathway students will receive nationally recognized industry certification through iCEV or similar certification programs by June 30, 2017.
 - f. In the first graduating cohort of students (2015-2016 freshman class):
 - i. 60% will enroll in a 4-year or 2-year college directly after high school.
 - ii. 40% of graduates will obtain a high skill-high wage job within 6 months after graduation.
 - iii. 40% of graduates will earn at least an Associate's Degree within 4 years of graduating high school.
- II. All capital outlay items (individual items over \$5,000) will immediately become the property of South Monterey County Joint Union High School District.**

III. TERMINATION

- a. This MOU will terminate at midnight on June 30, 2018.
- b. Either party may terminate this agreement at any time prior to June 30, 2018 and for any reason upon giving **90 days** written notice to the Consortium LEA.


IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed by their duly authorized representative.



Joe Koski, Superintendent
Templeton Unified School District

10/7/15

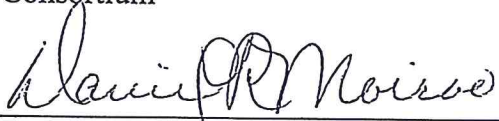
Date



Erin Gorter, Program Director
South Coast Region Agricultural Education
Consortium

10/6/15

Date



Dr. Daniel R. Moirao, Superintendent
South Monterey County Joint Union High School District

10-20-15

Date

Authorized Fiscal Agent Name (Printed)

Authorized Fiscal Agent Signature

Date

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of 3 Year Contract for District Audit Services With Christy White Associates

MEETING: November 18, 2015

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through CAASPP 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 State Controller's Office has granted the district's request to hire its own auditor beginning with the 2012-13 audit period. Christy White Associates was approved by the State Controller's Office at that time to be the auditor.

As the Christy White Associates is the approved auditor by the State Controller's Office, it is recommended that the District enter into another 3 year contract with them for our required auditing services.


Recommendation:

The recommendation is being made for the State Administrator to approve the contract with Christy White Associates for auditor services for the 2015-16, 2016-17 & 2017-18 fiscal years.


Fiscal Impact:

General Fund - \$37,400 for 2015-16; \$38,500 for 2016-17; \$39,600 for 2017-18.

Submitted By:


Duane Wolgamott
Chief Business Official

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

October 21, 2015

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

Christy White, CPA

Michael Ash, CPA

Heather Rubio

SAN DIEGO
LOS ANGELES
SAN FRANCISCO/BAY AREA

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www.christywhite.com

Licensed by the California
State Board of Accountancy

We are pleased to confirm our understanding of the services we are to provide South Monterey County Joint Union High School District for the fiscal years ending June 30, 2016, 2017 and 2018. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of South Monterey County Joint Union High School District as of and for the fiscal years ending June 30, 2016, 2017 and 2018. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement South Monterey County Joint Union High School District's basic financial statements. As part of our engagement, we will apply certain limited procedures to South Monterey County Joint Union High School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion & Analysis.
2. Budgetary Comparison Schedule.
3. Schedule of Funding Progress.

We have also been engaged to report on supplementary information other than RSI that accompanies South Monterey County Joint Union High School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of expenditures of federal awards.
2. Other schedules and/or information as required by the State Controller's Office.

Audit Objectives

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

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with generally accepted auditing standards established by the Auditing Standards Board (United States); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of OMB Circular A-133; and *Standards and Procedures for Audits of California K-12 Local Educational Agencies*, published by the Education Audit Appeals Panel, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements, the Single Audit compliance opinions, or the State compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any non-audit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them. The scope of the non-audit services does not constitute an audit conducted under *Government Auditing Standards*.

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

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud, or illegal acts affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants.

Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

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

Audit Procedures – General

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

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

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

Audit Procedures – Internal Controls

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

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of the controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures – Compliance

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

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs.

Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of South Monterey County Joint Union High School District's major programs. The purpose of those procedures will be to express an opinion on South Monterey County Joint Union High School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Audit Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate section of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Christy White Associates and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the State Controller's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Christy White Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

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

We expect to begin our audit as soon as possible and to issue our reports no later than December 15. The maximum annual fee for auditing services under the terms of this agreement shall not exceed the following agreed upon amounts:

Fiscal Year Ending	Total Maximum Audit Fees
June 30, 2016	\$ 37,400
June 30, 2017	\$ 38,500
June 30, 2018	\$ 39,600

The maximum annual fee for auditing services shall not exceed the above amounts, with the exception that any auditing services provided for (1) significant changes in District audit requirements as stated in *Government Auditing Standards* or the Audit Guide issued by the Education Audit Appeals Panel, or (2) any changes in the number of funds or accounts maintained by the District during the period under this agreement, shall be in addition to the above maximum fee

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. In accordance with Education Code Section 14505 as amended, ten percent (10%) of the audit fee shall be withheld pending certification of the audit report by the Office of the State Controller and fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year’s audit report was not certified as conforming to the reporting provisions of the Audit Guide.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation under Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

This audit contract is null and void if the firm is declared ineligible to audit K-12 school districts pursuant to subdivision (c) of Education Code Section 41020.5. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The first period to be audited shall be for the fiscal year ending June 30, 2016, and is subject to extension for up to two additional fiscal years, if agreeable to the auditors and the District. The agreement may be cancelled annually if notified by the client or auditor by February 15 of each year. Additional extensions beyond 2018 may be secured on a year by year basis, subject to the agreement of the District and the auditor.

In accordance with *Government Auditing Standards*, upon request, we will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract.

Christy White Associates has a non-licensee owner who may provide client services in your contract under the supervision of licensed owner.

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

Very truly yours,



Michael Ash, CPA
Partner
Christy White Associates

RESPONSE:

This letter correctly sets forth the understanding of South Monterey County Joint Union High School District.

Signature

Title

Date

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

SUBJECT: Approval of Facilities Bond Act of 2016 Resolution
#06:15/16

MEETING: November 18, 2015

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

GOVERNING BOARD

Board Goals:

- _____ Improve/Sustain Student Achievement through CAASPP 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 State of California has done little to nothing to support the maintenance and repair of facilities since 2008. There is discussion to initiate a bond measure entitled the Facilities Bond Act of 2016. To move this initiative forward school districts are being asked to pass the Facilities Bond Act of 2016 Resolution. Our district could use over \$20,000,000 in modernization and permanent building structures.

Recommendation:

It is recommended that the State Administrator approve Resolution #06:15/16 the Facilities Bond Act of 2016

Fiscal Impact:

This potentially could bring money for district use to modernize current facilities.

Submitted By:



Daniel R. Moirao, Ed.D.
State Administrator

Approved:



Daniel R. Moirao, Ed.D.
State Administrator

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
RESOLUTION #06:15/16**

Facilities Bond Act of 2016

WHEREAS, the California Constitution finds public education is a State responsibility in Article IX Section 5; and

WHEREAS, Article 1 Section 28 states that public schools shall be safe, secure and peaceful; and

WHEREAS, the State has met its constitutional responsibilities since 1982 by providing consistent State bond resources through programs contained in Division 1, Part 10, Article 12 and Article 12.5 of the Education Code; and

WHEREAS, the State is out of school facility funds and cannot provide the State match for almost \$2 billion in projects filed under current law; and

WHEREAS, the South Monterey County Joint Union High School District has \$20,000,000 in facility needs which may be partially funded by State bonds, and

WHEREAS, the Kindergarten through Community College Public Education Facilities Bond Act of 2016 provides for renovation and upgrade of existing classrooms, construction of new classrooms to accommodate growth, and for career technical education facilities to provide job training to meet the trained workforce needs of California's employers; and

WHEREAS, the California unemployment rate is greater than the national unemployment rate; and

WHEREAS, 13,000 middle class jobs are created for each \$1 billion in school facility infrastructure investment; and

WHEREAS, these jobs will be created throughout California and will include almost all building trades, and

WHEREAS, the new Local Control Funding Formula and Local Control Accountability Plan are intended to improve educational achievement for all students but do not provide dedicated facilities funding, and

WHEREAS, quality 21st Century school facilities designed for student needs of today and tomorrow enhance academic achievement and further the State's academic goals; and

WHEREAS, the Kindergarten through Community College Public Education Facilities Bond Act of 2016 will not raise State taxes, and

WHEREAS, the Kindergarten through Community College Public Education Facilities Bond Act of 2016 will not raise State taxes, and

WHEREAS, the Kindergarten through Community College Public Education Facilities Bond Act of 2016 State matching funds will reduce the need for additional local property taxes for school facilities.

NOW, THEREFORE BE IT RESOLVED, that the South Monterey County Joint Union High School District supports the Kindergarten through Community College Public Education Facilities Bond Act of 2016.

PASSED AND ADOPTED by the State Administrator on November 18, 2015.

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

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

GOVERNING BOARD

SUBJECT: Approval of Amended Contract with Pinnacle Educators, Consultant for Technical Assistance and Coaching Support

MEETING: November 18, 2015

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through CAASPP 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:

At the October 21 board meeting the contract with Pinnacles Educators was approved. After closer review it was determined the addition of 40 hours was needed to provide the additional technical assistance and coaching services for the complete transition to Dr. Estrada, Director of Alternative Placement for Student Success.

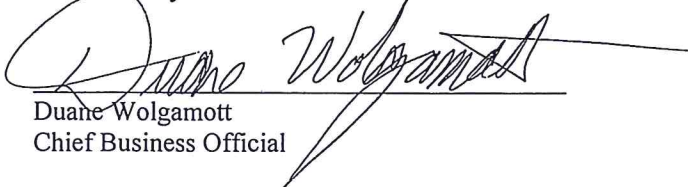
Recommendation:

The recommendation is being made for the State Administrator to approve this amended contract with Pinnacle Educators.

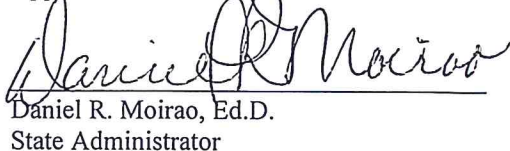
Fiscal Impact:

Not to exceed \$16,800 – Restricted General Fund – Special Education

Submitted By:


Duane Wolgamott
Chief Business Official

Approved:


Daniel R. Moirao, Ed.D.
State Administrator

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
800 BROADWAY
KING CITY, CA 93930
AMENDED
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 *Pinnacle Educators*, 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 *October 1, 2015* and it terminates no later than *June 1, 2016*, unless sooner terminate as provided herein.

II. PAYMENT LIMIT

- Consultant shall be compensated at the rate of \$140 per *hour*.
- Not to exceed a total of 120 hours of service.
- Total payment(s) to Consultant, under this contract shall not exceed \$16,800

III. DISTRICT OBLIGATION:

In consideration 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

Provide technical assistance in special education and coaching of district administrators/staff.

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 to Surplus Equipment

MEETING: November 18, 2015

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve/Sustain Student Achievement through CAASPP 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:

Listed is the accumulation of surplus equipment from April 14, 2015 through November 6, 2015. The equipment is no longer working and/or no longer supports student software currently used within the district.

There are errors in the acquisition date of some of the surplus items. Senior Director of Technology, Cristina Jimenez, believes an error was made during a batch upload. She has verified that all of the listed equipment has exceeded its useful life and has no value.

Recommendation:

The recommendation is being made for the State Administrator to approve the listed surplus equipment.

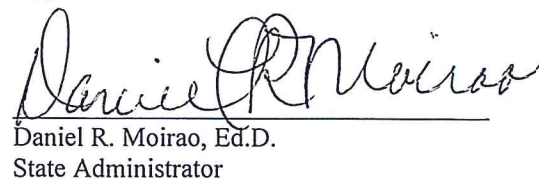
Fiscal Impact:

When the equipment was originally purchase the value was approximately \$259,226. Due to the age of the equipment the value would not be more than \$100 to \$200.

Submitted By:

Approved:


Duane Wolgamott
Chief Business Official


Daniel R. Moirao, Ed.D.
State Administrator

Disposal Report - 04/14/2015 to 11/06/2015

Tag#	Location	Blkg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq. Date	Disp.	Unit Cost	Salvage	Total Cost
6854	023 GREENFIELD HIGH		607	17 Business Machines	088 Computer	Dell Dimension 5150	10LB1C1	1		01/2008	08/2015	\$ 875	4.0	\$ 875
	Reason:computer was upgraded													
6699	023 GREENFIELD HIGH		607	17 Business Machines	088 Computer	Dell Dimension 5150	GW9NH91	1		01/2008	08/2015	\$ 875	4.0	\$ 875
	Reason:computer was upgraded													
6698	023 GREENFIELD HIGH		607	17 Business Machines	088 Computer	DELL DIMENSION 5150	1X9NH91	1		02/2015	08/2015	\$ 875	4.0	\$ 875
	Reason:computer was upgraded													
6697	023 GREENFIELD HIGH		607	17 Business Machines	088 Computer	Dell Dimension 5150	3CDZ0C1	1		01/2008	08/2015	\$ 875	4.0	\$ 875
	Reason:computer was upgraded													
6678	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	FPY71C1	1		01/2008	08/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
6631	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	FNY71C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
30	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M9P5S	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
28	021 KING CITY HIGH		113	12 Audio Visual	531 Tv-Vcr-Dvd	SYLVANIA DVD	D27684901A	1		02/2015	05/2015	\$ 169	1.0	\$ 169
	Reason:upgraded													
6563	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell Wide Screen Mon	CN0J6HFT744454 4NC6NL	1	PO14-00309	02/2014	10/2015	\$ 155	1.0	\$ 155
	Reason:Broken screen													
6209	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	6B981C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
6208	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	JGKQ891	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
6207	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U088K	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
6206	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U180K	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
6205	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U058K	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													

Asset#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq Date	Disp	Unit Cost	Salvage	Total Cost
6204	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177fpc	CN0CC639728725 BP96ES	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
6203	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U236K	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
6202	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U00NK	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
6201	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0BPK	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
6200	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177fpc	CN0FJ181641806 7U10CK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
5832	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	DELL MONITOR 20	CN0J6HFT744453 9BCG3L	1	PO14-00309	06/2014	06/2015	\$ 155	1.0	\$ 155
	Reason:upgraded													
5892	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	1YVFX12	1		02/2015	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
5746	021 KING CITY HIGH		TECH OFFICE	17 Business Machines	226 Power Supply	CISCO PWR-RPS2300	COM8X10ARA	1	PO15-00593	05/2015	05/2015	\$ 295	1.0	\$ 295
	Reason:Item is part of router-duplica													
30	021 KING CITY HIGH		BOYS PE	17 Business Machines	194 Monitor	DELL	CN-0J6HFT- 74445-440-	1		02/2015	11/2015	\$ 350	1.0	\$ 350
	Reason:Not working													
5629	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell Monitor 20*	CN0J6HFT744454 40651L	1		05/2014	06/2015	\$ 155	1.0	\$ 155
	Reason:upgraded													
5580	023 GREENFIELD HIGH		tech	17 Business Machines	194 Monitor	P2014ht	Cn-0j6ht-74445- 440-804l	1		03/2015	05/2015	\$ 250	1.0	\$ 250
	Reason:DAMAGED BEYOND REPAIR													
5403	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Precision T3600	16X4DZ1	1	PO14-00309	02/2014	06/2015	\$ 1,088	4.0	\$ 1,088
	Reason:upgraded													
4961	023 GREENFIELD HIGH		403	17 Business Machines	194 Monitor	DELL E176FPf	CN-0CC639- 72872-5BP-	1		02/2015	08/2015	\$ 155	1.0	\$ 155
	Reason:Computer Upgrade													
4960	023 GREENFIELD HIGH		Johns office	17 Business Machines	088 Computer	Acer comp	Psp160600551300 c3dek00	1		03/2001	07/2015	\$ 200	4.0	\$ 200
	Reason:Antiquated													
4853	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell 5150	CZKD1C1	1		08/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													

Page#	Location	Blgd	Room	Category	Type	Description	Serial#	Qty	PO#	Acq Date	Disp	Unit Cost	Salvage	Total Cost
4844	021 KING CITY HIGH		142	12 Audio Visual	244 Monitor	DELL P2014H	CN06HFT7444539 BCSVL	1		01/2014	06/2015	\$ 155	2.0	\$ 155
	Reason:upgraded													
4841	021 KING CITY HIGH		142	12 Audio Visual	244 Monitor	DELL P2014H	CNOJ6HFT744453 9BCHXL	1		01/2014	06/2015	\$ 155	2.0	\$ 155
	Reason:upgraded													
4758	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	9S981C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
4757	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	IL781C1	1		02/2015	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
4756	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	F6781C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
4755	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	FS981C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
4751	023 GREENFIELD HIGH		607	17 Business Machines	088 Computer	Dell Dimension 5150	FGNB1C1	1		01/2008	08/2015	\$ 875	4.0	\$ 875
	Reason:computer was upgraded													
4732	021 KING CITY HIGH		145	12 Audio Visual	340 Projector Overhead	EPSON 93+	R4EK3400484	1	PO14-00044	07/2013	05/2015	\$ 510	5.0	\$ 510
	Reason:NON-OPERATIONAL													
92	023 GREENFIELD HIGH		403	17 Business Machines	088 Computer	IBM ThinkCentre	LKMR687	1		07/2003	08/2015	\$ 875	4.0	\$ 875
	Reason:Computer Upgrade													
4691	023 GREENFIELD HIGH		403	17 Business Machines	088 Computer	IBM ThinkCentre	LKMR745	1		07/2003	08/2015	\$ 875	4.0	\$ 875
	Reason:Computer Upgrade													
4690	023 GREENFIELD HIGH		403	17 Business Machines	088 Computer	IBM ThinkCentre		1		07/2003	08/2015	\$ 875	4.0	\$ 875
	Reason:Computer Upgrade													
4688	023 GREENFIELD HIGH		403	17 Business Machines	088 Computer	IBM ThinkCentre	LKND027	1		07/2003	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
4686	023 GREENFIELD HIGH		403	17 Business Machines	088 Computer	IBM Think Centre	LkND377	1		07/2003	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
4685	023 GREENFIELD HIGH		403	17 Business Machines	088 Computer	IBM ThinkCentre	LKMR770	1		07/2003	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
4684	023 GREENFIELD HIGH		403	17 Business Machines	088 Computer	IBM ThinkCentre	LKND261	1		07/2003	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													

Page#	Location	Bltg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq Date	Disp	Unit Cost	Salvage	Total Cost
4683	023 GREENFIELD HIGH		403	17 Business Machines	088 Computer	IBM Think Centre	LKMR724	1		07/2003	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
4676	023 GREENFIELD HIGH		Ag Office	17 Business Machines	303 Scanner	HP Scanjet 3970	CN4AQB23G5	1		07/2005	08/2015	\$ 200	2.0	\$ 200
	Reason:no longer working													
4675	023 GREENFIELD HIGH		401	17 Business Machines	088 Computer	IBM ThinkCentre	LkMR765	1		07/2003	06/2015	\$ 875	4.0	\$ 875
	Reason:ANTIQUATED													
4674	023 GREENFIELD HIGH		401	17 Business Machines	088 Computer	IBM ThinkCentre	LKNC998	1		07/2013	06/2015	\$ 875	4.0	\$ 875
	Reason:ANTIQUATED													
4673	023 GREENFIELD HIGH		401	17 Business Machines	088 Computer	IBM ThinkCentre	LKMR722	1		07/2003	06/2015	\$ 875	4.0	\$ 875
	Reason:ANTIQUATED													
4672	023 GREENFIELD HIGH		401	17 Business Machines	088 Computer	IBM ThinkCentre	LKMR760	1		07/2003	06/2015	\$ 875	4.0	\$ 875
	Reason:ANTIQUATED													
4671	023 GREENFIELD HIGH		401	17 Business Machines	088 Computer	IBM ThinkCentre	LKND024	1		07/2003	06/2015	\$ 875	4.0	\$ 875
	Reason:ANTIQUATED													
4565	021 KING CITY HIGH		192	12 Audio Visual	340 Projector Overhead	EPSON 93+	R4EK3400451	1	PO14-0004	07/2013	07/2015	\$ 510	5.0	\$ 510
	Reason:Upgraded													
58	021 KING CITY HIGH		TECH OFFICE	12 Audio Visual	340 Projector Overhead	EPSON 93+	R4EK3400396	1	PO14-00044	07/2013	05/2015	\$ 510	5.0	\$ 510
	Reason:Non-Operational													
4430	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	34WVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
4425	021 KING CITY HIGH		121	17 Business Machines	227 Printer	Hp laser Jet p1606dn	Vnb3m51948	1		08/2012	06/2015	\$ 177	2.0	\$ 177
	Reason:upgraded													
4423	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5100	8HB81C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
4418	021 KING CITY HIGH	NEXT 133	sped office	17 Business Machines	088 Computer	Acer	PSP03060114300 239BEK03	1		01/2007	07/2015	\$ 850	4.0	\$ 850
	Reason:upgraded													
4399	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	1KMY191	1		02/2015	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
4397	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	FLMY191	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													

Asset#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq Date	Disp	Unit Cost	Salvage	Total Cost
4395	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	CJKQ891	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
4393	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	8BD20C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
4381	021 KING CITY HIGH		148	12 Audio Visual	340 Projector Overhead	epson 93+	r4ek2902368	1	130352	11/2012	07/2015	\$ 532	5.0	\$ 532
	Reason:upgraded													
4372	021 KING CITY HIGH		195	12 Audio Visual	244 Monitor	dell monitor	CN0HF0K364180 26807FL	1	130299	10/2012	06/2015	\$ 150	2.0	\$ 150
	Reason:upgraded													
4339	022 PORTOLA-BUTLER CONTINUATION (KING CITY)		283	12 Audio Visual	244 Monitor	DELL MONITOR 17	CNOTJKG174261 26E1NNU	1	130222	09/2012	06/2015	\$ 150	2.0	\$ 150
	Reason:upgraded													
4298	023 GREENFIELD HIGH		604	17 Business Machines	194 Monitor	Dell 19	CN07GPK9742612 431K8L	1	120885	06/2012	05/2015	\$ 142	1.0	\$ 142
	Reason:Damaged													
4140	021 KING CITY HIGH		TECH OFFICE	12 Audio Visual	333 Projector Video	Epson 93	P94F150167L	1		07/2011	05/2015	\$ 700	2.0	\$ 700
	Reason:NON-OPERATIONAL													
4132	021 KING CITY HIGH		196	17 Business Machines	088 Computer	Dell Dimension 4600	2TC0B31	1		01/2005	06/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
50	021 KING CITY HIGH		161	17 Business Machines	088 Computer	Dell 5150	JMCFP91	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
3547	021 KING CITY HIGH		ets office	17 Business Machines	194 Monitor	Dell Monitor E170Sc	CN0HF0K3641801 963MCU	1		01/2012	06/2015	\$ 175	1.0	\$ 175
	Reason:upgraded													
3535	021 KING CITY HIGH		ets office	17 Business Machines	194 Monitor	Dell Monitor E170Sc	CN0HF0K3641801 963JJU	1		01/2012	06/2015	\$ 175	1.0	\$ 175
	Reason:upgraded													
3534	021 KING CITY HIGH		ets office	17 Business Machines	194 Monitor	Dell Monitor E170Sc	CN0HF0K3641801 963JCU	1		01/2012	06/2015	\$ 175	1.0	\$ 175
	Reason:no longer working													
3526	021 KING CITY HIGH		ets office	17 Business Machines	194 Monitor	Dell Monitor E170Sc	CN0HF0K3641801 963JDU	1		01/2012	06/2015	\$ 175	1.0	\$ 175
	Reason:upgraded													
3508	023 GREENFIELD HIGH		301	17 Business Machines	088 Computer	Dell Optiplex 790	2JH0YR1	1		01/2012	07/2015	\$ 850	4.0	\$ 850
	Reason:no longer working													
3364	021 KING CITY HIGH		141	12 Audio Visual	333 Projector Video	Epson 93	p94f134023L	1		07/2011	11/2015	\$ 700	2.0	\$ 700
	Reason:No longer working													

Tag#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq Date	Disp	Unit Cost	Salvage	Total Cost
3305	021 KING CITY HIGH		Technology	17 Business Machines	194 Monitor	PLANAR 2011M	AM716F03075	1		01/2007	05/2015	\$ 450	1.0	\$ 450
	Reason:ANTIQUATED													
3290	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177FP	CNOFJ181641806 5U00ML	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
3285	023 GREENFIELD HIGH		Tech office	17 Business Machines	194 Monitor	Acer AL1511	ETL240B1504260 2182RH20	1		01/2004	05/2015	\$ 350	1.0	\$ 350
	Reason:ANTIQUATED													
3276	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177FP	CNOFJ181641806 7M97KS	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
3275	023 GREENFIELD HIGH		405	17 Business Machines	194 Monitor	Dell E177FP	CNOFJ181641806 7M97QS	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
3253	021 KING CITY HIGH		161	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U068K	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
3245	021 KING CITY HIGH		124	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7M9P6S	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3237	021 KING CITY HIGH		142	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7U00QK	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
36	021 KING CITY HIGH		142	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 5U086L	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3232	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U063K	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
3231	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177fp	CNOCC63972872 58P94DS	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
3230	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 5U07LL	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
3229	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7M97BS	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
3228	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U0RAK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
3227	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7M97RS	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													

Tag#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq. Date	Disp.	Unit Cost	Salvage	Total Cost
3226	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M9M7S	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3225	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U19DK	1		01/2005	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3223	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177fp	CN0F5035641805 AE25JK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
3221	021 KING CITY HIGH		116	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0RDK	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3206	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U07TK	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3202	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U07AK	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3201	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U10EK	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3200	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U05FK	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
99	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U1GXK	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3198	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0BDK	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3197	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0CQK	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3196	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U00JK	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3182	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	DELL E177PF	CN0FJ181641806 7U0K9K	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3179	021 KING CITY HIGH	NEXT 133	SPED OFFICE	12 Audio Visual	244 Monitor	ACER monitor	ell2102135517003 90ed6b	1		07/2010	07/2015	\$ 170	2.0	\$ 170
	Reason:upgraded													
3169	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M9PNS	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													

Tag#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq Date	Disp	Unit Cost	Salvage	Total Cost
3168	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U060K	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3167	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M9POS	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3166	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M9PHS	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3165	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M97SS	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3164	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M9PKS	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3163	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M9P1S	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3162	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M9PBS	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3161	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M9PMS	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
59	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M9P2S	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3158	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M97FS	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3157	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M9PDS	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3156	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M9P4S	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3155	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0BGK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3154	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M9PJS	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3153	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M97WS	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													

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Item#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq. Date	Disp.	Unit Cost	Salvage	Total Cost
3152	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U10SK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3140	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 6305WC	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3139	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U1GCK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3138	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U17TK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3137	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U17AK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3136	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M9P7S	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3135	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M9PGS	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3129	021 KING CITY HIGH		161	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 63066C	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
11	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U1WEK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3108	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0B8K	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3107	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0BHK	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3092	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0D1K	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3087	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0X7K	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3078	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0XMK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3077	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U059K	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:ANTIQUATED													

Tag#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq Date	Disp	Unit Cost	Salvage	Total Cost
3076	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U05ZK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:ANTIQUATED													
3075	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0WTK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3074	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U1W6K	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3073	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U00HK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3072	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U17HK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3071	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U04VK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3070	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U06SK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:ANTIQUATED													
3069	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U17GK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:you will hit save and a save a													
68	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U1G6K	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:you will hit save and a save a													
3066	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U06FK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:you will hit save and a save a													
3065	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0BJK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3063	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U04XK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3062	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0XLK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:ANTIQUATED													
3061	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U1GSK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:ANTIQUATED													
3060	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U04SK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													

Tag#	Location	Blkg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq Date	Disp	Unit Cost	Salvage	Total Cost
3059	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U275K	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3058	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U1G4K	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3057	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0BLK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3056	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U1GDK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3055	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U04RK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3054	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U05TK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3053	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U02MK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:you will hit save and a save a													
3052	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U1WLK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:you will hit save and a save a													
51	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0XEK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3050	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U02mk	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3049	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U05CK	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3048	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U053K	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3047	021 KING CITY HIGH		183	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0C3K	1		01/2006	05/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3041	021 KING CITY HIGH	NEXT 133	SPED OFFICE	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U19AK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3040	021 KING CITY HIGH	NEXT 133	SPED OFFICE	17 Business Machines	088 Computer	Dell Optiplex 745	4S755D1	1		01/2008	07/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													

Item#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq. Date	Disp.	Unit Cost	Salvage	Total Cost
3038	021 KING CITY HIGH		185	17 Business Machines	227 Printer	Brother HI 2040	u61229k7j162630	1		01/2006	11/2015	\$ 120	2.0	\$ 120
	Reason:No longer works													
3035	021 KING CITY HIGH		185	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 5U07FL	1		01/2005	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3034	021 KING CITY HIGH		185	17 Business Machines	194 Monitor	Dell E173FPf	CN0D5428728725 680EVL	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3033	021 KING CITY HIGH		185	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7M97ES	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
3032	021 KING CITY HIGH		185	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U11XK	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
2975	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	DELL efp176e	cn-occ639-72872- 5c0-1k8s	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
2972	023 GREENFIELD HIGH		401	17 Business Machines	194 Monitor	DELL e176fp	CN0WH31872872 75M5G0L	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:ANTIQUATED													
2970	023 GREENFIELD HIGH		401	17 Business Machines	194 Monitor	DELL e176fp	CN0WH31872872 75M54DL	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:ANTIQUATED													
69	023 GREENFIELD HIGH		401	17 Business Machines	194 Monitor	DELL e176fp	CN0WH31872872 75M54UL	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:ANTIQUATED													
2968	023 GREENFIELD HIGH		401	17 Business Machines	194 Monitor	DELL e176fp	CN0WH31872872 75M54TL	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:ANTIQUATED													
2944	023 GREENFIELD HIGH		401	17 Business Machines	194 Monitor	DELL e176fp	CN0WH31872872 75M53WL	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:ANTIQUATED													
2941	023 GREENFIELD HIGH		401	17 Business Machines	194 Monitor	DELL e176fp	CN0WH31872872 75M53EL	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:ANTIQUATED													
2874	023 GREENFIELD HIGH		Tech Office	17 Business Machines	194 Monitor	Elo Entuitive 14 touch	E10C009631	1		01/2007	05/2015	\$ 600	1.0	\$ 600
	Reason:ANTIQUATED													
2845	023 GREENFIELD HIGH		403	17 Business Machines	194 Monitor	DELL 1707pc	CN0CC280716186 CLAA3C	1		01/2006	08/2015	\$ 350	1.0	\$ 350
	Reason:Computer Upgrade													
2843	023 GREENFIELD HIGH		403	17 Business Machines	194 Monitor	Dell E177	6418066305HC	1		01/2007	11/2015	\$ 250	1.0	\$ 250
	Reason:No longer works													

Item#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq Date	Disp	Unit Cost	Salvage	Total Cost
2841	023 GREENFIELD HIGH		AG Office	17 Business Machines	194 Monitor	DELL e1p152jpc	CN0M1619641804 212QAH	1		01/2006	08/2015	\$ 250	1.0	\$ 250
	Reason:monitor was upgraded													
2799	023 GREENFIELD HIGH		403	17 Business Machines	194 Monitor	DELL e176jfp	CN0WH31872872 75M54AL	1		01/2006	11/2015	\$ 350	1.0	\$ 350
	Reason:Not working													
2755	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	DELL E153PC	CN-OC53G9- 64180-51d-	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
2744	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	DELL E153PC	CN-OCS369- 64180-2XCS	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
2740	021 KING CITY HIGH		113	17 Business Machines	194 Monitor	DELL E153PC	CN-OC53G9- 64180-51D-	1		01/2006	05/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
2737	023 GREENFIELD HIGH		303	17 Business Machines	194 Monitor	DELL E153PC	CN-OC53G9- 64180-518-3pls	1		01/2006	05/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
2731	023 GREENFIELD HIGH		303	17 Business Machines	194 Monitor	DELL E153PC	CN-OC53G9- 64180-518-	1		01/2006	07/2015	\$ 250	1.0	\$ 250
	Reason:Antiquated													
2723	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	GJKQ891	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
2703	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	JYKBBC1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
2702	021 KING CITY HIGH		ets office	17 Business Machines	088 Computer	Dell 5150	1kkq891	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:no longer working													
2604	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	7YN9H91	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
2410	023 GREENFIELD HIGH		AG Office	17 Business Machines	088 Computer	Dell Dimension 2400	5993N41	1		01/2004	08/2015	\$ 975	4.0	\$ 975
	Reason:computer was upgraded													
2379	023 GREENFIELD HIGH		403	17 Business Machines	088 Computer	Dell Precision T3400	9F3P91	1		01/2009	08/2015	\$ 975	4.0	\$ 975
	Reason:Computer Upgrade													
2170	023 GREENFIELD HIGH		401	17 Business Machines	088 Computer	Dell Dimension 2400	6L4V851	1		01/2004	06/2015	\$ 975	4.0	\$ 975
	Reason:ANTIQUATED													
2158	023 GREENFIELD HIGH		TECH OFFICE	12 Audio Visual	131 Document Camera	Lumens DC265	D13B03979	1		01/2010	05/2015	\$ 720	2.0	\$ 720
	Reason:NON-OPERATIONAL													

Tag#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq. Date	Disp	Unit Cost	Salvage	Total Cost
2138	023 GREENFIELD HIGH		admin-parent comp	17 Business Machines	088 Computer	Dell Dimension 3000	JMXXCW61	1		01/2004	08/2015	\$ 975	4.0	\$ 975
	Reason:computer was upgraded													
1998	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 6305PC	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1994	021 KING CITY HIGH		141	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7U18AK	1		01/2006	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1993	021 KING CITY HIGH		121	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7U0RBK	1		01/2005	06/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1992	021 KING CITY HIGH		141	17 Business Machines	227 Printer	HP Laser Jet 1022	VBN3S57323	1		01/2009	05/2015	\$ 175	2.0	\$ 175
	Reason:ANTIQUATED													
1971	021 KING CITY HIGH		admin office supply	17 Business Machines	227 Printer	LEXMARK Prestige pro805	90T8099000J0376 812	1		01/2010	06/2015	\$ 300	2.0	\$ 300
	Reason:no longer working													
1960	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177fp	cn0fj18641806	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1959	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U0rwk	1		01/2006	07/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1958	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7U18ck	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1957	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7U195K	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1956	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7M9M6S	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1955	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7U00PK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1954	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7U11FK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1953	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7U007K	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1952	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 5U074L	1		01/2006	07/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													

Tag#	Location	Edg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq. Date	Disp.	Unit Cost	Salvage	Total Cost
1951	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U270K	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1950	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0QUK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1949	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U04WK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1948	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U277K	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1947	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U10DK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1946	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0CAK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1945	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0CBK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1944	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7A8F9L	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
43	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U26YK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1942	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U0BYK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1941	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 5U012L	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1940	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U17EK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1939	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U23EK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1938	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U02VK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1937	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CN0FJ181641806 7U276K	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													

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Item#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq. Date	Disp.	Unit Cost	Salvage	Total Cost
1936	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7U27BK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1935	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7U23HK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1934	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 790Y2L	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1933	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7U0BWK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1932	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7U057K	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1931	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7U0AHK	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1930	021 KING CITY HIGH		181	17 Business Machines	194 Monitor	Dell E177FPc	CNOFJ181641806 7M97TS	1		01/2006	07/2015	\$ 350	1.0	\$ 350
	Reason:upgraded													
1929	021 KING CITY HIGH		192 Office	17 Business Machines	194 Monitor	Gateway FPD1565	ME35890H03354	1		01/2003	04/2015	\$ 375	1.0	\$ 375
	Reason:upgraded													
1893	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7M9K8S	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1892	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U230K	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1891	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 63055C	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1890	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U0Y1K	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1889	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U17QK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1888	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U0C1K	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1887	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U0SLK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													

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Tag#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq. Date	Disp.	Unit Cost	Salvage	Total Cost
1886	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U0WVK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1885	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U1H0K	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1884	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U03ZK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1883	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U10TK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1882	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U17UK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1881	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U1G3K	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1880	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U237K	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1879	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U0WVK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
78	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U052K	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1877	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U04MK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1876	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U0C6K	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1875	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U0CRK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1874	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 70WZK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1873	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U06LK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1872	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U0BSK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													

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Tag#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq Date	Disp	Unit Cost	Salvage	Total Cost
1871	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U06MK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1870	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 6305NC	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1869	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U222K	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1868	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7M9K5S	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1867	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7M9MAS	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1866	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7M9M3S	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1865	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U10GK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1864	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 5U081L	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
33	021 KING CITY HIGH		195	17 Business Machines	194 Monitor	Dell E177fp	CNOFJ181641806 7U27HK	1		01/2006	06/2015	\$ 250	1.0	\$ 250
	Reason:upgraded													
1826	021 KING CITY HIGH		tech office	17 Business Machines	088 Computer	Dell Optiplex 745	60912D1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:ANTIQUATED													
1816	021 KING CITY HIGH		171 IDF	17 Business Machines	340 Switch	NetGear FS750	FS71A32000744	1		01/2002	07/2015	\$ 500	2.0	\$ 500
	Reason:upgraded													
1750	023 GREENFIELD HIGH	admin	student services	17 Business Machines	088 Computer	5150	1b4q91	1		01/2008	08/2015	\$ 875	4.0	\$ 875
	Reason:no longer works													
1747	021 KING CITY HIGH		Adm Reception	17 Business Machines	227 Printer	Dell 3010cn	7KGW991	1		01/2010	06/2015	\$ 400	2.0	\$ 400
	Reason:no longer working													
1746	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	F0LB1C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1744	021 KING CITY HIGH		Counselor	17 Business Machines	227 Printer	Dell 3100cn	13QZQ71	1		01/2010	10/2015	\$ 400	2.0	\$ 400
	Reason:No longer working													

Asset#	Location	Blgd	Room	Category	Type	Description	Serial#	Qty	PO#	Acq Date	Disp.	Unit Cost	Salvage	Total Cost
1721	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	H18Z0C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1682	023 GREENFIELD HIGH		106	17 Business Machines	227 Printer	HP LaserJet 4250	USBXS07965	1		01/2003	05/2015	\$ 775	2.0	\$ 775
	Reason:ANTIQUATED													
1681	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	HGKQ891	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1679	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	4JKQ891	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1677	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	6JKQ891	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1676	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	GKKQ891	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1675	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	8KKQ891	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1674	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	8JKQ891	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1673	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	BKKQ891	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1672	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	HKKQ891	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1664	021 KING CITY HIGH		ets office	17 Business Machines	088 Computer	Dell Dimension 5150	20LB1C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1621	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	CHB81C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1620	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	2HB81C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1616	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	DL781C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1612	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	43781C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													

Tag#	Location	Edg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq Date	Disp.	Unit Cost	Salvage	Total Cost
1611	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	60L81C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1610	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	GL781C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1609	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	H1781C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1608	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	3L781C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1607	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	8X981C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1606	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	C2781C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1605	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	22781C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1604	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	6HB81C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
13	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	DT981C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:Upgraded													
1538	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	JGN81C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1537	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	CPY71C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1536	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	3QY71C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1535	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	7F881C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1534	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	RF881C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1533	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	FF881C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													

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Asset#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq. Date	Disp	Unit Cost	Salvage	Total Cost
1532	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	6QY71C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1531	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	5Z781C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1530	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	3J881C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1529	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	2QY71C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1528	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	2PY71C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1527	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	1HB81C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1526	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	GG881C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1524	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	5PY71C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1522	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	BNY71C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1521	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	1QY71C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1520	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	7J881C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1519	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	BG881C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1518	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	4Q981C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1517	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	HNY71C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1516	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	4HB81C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													

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Tag#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq. Date	Disp	Unit Cost	Salvage	Total Cost
1515	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	2G881C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1514	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	13781C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1513	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	HGB81C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1512	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	JG881C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1511	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	4H881C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1510	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	6PY71C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1509	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	DNY71C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1508	021 KING CITY HIGH		195	17 Business Machines	088 Computer	Dell Dimension 5150	DHB81C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1435	021 KING CITY HIGH		141	17 Business Machines	088 Computer	Dell Dimension 5150	JKMY191	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1465	021 KING CITY HIGH		Library MDF	17 Business Machines	226 Power Supply	APC SmartUPS 1500	AS0604120726	1		01/2007	11/2015	\$ 500	1.0	\$ 500
	Reason:No longer working													
1462	021 KING CITY HIGH		Library MDF	17 Business Machines	087 Computer, Server	Dell PowerEdge 1800	HWJ73B1	1		01/2009	08/2015	\$ 2,200	12.0	\$ 2,200
	Reason:No longer working													
1454	021 KING CITY HIGH		Library MDF	17 Business Machines	340 Switch	NetGear GSM712F	GM733380A00045 3	1		01/2002	07/2015	\$ 500	2.0	\$ 500
	Reason:upgraded													
1450	021 KING CITY HIGH		Library MDF	17 Business Machines	340 Switch	NetGear GSM7224	000FB5899C4B	1		01/2002	07/2015	\$ 500	2.0	\$ 500
	Reason:upgraded													
1448	021 KING CITY HIGH		Library MDF	17 Business Machines	340 Switch	NetGear 50 port 10/100	N/A	1		01/2002	06/2015	\$ 500	2.0	\$ 500
	Reason:Upgraded													
1441	021 KING CITY HIGH		Library Lab	12 Audio Visual	333 Projector Video	Epson PowerLite 82	GY8F6X3238L	1		01/2006	07/2015	\$ 875	2.0	\$ 875
	Reason:upgraded													

Tag#	Location	Blg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq. Date	Disp.	Unit Cost	Salvage	Total Cost
1399	021 KING CITY HIGH		116	17 Business Machines	088 Computer	Dell Dimension 5150	7BDZ0C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1394	021 KING CITY HIGH		ets office	17 Business Machines	088 Computer	Dell Dimension 5150	8ZKB1C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1393	021 KING CITY HIGH		142	17 Business Machines	088 Computer	Dell Dimension 5150	1CD20C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1392	021 KING CITY HIGH		142	17 Business Machines	088 Computer	Dell Dimension 5150	2KKQ1C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1372	023 GREENFIELD HIGH		303	17 Business Machines	088 Computer	Dell Dimension 5150	BZKB1C1	1		01/2008	08/2015	\$ 875	4.0	\$ 875
	Reason:computer was upgraded													
1371	021 KING CITY HIGH		161	17 Business Machines	088 Computer	Dell Dimension 5150	268Z0C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1319	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	FJ881C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1318	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	HHB81C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:Upgraded													
1317	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	6G881C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1308	021 KING CITY HIGH		ets office	17 Business Machines	088 Computer	Dell Dimension 5150	6BDZ0C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:no longer working													
1307	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	2Q981C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1306	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	16781C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1305	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	HP981C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1304	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	70LB1C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1303	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	BBDZ0C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													

Tag#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq. Date	Disp.	Unit Cost	Salvage	Total Cost
1302	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	4G781C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1301	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	9L781C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1300	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	CL781C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1298	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	4L781C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1297	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	CK781C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1296	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	JK781C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1294	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	3M781C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1293	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	1BDZ0C1	1		02/2015	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1292	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	G6781C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1291	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	76781C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1290	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	96781C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1278	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	J5781C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1276	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	7M781C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1274	021 KING CITY HIGH		113	17 Business Machines	088 Computer	Dell Dimension 5150	26781C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1258	021 KING CITY HIGH		114	12 Audio Visual	790 White Board-Electron	Smart Board SB680	171050	1		01/2007	07/2015	\$ 1,900	1.0	\$ 1,900
	Reason:upgraded													

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Tag#	Location	Blgd	Room	Category	Type	Description	Serial#	Qty	PO#	Acq Date	Disp.	Unit Cost	Salvage	Total Cost
1248	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	BWRRLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1244	021 KING CITY HIGH		181	17 Business Machines	088 Computer	T 3400	1jwvj1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1243	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	7JWVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:Upgraded													
1242	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	6WRRLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:Upgraded													
1241	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	FHWVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:Upgraded													
1239	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	4JWVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:Upgraded													
1238	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	3JWVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:Upgraded													
1237	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	C2VVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1237	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	HHWVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1235	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	2WRRLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1234	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	8JWVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1233	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	44WVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1232	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	9WRRLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1231	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	GHWVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1230	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	24WVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													

Tag#	Location	Blgd.	Room	Category	Type	Description	Serial#	Qty	PO#	Acq. Date	Disp.	Unit Cost	Salvage	Total Cost
1229	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	FZVVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1227	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	54WVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1226	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	5WRR LJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1225	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	8WRR LJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1224	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	BZVVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1223	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	GZVVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1221	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	JZ9RLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1220	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	2JWWLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1219	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	8ZVVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1218	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	6JWWLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1217	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	JHWWLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1216	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	64WVLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1215	021 KING CITY HIGH		181	17 Business Machines	088 Computer	Dell Precision T3400	5JWWLJ1	1		01/2009	07/2015	\$ 975	4.0	\$ 975
	Reason:upgraded													
1208	021 KING CITY HIGH		185	17 Business Machines	088 Computer	Dell Dimension 5150	BR8B1C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1207	021 KING CITY HIGH		185	17 Business Machines	088 Computer	Dell Dimension 5150	2CDZ0C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													

Tag#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq. Date	Disp.	Unit Cost	Salvage	Total Cost
1206	021 KING CITY HIGH		185	17 Business Machines	088 Computer	Dell Dimension 5150	CCDZ0C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1205	021 KING CITY HIGH		185	17 Business Machines	088 Computer	Dell Dimension 5150	D9981C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1189	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	D38Z0C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1188	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	5S881C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1187	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	8R881C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1186	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	F9DZ0C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1185	021 KING CITY HIGH		183	17 Business Machines	088 Computer	dell 5150	1b981c1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1184	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	7R831C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1183	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	5BDZ0C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1182	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	3BDZ0C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1181	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	6GNB1C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1180	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	7KKQ891	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1179	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	6GKQ891	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1178	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	DKKQ891	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1177	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	DHKQ891	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													

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Tag#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq. Date	Disp	Unit Cost	Salvage	Total Cost
1176	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	8HKQ891	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1175	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	9B981C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1174	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	HJKQ891	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1173	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	6HKQ891	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1172	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	4KKQ891	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1171	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	DCD20C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1170	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	8B981C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1169	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	6CD20C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1168	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	F9981C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1167	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	G9981C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1166	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	GYKB1C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1164	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	B9981C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1163	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	BB981C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1162	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	H9981C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1161	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	35881C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													

Tag#	Location	Bldg	Room	Category	Type	Description	Serial#	Qty	PO#	Acq. Date	Disp.	Unit Cost	Salvage	Total Cost
1160	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	DQ881C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1159	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	9Q881C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1158	021 KING CITY HIGH		183	17 Business Machines	088 Computer	Dell Dimension 5150	8CDZ0C1	1		01/2008	05/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1157	021 KING CITY HIGH	OLD TECH	140	17 Business Machines	088 Computer	Dell Dimension 5150	278Z0C1	1		01/2008	07/2015	\$ 875	4.0	\$ 875
	Reason:upgraded													
1156	021 KING CITY HIGH		121	17 Business Machines	088 Computer	Dell Dimension 5150	448Z0C1	1		01/2008	06/2015	\$ 875	4.0	\$ 875
	Reason:Upgraded													
1129	021 KING CITY HIGH		Caf Office	12 Audio Visual	464 Surveillance System	Pelco Camera system monitor PMC517A	105317250	1		01/2008	07/2015	\$ 675	2.0	\$ 675
	Reason:no longer working													
1128	021 KING CITY HIGH		Caf Office	12 Audio Visual	464 Surveillance System	Pelco DX2000 DVR	543-2885	1		01/2008	07/2015	\$ 3,100	2.0	\$ 3,100
	Reason:no longer working													
1040	800 MOTF DEPT		MOT Office	17 Business Machines	227 Printer	HP CLJ 2600n	CNGC63D0H6	1		01/2008	05/2015	\$ 380	2.0	\$ 380
	Reason:can not fix													
	023 GREENFIELD HIGH		607	17 Business Machines	088 Computer	DELL DIMENSION 5150	40LB1C1	1		02/2015	08/2015	\$ 875	4.0	\$ 875
	Reason:computer was upgraded													
0	021 KING CITY HIGH		77 Printing		522 Printer	HP LASERJET P1102W	VND3K39808	1	B14-00003	08/2013	06/2015	\$ 98	2.0	\$ 98
	Reason:duplicate tag													

Number of records: 429

Total Asset Cost: \$ 259,226.00

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

SUBJECT: Approval of Board Policies – Second Reading

MEETING: November 18, 2015

AGENDA SECTION:

ACTION

INFORMATION

ACTION/CONSENT

-
- Improve/Sustain Student Achievement through CAASPP 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 approval:

- BP 0420 - Site Plans, Site Councils (revised)
- AR 0420 - School Site Plans & Councils (revised)
- E 1312, 1312.1 - Standard Complaint Form (new)
- BP 1312.3 - Uniform Complaints (revised)
- AR 1312.3 - Uniform Complaint Procedures (revised)
- BP 4040 - Employee Use of Technology (revised)
- AR 4040 - Employee Use of Technology (deleted)
- E 4040 - Employee Use of Technology (new)
- BP 4131 - Staff Development (revised)
- AR 4161.8, 4261.8, 4361.8 - Family Care and Medical Leave (revised)
- BP 4231 - Personnel Classified Staff Development (revised)
- AR 5121 - Grades Evaluation of Student Achievement (revised)
- BP 5131.2 - Students Bullying (revised)
- BB 9250 – Remuneration and Reimbursement

Recommendation:

It is recommended that the State Administrator approve the attached policies, administrative regulations, exhibits as revised by the South Monterey County Joint Union High School District Board of Education.

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

SCHOOL PLAN/SITE COUNCILS

The Governing Board believes that comprehensive planning that is aligned with the district's local control and accountability plan (LCAP) is necessary at each school, in order to focus school improvement efforts on student academic achievement and facilitate the effective use of available 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)

(cf. 0460 - Local Control and Accountability Plan)

Each district school shall establish a school site council in accordance with Education Code 52852 and the accompanying administrative regulation to develop, review, and approve school plans.

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, at a regularly scheduled Board meeting, 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
41540-41544 Targeted instructional improvement block grants
52060-52077 Local control and accountability plan
52176 Advisory committees
52852 School site councils
54000-54028 Educationally Disadvantaged Youth Programs
54425 Advisory committees (compensatory education)
56000-56867 Special education
64000 Categorical programs included in consolidated application
64001 Single school plan for student achievement, consolidated application programs
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 2014

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>

(11/06 8/13) 7/15

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 18, 2015

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

Any district school that shall participate in any state or federal categorical program specified in Education Code 64000 on an ongoing basis shall have a school site council which 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 64001)

(cf. 1431 - Waivers)
 (cf. 6020 - Parent Involvement)
 (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, a parent advisory committee established to review and comment on the district's local control and accountability plan (LCAP); advisory committees established for English learner and special education 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. 0460 - Local Control and Accountability Plan)
 (cf. 0520.2 - Title I Program Improvement Schools)
 (cf. 6190 - Evaluation of the Instructional Program)

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(cf. 6171 - Title I Programs)
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(cf. 0460 - Local Control and Accountability Plan)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 6190 - Evaluation of the Instructional Program)

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 18, 2015

King City, California

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT
STANDARD COMPLAINT FORM

Instructions to the person filing the complaint (complainant): Please complete and sign the form. This form should be used to file a formal written complaint regarding concerns related to employees. *Before filing this form, the complainant should attempt to resolve the complaint by an informal conference with the appropriate employee and/or supervisor.* Submit the original signed and any attachments; retain a copy for your records.

To (Supervisor): _____ School: _____
 From: (Complainant Name): _____ Department: _____
 Contact _____
 Phone: _____
 Email _____
 Address: _____

INFORMAL CONFERENCE		
Date the informal conference was held concerning this matter		Location
Who was present at this meeting?		
STATEMENT OF COMPLAINT:		
1. Nature of the complaint. A written complaint must include the name(s) of each employee involved, a brief but specific summary of the complaint and the facts surrounding it, including a specific description or prior attempts to discuss the complaint with the employee(s) involved and the failure to resolve the matter.		
2. SPECIFIC POLICY ALLEGEDLY VIOLATED, OR MISAPPLIED:		
3. REMEDY SOUGHT:		

Signature of Complainant: _____ Date: _____

FOR OFFICIAL USE ONLY: Received in HR: _____ Reviewed in HR: _____
Complaint routed to: _____ Initial the level of the final disposition: 1__ 2__ 3__ 4__
Signature of appropriate District Administrator: _____ Date: _____

Board Approved: _____

Community Relations

Uniform Complaint Procedures

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)

- (cf. 3553 - Free and Reduced Price Meals)
- (cf. 3555 - Nutrition Program Compliance)
- (cf. 5141.4 - Child Abuse Prevention and Reporting)
- (cf. 5148 - Child Care and Development)
- (cf. 6159 - Individualized Education Program)
- (cf. 6171 - Title I Programs)
- (cf. 6174 - Education for English Language Learners)
- (cf. 6175 - Migrant Education Program)
- (cf. 6178 - Career Technical Education)
- (cf. 6178.1 - Work-Based Learning)
- (cf. 6178.2 - Regional Occupational Center/Program)
- (cf. 6200 - Adult Education)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any person, based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics, in district programs and activities, including, but not limited to, those funded directly by or that receive or benefit from any state financial assistance (5 CCR 4610)

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

- (cf. 4030 - Nondiscrimination in Employment)
- (cf. 4031 - Complaints Concerning Discrimination in Employment)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

- (cf. 3260 - Fees and Charges)
- (cf. 3320 - Claims and Actions Against the District)

4. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

- (cf. 0460 - Local Control and Accountability Plan)

5. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

6. Any other complaint as specified in a district policy

***Note: 5 CCR 4631 authorizes the district to utilize alternative dispute resolution (ADR)

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. One type of ADR is mediation, which shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The State Administrator/Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the State Administrator/Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

- (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
- (cf. 5125 - Student Records)
- (cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The State Administrator/Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

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

The State Administrator/Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedures
35186 Williams uniform complaint procedures
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
49490-49590 Child nutrition programs
52060-52077 Local control and accountability plan, especially
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52490 Career technical education
52500-52616.24 Adult schools
52800-52870 School-based program coordination
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6577 Title I basic programs
6801-6871 Title III language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs
7301-7372 Title V rural and low-income school programs

12101-12213 Title II equal opportunity for individuals with disabilities
UNITED STATES CODE, TITLE 29
794 Section 504 of Rehabilitation Act of 1973
UNITED STATES CODE, TITLE 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy Act
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Title IX Coordinators, April 2015
Questions and Answers on Title IX and Sexual Violence, April 2014
Dear Colleague Letter: Bullying of Students with Disabilities, August 2013
Dear Colleague Letter: Sexual Violence, April 2011
Dear Colleague Letter: Harassment and Bullying, October 2010
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001
U.S. DEPARTMENT OF JUSTICE PUBLICATIONS
Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002
WEB SITES
CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>
Family Policy Compliance Office: <http://familypolicy.ed.gov>
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>
U.S. Department of Justice: <http://www.justice.gov>

(1/13 10/14) 7/15

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 18, 2015

King City, California

Community Relations

Uniform Complaint Procedures

Except as the Governing Board may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 1312.2 - Complaints Concerning Instructional Materials)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)
- (cf. 4031 - Complaints Concerning Discrimination in Employment)

Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)

Claudia Arellano
Senior Director of Human Resources
800 Broadway
King City, Ca 93930
831 385 0606
carellano@dmcjuhsd.org

The compliance officer who receives a complaint may assign another compliance officer to investigate the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is designated to investigate the complaint.

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the State Administrator/Superintendent or designee.

The State Administrator/Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such designated employees shall include current state and federal laws and regulations governing the

program, applicable processes for investigating and resolving complaints including those involving alleged unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the State Administrator/Superintendent or designee.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the State Administrator/Superintendent, the State Administrator/Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

(cf. 5145.6 - Parental Notifications)

Compliance Officers

The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

Sr. Director of Human Resources
800 Broadway Street
King City, CA 93930
831-385-0606, extension 4315

The State Administrator/Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the State Administrator/Superintendent or designee.

(cf. 9124 - Attorney)

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and

offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The State Administrator/Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 5145.6 - Parental Notifications)

The State Administrator/Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
 - c. A complaint alleging retaliation, unlawful discrimination, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may

be extended for up to 90 days by the State Administrator/Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

d. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

e. The Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

(cf. 0460 - Local Control and Accountability Plan)

~~d. f.~~ The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision

~~e. g.~~ The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision

(cf. 5145.6 - Parental Notifications)

~~f. h.~~ Copies of the district's uniform complaint procedures are available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs or has committed unlawful discrimination.

All UCP-related complaints shall be investigated and resolved within 60 days of the receipt of the complaint. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaint

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in accordance with the following:

1. A written complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. (Education Code 49013, 52075)
3. A complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the State Administrator/Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant or alleged victim of unlawful discrimination or bullying requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

6. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation, shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To resolve a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the

complaint. (5 CCR 4631)

Final Written Decision

The district's decision shall be in writing and shall be sent to the complainant. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In other all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination, including remedies offered or provided to the subject of the complaint

- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation **does**

hnot penalize the victim

7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the State Administrator/Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

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Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students, updates to school policies, or school climate surveys. For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services

4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, including discriminatory harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, such remedies, where applicable, shall include reasonable efforts to ensure full reimbursement to affected students and parents/guardians. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the State Administrator/Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

***Note: The CDE may directly intervene in a complaint without waiting for action by the district when certain conditions exist, including the following: (1) the complaint alleges failure to comply with the UCP, including failure to follow the required timelines and failure to implement the final written decision; (2) the complainant requires anonymity due to the possibility of retaliation and would suffer immediate and irreparable harm if a complaint was filed and the complainant was named; (3) the complainant alleges that he/she would suffer immediate and irreparable harm as a result of an application of a districtwide policy that is in conflict with state or federal law and that filing a complaint would be futile; (4) the complainant alleges failure to comply with the due process procedures established pursuant to special education law and regulation to implement a due process hearing order; (5) the complainant alleges facts that indicate that one or more students may be in immediate physical danger or that the health, safety, or welfare of one or more students is threatened; or (6) the complainant alleges failure to follow a student's individualized education program. ***

(3/12 1/13) 10/14

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 18, 2015

King City, California

Personnel

EMPLOYEE USE OF TECHNOLOGY

Employees shall be responsible for the appropriate use of technology and shall use the district's electronic resources only for purposes related to their employment. Such use is a privilege which may be revoked at any time.

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

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Employees should be aware that computer files and communications over electronic networks, including e-mail and voice mail, are not private. This technology should not be used to transmit confidential information about students, employees, or district affairs.

To ensure proper use, the State Administrator/Superintendent or designee may monitor the district's technological resources, including e-mail and voice mail systems, at any time without advance notice or consent. If passwords are used, they must be known to the State Administrator/Superintendent or designee so that he/she may have system access when the employee is absent.

The State Administrator/Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology. Upon employment and whenever significant changes are made to the district's Acceptable Use Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

Employees who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The State Administrator/Superintendent or designee may establish guidelines and limits on the use of technological resources. He/she shall ensure that all employees using these resources receive copies of related policies, regulations and guidelines. Employees shall be asked to acknowledge in writing that they have read and understood these policies, regulations and guidelines.

(cf. 4112.9/42112.9/4312.9 - Employee Notifications)

In the event that the use of an electronic resource affects the working conditions of one or more employees, the State Administrator/Superintendent or designee shall notify the employees' exclusive representative.

(cf. 4143/4243 - Negotiations/Consultation)

The State Administrator/Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the district, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. To ensure proper use, the State Administrator/Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.

In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of district technology to the State Administrator/Superintendent or designee.

Inappropriate use of district technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulation.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

52295.10-52295.55 Implementation of Enhancing Education Through Technology grant program

GOVERNMENT CODE

3543.1 Rights of employee organizations

PENAL CODE

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

VEHICLE CODE

23123 Wireless telephones in vehicles

23123.5 Mobile communication devices; text messaging while driving

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

COURT DECISIONS

City of Ontario v. Quon et al. (2010) 000 U.S. 08-1332

Management Resources:

WEB SITES

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

American Library Association: <http://www.ala.org>

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

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

(7/01 7/07) 7/15

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 18, 2015

King City, California

Personnel

Employee Use Of Technology

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (EMPLOYEES)

The South Monterey County Joint Union High School District authorizes district employees to use technology owned or otherwise provided by the district as necessary to fulfill the requirements of their position. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all employees to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that employees may access through the system.

The district makes no guarantee that the functions or services provided by or through the district will be without defect. In addition, the district is not responsible for financial obligations arising from unauthorized use of the system.

Each employee who is authorized to use district technology shall sign this Acceptable Use Agreement as an indication that he/she has read and understands the agreement.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Employee Obligations and Responsibilities

Employees are expected to use district technology safely, responsibly, and primarily for work-related purposes. Any incidental personal use of district technology shall not interfere with district business and operations, the work and productivity of any district employee, or the safety and security of district technology. The district is not responsible for any loss or damage incurred by an employee as a result of his/her personal use of district technology.

The employee in whose name district technology is issued is responsible for its proper use at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, employees shall not attempt to access any data, documents, emails, or programs in the district's system for which they do not have authorization.

Employees are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive
2. Disclose or in any way cause to be disclosed confidential or sensitive district, employee, or student information without prior authorization from a supervisor
3. Engage in personal commercial or other for-profit activities without permission of the State Administrator/Superintendent or designee
4. Engage in unlawful use of district technology for political lobbying
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights
6. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers)
7. Install unauthorized software
8. Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or district practice

Privacy

Since the use of district technology is intended for use in conducting district business, no employee should have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses within the jurisdiction of the district. Such monitoring/recording may occur at any time without prior notice for any legal purposes

including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by an employee on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If an employee uses a personally owned device to access district technology or conduct district business, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Records

Any electronically stored information generated or received by an employee which constitutes a district or student record shall be classified, retained, and destroyed in accordance with BP/AR 3580 - District Records, BP/AR 5125 - Student Records, or other applicable policies and regulations addressing the retention of district or student records.

Reporting

If an employee becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the State Administrator/Superintendent or designee.

Consequences for Violation

Violations of the law, Board policy, or this Acceptable Use Agreement may result in revocation of an employee's access to district technology and/or discipline, up to and including termination.

In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Employee Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement, BP 4040 - Employee Use of Technology, and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology or when my personal electronic devices use district technology. I further understand that any violation may result in revocation of user privileges,

disciplinary action, and/or appropriate legal action.

I hereby release the district and its personnel from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.

Name: _____ Position: _____
(Please print)

School/Work Site: _____

Signature: _____ Date: _____

7/15

EXHIBIT: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 18, 2015

King City, California

Personnel

Staff Development

The State Administrator/Governing Board believes that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. The State Administrator/Superintendent or designee shall develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills and become informed about changes in pedagogy and subject matter.

(cf. 6111 - School Calendar)

The State Administrator/Superintendent or designee shall involve teachers, site and district administrators, and others, as appropriate, in the development of the district's staff development program. He/she shall ensure that the district's staff development program is aligned with district priorities for student achievement, school improvement objectives, the local control and accountability plan, and other district and school plans.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 0520.4 - Quality Education Investment Schools)

The district's staff development program shall assist certificated staff in developing knowledge and skills, including, but not limited to:

1. Mastery of subject-matter knowledge, including current state and district academic standards

(cf. 6011 - Academic Standards)

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

(cf. 6142.3 - Civic Education)

(cf. 6142.5 - Environmental Education)

(cf. 6142.6 - Visual and Performing Arts Education)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

2. Use of effective, subject-specific teaching methods, strategies, and skills
3. Use of technologies to enhance instruction

(cf. 0440 - District Technology Plan)

4. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students of various racial and ethnic groups, students with disabilities, English language learners, economically disadvantaged students, foster youth, gifted and talented students, and at-risk students

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6141.5 - Advanced Placement)

(cf. 6171 - Title I Programs)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

5. Understanding of how academic and career technical instruction can be integrated and implemented to increase student learning

(cf. 6178 - Career Technical Education)

6. Knowledge of strategies that encourage parents/guardians to participate fully and effectively in their children's education

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

7. Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, tolerance, and discipline, including conflict resolution and hatred prevention

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5145.9 - Hate-Motivated Behavior)

8. Ability to relate to students, understand their various stages of growth and development, and motivate them to learn

9. Ability to interpret and use data and assessment results to guide instruction

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6162.5 - Student Assessment)

10. Knowledge of topics related to student health, safety, and welfare

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.5 - Sex Offender Notification)
(cf. 5030 - Student Wellness)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.63 - Steroids)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5141.52 - Suicide Prevention)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

11. Knowledge of topics related to employee health, safety, and security

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4119.42/4219.42/4319.42- Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 4158/4258/4358 - Employee Security)

The State Administrator/Superintendent or designee may, in conjunction with individual teachers and interns, develop an individualized program of professional growth to increase competence, performance, and effectiveness in teaching and classroom management and, as necessary, to assist them in meeting state or federal requirements to be fully qualified for their positions.

(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
(cf. 4131.1 - Beginning Teacher Support/Induction)
(cf. 4138 - Mentor Teachers)

Professional learning opportunities offered by the district shall be evaluated based on the criteria specified in Education Code 44277. Such opportunities may be part of a coherent plan that combines school activities within a school, including lesson study or co-teaching, and external learning opportunities that are related to academic subjects taught, provide time to meet and work with other teachers, and support instruction and student learning. Learning activities may include, but are not limited to, mentoring projects for new teachers, extra support for teachers to improve practice, and collaboration time for teachers to develop new instructional lessons, select or develop common formative assessments, or analyze student data. (Education Code 44277)

The district's staff evaluation process may be used to recommend additional staff development for individual employees.

(cf. 4115 - Evaluation/Supervision)

The State Administrator/ Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.

(cf. 3100 - Budget)

(cf. 3350 - Travel Expenses)

The State Administrator/Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to both staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent's report, the Board may revise the program as necessary to ensure that the staff development program supports the district's priorities for student achievement.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

44032 Travel expense payment

44259.5 Standards for teacher preparation

44277 Professional growth programs for individual teachers

44300 Emergency permits

44325-44328 District interns

44450-44468 University internship program

44570-44578 Inservice training, secondary education

44830.3 District interns

45028 Salary schedule and exceptions

48980 Notification of parents/guardians; schedule of minimum days

52060-52077 Local control and accountability plan

56240-56245 Staff development; service to persons with disabilities

99200-99206 Subject matter projects
GOVERNMENT CODE
3543.2 Scope of representation of employee organization
CODE OF REGULATIONS, TITLE 5
13025-13044 Professional development and program improvement
80021 Short-term staff permit
80021.1 Provisional internship permit
80023-80026.6 Emergency permits
UNITED STATES CODE, TITLE 20
6319 Highly qualified teachers
6601-6702 Preparing, Training and Recruiting High Quality Teachers and Principals
PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS
United Faculty of Contra Costa Community College District v. Contra Costa Community
College District, (1990) PERB Order No. 804, 14 PERC P21, 085

Management Resources:

CSBA PUBLICATIONS

Governing to the Core: Professional Development for Common Core, Governance Brief,
May 2013

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession, 2009

WEB SITES

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

California Department of Education, Professional Learning: <http://www.cde.ca.gov/pd>

California Subject Matter Projects: <http://csmf.ucop.edu>

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

(11/08 12/13) 7/15

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 18, 2015

King City, California

Personnel

Family Care And Medical Leave

The district shall not deny any eligible employee his/her right to family care, medical, or pregnancy disability leave (PDL) pursuant to the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the Fair Employment and Housing Act (FEHA) or restrain or interfere with the employee's exercise of such right. In addition, the district shall not discharge an employee or discriminate or retaliate against him/her for taking such leave or for his/her opposition to or challenge of any unlawful district practice in relation to any of these laws or for his/her involvement in any related inquiry or proceeding. (Government Code 12945, 12945.2; 2 CCR 11094; 29 USC 2615)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4033 - Lactation Accommodation)

Definitions

The words and phrases defined below shall have the same meaning throughout this administrative regulation except where a different meaning is otherwise specified.

Child (son or daughter) means a biological, adopted, or foster child; a stepchild; a legal ward; or a child to whom the employee stands in loco parentis, as long as the child is under 18 years of age or an adult dependent child. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611)

Eligible employee for FMLA and CFRA purposes means an employee who has been employed with the district for at least 12 months and who has at least 1,250 hours of service with the district during the previous 12-month period. However, these requirements shall not apply when an employee applies for PDL. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.110)

Employee disabled by pregnancy means a woman who, in the opinion of her health care provider, is: (2 CCR 11035)

1. Unable because of pregnancy to perform any one or more of the essential functions of her job or to perform any of them without undue risk to herself, her pregnancy's successful completion, or to other persons
2. Suffering from severe "morning sickness" or needs to take time off for prenatal or postnatal care, bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, postpartum depression, childbirth, loss or end of pregnancy, recovery from childbirth or loss or end of

pregnancy, or any other pregnancy-related condition

Parent means a biological, foster, or adoptive parent; a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when the employee was a child. Parent does not include a spouse's parents. (Government Code 12945.2; 2 CCR 11087; 29 USC 2611; 29 CFR 825.122)

Serious health condition means an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or his/her child, parent, or spouse, including, but not limited to, treatment for substance abuse, that involves either of the following: (Government Code 12945.2; 2 CCR 11087, 11097; 29 USC 2611; 29 CFR 825.113-825.115)

1. Inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity

A person is considered an inpatient when a health care facility formally admits him/her to the facility with the expectation that he/she will remain overnight and occupy a bed, even if it later develops that the person can be discharged or transferred to another facility and does not actually remain overnight.

Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

2. Continuing treatment or continuing supervision by a health care provider, including one or more of the following:

- a. A period of incapacity of more than three consecutive full days
- b. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
- c. Any period of incapacity due to pregnancy or for prenatal care under FMLA
- d. Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective
- e. Any period of absence to receive multiple treatments, including recovery, by a health care provider

Spouse means a partner in marriage as defined in Family Code 300, including same sex partners in marriage, or a registered domestic partner within the meaning of Family Code 297-297.5.

(Family Code 297, 297.5, 300; 2 CCR 11087; 29 CFR 825.122)

Eligibility

The district shall grant FMLA or CFRA leave to eligible employees for any of the following reasons: (Government Code 12945.2; 29 USC 2612; 29 CFR 825.112)

1. The birth of a child of the employee or placement of a child with the employee in connection with the employee's adoption or foster care of the child (baby bonding)
2. To care for the employee's child, parent, or spouse with a serious health condition
3. The employee's own serious health condition that makes him/her unable to perform one or more essential functions of his/her position
4. Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty)
5. To care for a covered servicemember with a serious injury or illness if the covered servicemember is the employee's spouse, child, parent, or next of kin, as defined

In addition, the district shall grant PDL to any female employee who is disabled by pregnancy, childbirth, or other related medical condition. (Government Code 12945; 2

CCR 11037)

Terms of Leave

An eligible employee shall be entitled to a total of 12 work weeks of FMLA or CFRA leave during any 12-month period, except in the case of leave to care for a covered servicemember as provided under "Military Caregiver Leave" below. To the extent allowed by law, CFRA and FMLA leaves shall run concurrently. (Government Code 12945.2; 29 USC 2612)

OPTION 1: This 12-month period shall coincide with the calendar year. (29 CFR 825.200)

OPTION 2: This 12-month period shall coincide with the fiscal year. (29 CFR 825.200)

OPTION 3: This 12-month period shall be measured forward from the date the employee's first family care and medical leave begins. (29 CFR 825.200)

OPTION 4: This 12-month period shall be a rolling period measured backward from the date an

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employee uses any family care and medical leave, as defined in 29 CFR 825.200. (29 CFR 825.200)

In addition, for each pregnancy, any female employee who is disabled by pregnancy, childbirth, or other related condition shall be entitled to PDL for the period of the disability not to exceed four months. For a part-time employee, the four months shall be calculated on a proportional basis. (Government Code 12945; 2 CCR 11042)

PDL shall run concurrently with FMLA leave for disability caused by an employee's pregnancy. At the end of the employee's FMLA leave for disability caused by pregnancy, or at the end of four months of PDL, whichever occurs first, a CFRA-eligible employee may request to take CFRA leave of up to 12 work weeks, for the reason of the birth of her child or to bond with or care for the child. (Government Code 12945, 12945.2; 2 CCR 11046, 11093)

Leave taken for the birth or placement of a child must be concluded within the 12-month period beginning on the date of the birth or placement of the child. Such leave does not need to be taken in one continuous period of time. (2 CCR 11090; 29 USC 2612)

If both parents of a child work for the district, their family care and medical leave related to the birth or placement of the child shall be limited to a combined total of 12 work weeks. This restriction shall apply regardless of the legal status of both parents' relationship. (Government Code 12945.2; 2 CCR 11088; 29 USC 2612)

Intermittent Leave/Reduced Leave Schedule

PDL and family care and medical leave for the serious health condition of an employee or his/her child, parent, or spouse may be taken intermittently or on a reduced work or leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition. However, the district shall limit leave increments to the shortest period of time that the district's payroll system uses to account for absences or use of leave provided it is not to be greater than one hour. (2 CCR 11042, 11090; 29 USC 2612)

The basic minimum duration of leave for the birth or placement of a child shall be two weeks. However, the district shall grant a request for such leave of less than two weeks on any two occasions. (2 CCR 11090; 29 USC 2612)

The district may require an employee to transfer temporarily to an available alternative position if the employee is pregnant and provides medical certification from her health care provider of a medical need for intermittent leave or leave on a reduced work or leave schedule or if the employee's need for the intermittent leave or leave on a reduced work or leave schedule is foreseeable based on his/her planned medical treatment or that of a family member. This alternative position must have equivalent pay and benefits and must better accommodate

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recurring periods of leave than the employee's regular job, and the employee must be qualified for the position. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work or leave schedule. (2 CCR 11041, 11090; 29 USC 2612)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

Request for Leave

Request for Leave

The district shall consider an employee's request for PDL or family care and medical leave only if the employee provides at least verbal notice sufficient to make the district aware of the need to take the leave and the anticipated timing and duration of the leave. (2 CCR 11050, 11091)

For family care and medical leave, the employee need not expressly assert or mention FMLA/CFRA to satisfy this requirement. However, he/she must state the reason the leave is needed (e.g., birth of child, medical treatment). If more information is necessary to determine whether the employee is eligible for family care and medical leave, the State Administrator/Superintendent or designee shall inquire further and obtain the necessary details of the leave to be taken. (2 CCR 11091)

The district shall respond to requests for leave as soon as practicable, but no later than five business days after receiving the employee's request. (2 CCR 11091)

Based on the information provided by the employee, the State Administrator/Superintendent or designee shall designate the leave, paid or unpaid, as FMLA/CFRA qualifying leave and shall give notice of such designation to the employee. Failure of an employee to respond to permissible inquiries regarding the leave request may result in denial of CFRA protection if the district is unable to determine whether the leave is CFRA qualifying. (2 CCR 11091; 29 CFR 825.300)

When an employee is able to foresee the need for the PDL or family care and medical leave at least 30 days in advance of the leave, the employee shall provide the district with at least 30 days advance notice before the leave. When the 30 days notice is not practicable because of a lack of knowledge of when leave will be required to begin, a change in circumstances, a medical emergency, or other good cause, the employee shall provide the district with notice as soon as practicable. Failure of an employee to provide required notice may result in a denial of leave. (2 CCR 11050, 11091)

In all instances, the employee shall consult with the State Administrator/Superintendent or

designee and make a reasonable effort to schedule, subject to the health care provider's approval, any planned appointment or medical treatment or supervision so as to minimize disruption to district operations. (Government Code 12945.2; 2 CCR 11050, 11091)

Certification of Health Condition

Within five business days of an employee's request for family care and medical leave for his/her own or his/her child's, parent's, or spouse's serious health condition, the State Administrator/Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave. Upon receiving the district's request, the employee shall provide the certification within 15 days, unless either the State Administrator/Superintendent or designee provides additional time or it is not practicable under the particular circumstances, despite the employee's diligent, good faith efforts. (2 CCR 11091; 29 CFR 825.305)

The certification shall include the following: (Government Code 12945.2; 2 CCR 11087; 29 USC 2613)

1. The date on which the serious health condition began
2. The probable duration of the condition
3. If the employee is requesting leave to care for a child, parent, or spouse with a serious health condition, both of the following:
 - a. Statement that the serious health condition warrants the participation of the employee to provide care, such as by providing psychological comfort, arranging for third party care, or directly providing or participating in the medical care of the child, parent, or spouse during a period of the treatment or supervision
 - b. Estimated amount of time the health care provider believes the employee needs to care for the child, parent, or spouse
4. If the employee is requesting leave because of his/her own serious health condition, a statement that due to the serious health condition, he/she is unable to work at all or is unable to perform one or more essential functions of his/her job
5. If the employee is requesting leave for intermittent treatment or on a reduced work or leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

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When an employee has provided sufficient medical certification to enable the district to determine whether the employee's leave request is FMLA/CFRA-eligible, the State Administrator/Superintendent or designee shall notify the employee within five business days whether the leave is FMLA/CFRA-eligible. The State Administrator/Superintendent or designee may also retroactively designate leave as FMLA/CFRA leave as long as appropriate notice is given to the employee and there is no harm or injury to the employee. (2 CCR 11091; 29 CFR 825.301)

If the State Administrator/Superintendent or designee doubts the validity of a certification that accompanies a request for leave for the employee's own serious health condition, he/she may require the employee to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the State Administrator/Superintendent or designee may require the employee to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding. (Government Code 12945.2; 2 CCR 11091; 29 USC 2613)

For PDL, the State Administrator/Superintendent or designee shall request that the employee provide certification by a health care provider of the need for leave at the time the employee gives notice of the need for PDL, or within two business days of giving the notice. If the need for PDL is unforeseen, the State Administrator/Superintendent or designee shall request the medical certification within two business days after the leave commences. The State Administrator/Superintendent or designee may request certification at some later date if he/she has reason to question the appropriateness of the leave or its duration. (2 CCR 11050)

For PDL that is foreseeable and for which at least 30 days notice has been given, the employee shall provide the medical certification before the leave begins. When this is not practicable, the employee shall provide the certification within the time frame specified by the State Administrator/Superintendent or designee which must be at least 15 days after the request, unless it is not practicable under the particular circumstances despite the employee's diligent, good faith efforts. (2 CCR 11050)

Medical certification for PDL purposes shall include a statement that the employee needs to take the leave because she is disabled by pregnancy, childbirth, or a related medical condition, the date on which the employee became disabled because of pregnancy, and the estimated duration of the leave. (2 CCR 11050)

If additional PDL or family care and medical leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified for the leave. (Government Code 12945.2; 2 CCR 11050; 29 USC 2613)

The State Administrator/Superintendent or designee shall not request any genetic information

related to an employee except as authorized by law in accordance with the California Genetic Information Nondiscrimination Act of 2011.

Release to Return to Work

Upon expiration of an employee's PDL or family care and medical leave taken for his/her own serious health condition, the employee shall present certification from the health care provider that he/she is able to resume work.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

The certification from the employee's health care provider shall address the employee's ability to perform the essential functions of his/her job.

Rights to Reinstatement

Upon granting an employee's request for PDL or FMLA/CFRA leave, the State Administrator/Superintendent or designee shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. (Government Code 12945.2; 2 CCR 11043, 11089; 29 USC 2614)

However, the district may refuse to reinstate an employee returning from FMLA or CFRA leave to the same or a comparable position if all of the following apply: (Government Code 12945.2; 2 CCR 11089; 29 USC 2614)

1. The employee is a salaried "key employee" who is among the highest paid 10 percent of district employees who are employed within 75 miles of the employee's worksite.
2. The refusal is necessary to prevent substantial and grievous economic injury to district operations.
3. The district informs the employee of its intent to refuse reinstatement at the time it determines that the refusal is necessary, and the employee fails to immediately return to service.

(cf. 4117.3 - Personnel Reduction)

(cf. 4217.3 - Layoff/Rehire)

The district may also refuse to reinstate an employee to the same or a comparable position if the FMLA/CFRA leave was fraudulently obtained by the employee. (2 CCR 11089; 29 CFR 825.216)

The district may refuse to reinstate an employee to the same position after taking PDL if, at the

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time the reinstatement is requested, the employee would not otherwise have been employed in that position for legitimate business reasons unrelated to the employee's PDL. (2 CCR 11043)

Maintenance of Benefits/Failure to Return from Leave

During the period when an employee is on PDL or family care and medical leave, he/she shall maintain his/her status with the district and the leave shall not constitute a break in service for purposes of longevity, seniority under any collective bargaining agreement, or any employee benefit plan. (Government Code 12945.2; 2 CCR 11092; 29 USC 2614)

For up to a maximum of four months for PDL and 12 work weeks for other family care and medical leave, the district shall continue to provide an eligible employee the group health plan coverage that was in place before he/she took the leave. The employee shall reimburse the district for premiums paid during the leave if he/she fails to return to district employment after the expiration of all available leaves and the failure is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond his/her control. (Government Code 12945.2; 2 CCR 11044, 11092; 29 USC 2614; 29 CFR 825.213)

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

In addition, during the period when an employee is on PDL or family care and medical leave, the employee shall be entitled to continue to participate in other employee benefit plans including life insurance, short-term or long-term disability insurance, accident insurance, pension and retirement plans, and supplemental unemployment benefit plans to the same extent and under the same conditions as would apply to an unpaid leave taken for any other purpose. However, for purposes of pension and retirement plans, the district shall not make plan payments for an employee during any unpaid portion the leave period and the leave period shall not be counted for purposes of time accrued under the plan. (Government Code 12945.2; 2 CCR 11044, 11092)

Military Family Leave Resulting from Qualifying Exigencies

An eligible employee may take up to 12 work weeks of unpaid FMLA leave, during each 12-month period established by the district in the section entitled "Terms of Leave" above, for one or more qualifying exigencies while his/her child, parent, or spouse who is a military member is on covered active duty or on call to covered active duty status. (29 USC 2612; 29 CFR 825.126)

Covered active duty means duty during the deployment of a member of the regular Armed Forces to a foreign country or duty during the deployment of a member of the National Guard or Reserves to a foreign country under a call or an order to active duty in support of a contingency operation pursuant to law. (29 USC 2611; 29 CFR 825.126)

Qualifying exigencies include time needed to: (29 CFR 825.126)

1. Address issues arising from short notice deployment of up to seven calendar days from the date of receipt of call or order of short notice deployment
2. Attend military events and related activities, such as any official ceremony or family assistance program related to the covered active duty or call to covered active duty status
3. Arrange child care or attend school activities arising from the covered active duty or call to covered active duty, such as arranging for alternative child care, enrolling or transferring a child to a new school, or attending meetings
4. Make or update financial and legal arrangements to address a military member's absence
5. Attend counseling provided by someone other than a health care provider
6. Spend time (up to 15 days of leave per instance) with a military member who is on short-term, temporary, Rest and Recuperation leave during deployment
7. Attend to certain post-deployment activities, such as arrival ceremonies or reintegration briefings
8. Care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty
9. Address any other event that the employee and district agree is a qualifying exigency

The employee shall provide the State Administrator/Superintendent or designee with notice of the need for the qualifying exigency leave as soon as practicable, regardless of how far in advance such leave is foreseeable. (29 CFR 825.302)

An employee who is requesting leave for qualifying exigencies shall provide the State Administrator/Superintendent or designee with a copy of the military member's active duty orders, or other documentation issued by the military, and the dates of the service. In addition, the employee shall provide the State Administrator/Superintendent or designee with certification of the qualifying exigency necessitating the leave. The certification shall contain the information specified in 29 CFR 825.309.

The employee's qualifying exigency leave may be taken on an intermittent or reduced work or leave schedule basis. (29 CFR 825.302)

During the period of qualified exigency leave, the district's rule regarding an employee's use of

his/her accrued vacation leave and any other accrued paid or unpaid time off, as specified in the section "Use/Substitution of Paid Leave" above, shall apply.

Military Caregiver Leave

The district shall grant an eligible employee up to a total of 26 work weeks of leave during a single 12-month period, measured forward from the first date the leave is taken, to care for a covered servicemember with a serious illness or injury. In order to be eligible for such military caregiver leave, the employee must be the spouse, son, daughter, parent, or next of kin of the covered servicemember. This 26-week period is not in addition to, but rather is inclusive of, the 12 work weeks of leave that may be taken for other FMLA qualifying reasons. (29 USC 2611, 2612; 29 CFR 825.127)

Covered servicemember may be: (29 CFR 825.127)

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran

Son or daughter of a covered servicemember means the biological, adopted, or foster child, stepchild, legal ward, or a child of any age for whom the covered servicemember stood in loco parentis. (29 CFR 825.127)

Parent of a covered servicemember means the covered servicemember's biological, adopted, step, or foster parent, or any other individual who stood in loco parentis to the covered servicemember (except "parents in law"). (29 CFR 825.127)

Next of kin means the nearest blood relative to the covered servicemember, or as designated in writing by the covered servicemember. (29 USC 2611, 2612)

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. (29 USC 2611; 29 CFR 825.127)

Serious injury or illness means: (29 USC 2611; 29 CFR 825.127)

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1. For a current member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty, or that existed before the beginning of the member's active duty and was aggravated by the member's service in the line of duty while on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. For a veteran, an injury or illness incurred or aggravated by the member's service in the line of duty on active duty in the Armed Forces, including the National Guard or Reserves, that manifested itself before or after the member became a veteran and that is at least one of the following:
 - a. A continuation of a serious injury or illness incurred or aggravated while the veteran was a member of the Armed Forces and rendered him/her unable to perform the duties of his/her office, grade, rank, or rating
 - b. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs (VA) Service-Related Disability Rating of 50 percent or greater, based wholly or partly on that physical or mental condition
 - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of one or more disabilities related to his/her military service or that would do so but for treatment received by the veteran
 - d. An injury, including a psychological injury, on the basis of which the veteran has been enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers

The employee shall provide reasonable and practicable notice of the need for the leave in accordance with the procedures in the section entitled "Request for Leave" above.

An employee requesting leave to care for a covered servicemember with a serious injury or illness shall provide the State Administrator/Superintendent or designee with certification from an authorized health care provider of the servicemember that contains the information specified in 29 CFR.825.310.

The leave may be taken intermittently or on a reduced work or leave schedule when medically necessary. An employee taking military caregiver leave in combination with other leaves pursuant to this administrative regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period. (29 USC 2612)

The State Administrator/Superintendent or designee shall provide the following notifications regarding state and federal law related to PDL or FMLA/CFRA leave:

1. General Notice: Information explaining the provisions of the FEHA/PDL and FMLA/CFRA and employee rights and obligations shall be posted in a conspicuous place on district premises, or electronically, and shall be included in employee handbooks. (2 CCR 11049, 11095; 29 USC 2619)

The general notice shall also explain an employee's obligation to provide the State Administrator/Superintendent or designee with at least 30 days notice of the need for the requested leave, when the need is reasonably foreseeable at least 30 days prior to the start of the leave. (2 CCR 11050, 11091)

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

2. Eligibility Notice: When an employee requests leave, including PDL, or when the State Administrator/Superintendent or designee acquires knowledge that an employee's leave may be for an FMLA/CFRA qualifying reason, the State Administrator/Superintendent or designee shall, within five business days, provide notification to the employee of his/her eligibility to take such leave. (2 CCR 11049, 11091; 29 CFR 825.300)

3. Rights and Responsibilities Notice: Each time the eligibility notice is provided to an employee, the State Administrator/Superintendent or designee shall provide written notification explaining the specific expectations and obligations of the employee, including any consequences for a failure to meet those obligations. Such notice shall include, as applicable: (29 CFR 825.300)

a. A statement that the leave may be designated and counted against the employee's annual FMLA/CFRA leave entitlement and the appropriate 12-month entitlement period, if qualifying

b. Any requirements for the employee to furnish medical certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status and the consequences of failing to provide the certification

c. The employee's right to use paid leave, whether the district will require use of paid leave, conditions related to any use of paid leave, and the employee's entitlement to take unpaid leave if the employee does not meet the conditions for paid leave

d. Any requirements for the employee to make premium payments necessary to maintain health benefits, the arrangement for making such payments, and the possible consequences of

failure to make payments on a timely basis

e. The employee's status as a "key employee" if applicable, potential consequence that restoration may be denied following the FMLA leave, and explanation of the conditions required for such denial

f. The employee's right to maintenance of benefits during the leave and restoration to the same or an equivalent job upon return from leave

g. The employee's potential liability for health insurance premiums paid by the district during the employee's unpaid FMLA leave should the employee not return to service after the leave

Any time the information provided in the above notice changes, the State Administrator/Superintendent or designee shall, within five business days of his/her receipt of an employee's first notice of need for leave, provide the employee with a written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

4. Designation Notice: When the State Administrator/Superintendent or designee has information (e.g., sufficient medical certification) to determine whether the leave qualifies as FMLA/CFRA leave, he/she shall, within five business days, provide written notification designating the leave as FMLA/CFRA qualifying or, if the leave will not be so designated, the reason for that determination. (2 CCR 11091; 29 CFR 825.300)

If the amount of leave needed is known, the notice shall include the number of hours, days, or weeks that will be counted against the employee's FMLA/CFRA entitlement. If it is not possible to provide that number at the time of the designation notice, notification shall be provided of the amount of leave counted against the employee's entitlement upon request by the employee and at least once in every 30-day period if leave was taken in that period. (29 CFR 825.300)

If the district requires paid leave to be used during an otherwise unpaid family care and medical leave, the notice shall so specify. If the district requires an employee to present a release to return to work certification that addresses the employee's ability to perform the essential functions of the job, the notice shall also specify that requirement. (2 CCR 11091, 11097; 29 CFR 825.300)

Any time the information provided in the designation notice changes, the State Administrator/Superintendent or designee shall, within five business days, provide the employee with written notice referencing the prior notice and describing any changes to the notice. (29 CFR 825.300)

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Records

The State Administrator/Superintendent or designee shall maintain records pertaining to an individual employee's use of family care and medical leave in accordance with law. (Government Code 12946; 29 USC 2616; 42 USC 2000ff-1; 29 CFR 825.500)

Legal Reference:

EDUCATION CODE

44965 Granting of leaves of absence for pregnancy and childbirth

FAMILY CODE

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

300 Validity of marriage

GOVERNMENT CODE

12926 Fair employment and housing act, definitions

12940 Unlawful employment practices

12945 Pregnancy; childbirth or related medical condition; unlawful practice

12945.1-12945.2 California Family Rights Act

12946 Fair Employment and Housing Act: discrimination prohibited

CODE OF REGULATIONS, TITLE 2

11035-11051 Sex discrimination: pregnancy, childbirth and related medical conditions

11087-11098 California Family Rights Act

UNITED STATES CODE, TITLE 1

7 Definition of marriage

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act of 1993, as amended

UNITED STATES CODE, TITLE 42

2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008

CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.800 Family and Medical Leave Act of 1993

COURT DECISIONS

United States v. Windsor, (2013) 699 F.3d 169

Faust v. California Portland Cement Company, (2007) 150 Cal.App.4th 864

Tellis v. Alaska Airlines, (9th Cir., 2005) 414 F.3d 1045

Management Resources:

FEDERAL REGISTER

The Family and Medical Leave Act; Final Rule; February 6, 2013. Vol. 78, No. 25, pages 8903-8947

U.S. DEPARTMENT OF LABOR PUBLICATIONS

Military Family Leave Provisions of the FMLA Frequently Asked Questions and Answers

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WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Labor, FMLA: <http://www.dol.gov/whd/fmla>

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Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 18, 2015

King City, California

Personnel

Staff Development

The State Administrator/Governing Board recognizes that classified staff does essential work that supports a healthy school environment and the educational program. Classified staff shall have opportunities to participate in staff development activities in order to improve job skills, learn best practices, retrain as appropriate in order to meet changing conditions in the district, and/or enhance personal growth.

- (cf. 3100 - Budget)
- (cf. 3350 - Travel Expenses)
- (cf. 4200 - Classified Personnel)
- (cf. 4261.3 - Professional Leaves)

The State Administrator/Superintendent or designee shall involve classified staff, site and district administrators, and others, as appropriate, in the development of the district's staff development program. He/she shall ensure that the district's staff development program is aligned with district goals, school improvement objectives, the local control and accountability plan, and other district and school plans.

- (cf. 0000 - Vision)
- (cf. 0200 - Goals for the School District)
- (cf. 0420 - School Plans/Site Councils)
- (cf. 0420.1 - School-Based Program Coordination)
- (cf. 0460 - Local Control and Accountability Plan)
- (cf. 0520.2 - Title I Program Improvement Schools)
- (cf. 0520.3 - Title I Program Improvement Districts)

Staff development may address general workplace skills and/or skills and knowledge specific to the duties of each classified position, including, but not limited to, the following topics: (Education Code 45391)

1. Student learning and achievement
 - a. How paraprofessionals can assist teachers and administrators to improve the academic achievement of students
 - b. Alignment of curriculum and instructional materials with Common Core State Standards
 - c. The management and use of state and local student data to improve student learning

d. Best practices in appropriate interventions and assistance to at-risk students

- (cf. 4222 - Teacher Aides/Paraprofessionals)
- (cf. 5121 - Grades/Evaluation of Student Achievement)
- (cf. 5123 - Promotion/Acceleration/Retention)
- (cf. 5149 - At-Risk Students)
- (cf. 6011 - Academic Standards)
- (cf. 6141 - Curriculum Development and Evaluation)
- (cf. 6143 - Courses of Study)
- (cf. 6161.1 - Selection and Evaluation of Instructional Materials)
- (cf. 6162.5 - Student Assessment)
- (cf. 6162.51 - State Academic Achievement Tests)

2. Student and campus safety

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 3515.3 - District Police/Security Department)
- (cf. 3515.5 - Sex Offender Notification)
- (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
- (cf. 4119.43/4219.43/4319.43 - Universal Precautions)
- (cf. 4157/4257/4357 - Employee Safety)
- (cf. 4158/4258/4358 - Employee Security)
- (cf. 5131 - Conduct)
- (cf. 5131.2 - Bullying)
- (cf. 5137 - Positive School Climate)
- (cf. 5138 - Conflict Resolution/Peer Mediation)
- (cf. 5145.9 - Hate-Motivated Behavior)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)

3. Education technology, including management strategies and best practices regarding the use of education technology to improve student performance

- (cf. 0440 - District Technology Plan)
- (cf. 1114 - District-Sponsored Social Media)
- (cf. 4040 - Employee Use of Technology)
- (cf. 6163.4 - Student Use of Technology)

4. School facility maintenance and operations, including new research and best practices in the operation and maintenance of school facilities, such as green technology and energy efficiency, that help reduce the use and cost of energy at school sites

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

5. Special education, including best practices to meet the needs of special education students and to comply with any new state and federal mandates

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

6. School transportation and bus safety

- (cf. 3540 - Transportation)
- (cf. 3541- Transportation for School-Related Trips)
- (cf. 3541.2 - Transportation for Students with Disabilities)
- (cf. 3542 - Bus Drivers)
- (cf. 3543 - Transportation Safety and Emergencies)

7. Parent involvement, including ways to increase parent involvement at school sites

- (cf. 1240 - Volunteer Assistance)
- (cf. 6020 - Parent Involvement)

8. Food service, including new research on food preparation to provide nutritional meals and food management.

- (cf. 3550 - Food Service/Child Nutrition Program)
- (cf. 3551 - Food Service Operations/Cafeteria Fund)
- (cf. 3555 - Nutrition Program Compliance)

9. Health, counseling, and nursing services

- (cf. 5141 - Health Care and Emergencies)
- (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)
- (cf. 5141.3 - Health Examinations)
- (cf. 5141.52 - Suicide Prevention)
- (cf. 5141.6 - School Health Services)
- (cf. 6164.2 - Guidance/Counseling Services)

10. Environmental safety, including pesticides and other possibly toxic substances so that they may be safely used at school sites

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 3514.2 - Integrated Pest Management)
(cf. 6161.3 - Toxic Art Supplies)

For classroom instructional aides or other classified staff involved in direct instruction of students, staff development activities may also include academic content of the core curriculum, teaching strategies, classroom management, or other training designed to improve student performance, conflict resolution, and relationships among students. Such professional learning opportunities shall be evaluated based on criteria specified in Education Code 44277 and BP 4131 - Staff Development.

The district's staff evaluation process may be used to recommend additional individualized staff development for individual employees.

(cf. 4215 - Evaluation/Supervision)

The State Administrator/Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

41530-41533 Professional Development Block Grant

44032 Travel expense payment

45380-45387 Retraining and study leave (classified employees)

45390-45392 Professional development for classified school employees

52060-52077 Local control and accountability plan

56240-56245 Staff development; service to persons with disabilities

GOVERNMENT CODE

3543.2 Scope of representation of employee organization

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No. 804, 14 PERC P21, 085

Management Resources:

WEB SITES

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

California School Employees Association: <http://www.csea.com>

(10/98 7/05) 12/13

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 18, 2015

King City, California

Students

GRADES/EVALUATION OF STUDENT ACHIEVEMENT

Written report cards displaying students' grades in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance.

(cf. 6020 - Parent Involvement)

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

(cf. 5123 -Promotion/Acceleration/Retention)

For each student in grades 9-12, the State Administrator/Superintendent or designee shall maintain a transcript recording the courses taken, the term that each course was taken, credits earned, final grades, and date of graduation.

(cf. 5125 - Student Records)

(cf. 6146.1 - High School Graduation Requirements)

Grades for Achievement

Grades for achievement shall be reported for each grading period as follows:

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(0-59%)	Little or No Achievement	0 grade points
I		Incomplete	0 grade points

An Incomplete shall be given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F.

Because of the more rigorous nature of Advanced Placement, honors, and concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows:

A	(90-100%)	Outstanding Achievement	5.0 grade points
B	(80-89%)	Above Average Achievement	4.0 grade points
C	(70-79%)	Average Achievement	3.0 grade points

(cf. 6141.5 - Advanced Placement)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6172.1 - Concurrent Enrollment in College Classes)

At no time shall extra grade weighting be provided as a result of a student's performance on certain tests and/or examinations; including, but not limited to: Advanced Placement (AP), California High School Exit Examination (CAHSEE), and Content Standards Tests (CST).

Grades for Physical Education

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

(cf. 6142.7 - Physical Education)

If a student is excused from a physical education class due to medical (and/or religious) reasons, an alternative means for acquiring the required P.E. credit shall be provided. Medical excuses shall be provided by a licensed physician.

Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests. (5 CCR 10060)

High school students may use interscholastic athletic participation to fulfill physical education requirements, as authorized by Education Code 51242; and may be graded on this participation provided that a district-employee, credentialed to teach physical education, supervises this participation and assigns the grade. A district physical education committee will determine the methods of determining the amount of supervised interscholastic athletic participation needed for a grade to be assigned.

(cf. 6145.2 - Athletic Competition)

Grades for College Courses

When the district has approved a student to receive district credit for coursework completed at a community college or four-year college, he/she shall receive the same letter grade as is granted by the college.

Grades for Citizenship, Study Skills, and Effort

Grades for citizenship, study skills, and effort shall be reported as follows:

O	Outstanding
S	Satisfactory
N	Needs Improvement

Pass/Fail Grading

The State Administrator/Superintendent or designee may identify courses or programs for which students may, with parent/guardian permission, elect to earn a Pass or Fail grade instead of a A-F letter grade.

Students who receive a Pass grade shall acquire the appropriate semester units of credit for the course. The grade shall not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a Fail grade shall not receive credit for taking the course.

Repeating Classes

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course.

The highest grade received shall be used in determining the student's overall grade point average (GPA).

Withdrawal from Classes

A student who drops a course during the first six weeks of the grading period may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the grading period shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

Effect of Absences on Grades

Teachers who withhold class credit because of excessive unexcused absences shall so inform students and parents/guardians at the beginning of the school year or semester. Each time an unexcused absence occurs the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences. When a student has 4 unexcused absences a phone call and/or meeting will be arranged with the parent.

(cf. 5113 - Absences and Excuses)

The student and parent/guardian shall have a reasonable opportunity to explain the absences.
(Education Code 49067)

If a student receives a failing grade because of excessive unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences.
(Education Code 49067)

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date the student left school
2. A verified court appearance or related court-ordered activity

(cf. 6173.1 - Education for Foster Youth)

Grade Point Average

The State Administrator/Superintendent or designee shall calculate each student's GPA using the grade points assigned to each letter grade in accordance with the scale described in the section "Grades for Achievement" above. The grade points for all applicable coursework shall be totaled and divided by the number of courses completed.

(cf. 5126 - Awards for Achievement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

When plus and minus designations are added to letter grades, they shall not be considered in determining GPA. Plus designations are limited to B+, C+, D+, and minus designations are limited to A-, B-, C-, D-.

(7/02 11/03) 7/09

Each academic year, the State Administrator/Superintendent or designee shall provide to the Student Aid Commission the GPA of all district students in grade 12, except for students who have opted out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9)

(11/03 7/09) 7/15

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 18, 2015

King City, California

Students

Bullying

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 6020 - Parent Involvement)

As appropriate, the State Administrator/Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. 1020 - Youth Services)

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

(cf. 5137 - Positive School Climate)
(cf. 6164.2 - Guidance/Counseling Services)

The district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6163.4 - Student Use of Technology)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.94 - History-Social Science Instruction)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

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

Based on an assessment of bullying incidents at school, the State Administrator/Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the State Administrator/Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

As appropriate, the State Administrator/Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

The State Administrator/Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

Complaints and Investigation

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the State Administrator/Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
32282 Comprehensive safety plan
32283.5 Bullying; online training
35181 Governing board policy on responsibilities of students
35291-35291.5 Rules
48900-48925 Suspension or expulsion
48985 Translation of notices
52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime
647 Use of camera or other instrument to invade person's privacy; misdemeanor
647.7 Use of camera or other instrument to invade person's privacy; punishment
653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094
Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

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

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

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

Common Sense Media: <http://www.commonsensemedia.org>

National School Safety Center: <http://www.schoolsafety.us>

ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>

U.S. Department of Education: <http://www.ed.gov>

(4/13 10/14) 7/15

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 18, 2015

King City, California

Board Bylaws

Remuneration and Reimbursement

Remuneration

OPTION 2: Each member of the Governing Board may receive a monthly compensation of \$240.00. (Education Code 35120)

Board members are not required to accept payment for meetings attended. Board members may select to donate all or any portion of their monthly compensation to a scholarship to benefit a graduating Senior from the South Monterey County Joint Union High School District. After officially assuming office as a Board of Education member, and after each annual organization meeting, each individual will complete the necessary paperwork to inform the school district of their intention. This designation may be changed at the annual organization meeting.

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)

Attendance at a meeting is defined as being present for the complete meeting or for at least 60% of time the meeting was officially in session.

Student Board members shall receive no compensation for meetings attended. (Education Code 35012)

(cf. 9150 - Student Board Members)

Reimbursement of Expenses

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)

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.

The rate of reimbursement shall be the same rate in effect for District personnel.

Meals:

- Shall be reimbursed to a maximum of \$60.00 per day for overnight trips only
- No reimbursement for meals for single day trips
- There is no reimbursement for alcohol or in room refreshment bars
- When receipts are not available, the Board shall be reimbursed one half the per diem for meals for multiple day trips

Hotels:

- Shall not exceed \$200.00 per night without prior approval

Mileage:

- Shall be reimbursed to the event and back at the current IRS established rate

Flights:

- The least expensive flights shall be secured
- Shall be paid for at the coach rate

Parking:

- Shall not exceed \$15.00 per day

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>

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Bylaw

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: November 18, 2015

King City, California