

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

Wednesday, October 19, 2016

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

**VISION**

South Monterey County Joint Union High School District is a progressive academic learning community that is committed to life-long educational success

**MISSION**

South Monterey County Joint Union High School District inspires and empowers all students with the knowledge and skills necessary to achieve their full potential to succeed as responsible and productive citizens

BOARD OF EDUCATION

Paulette Bumbalough - President

Joe Santibanez - Clerk

David Gaboni - Member

Paul Dake – Member

Leslie Girard - Member

SUPERINTENDENT

Daniel Moirao, Ed.D.

STUDENT BOARD MEMBER

Daniela Cervantes - GHS

Dusty Miller - KCHS

OPEN SESSION: 5:25 PM

A. CALL TO ORDER

B. PUBLIC COMMENT

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

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

CLOSED SESSION: 5:30 PM

A. Public Employment

B. Employee Discipline/Dismissal/Release/Complaint

C. Negotiations with Employee Organizations and Litigation Settlements

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 MEMBERS COMMENT

- F. PUBLIC COMMENT: *Unless otherwise determined by the Board/State Administrator, each person is limited to 3 (three) minutes. If a large number wish to speak on a specific item, there is a limit of 20 minutes total input on an item. For matters that are not listed on the agenda, the Board may refer the matter to the Superintendent or designee, or take it under advisement, but shall not take action at that time except as allowed by law.*

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

G. REPORT FROM SUPERINTENDENT

H. APPROVAL OF AGENDA

I. PRESENTATION

1. King City High School Student

J. EMPLOYEE ORGANIZATIONS

K. CONSENT AGENDA

1. Approval of Minutes: September 20, September 21, and September 27, 2016 (Pages 1-14)
2. Approval of Personnel Report Dated October 19, 2016 (**Claudia Arellano, Sr. Director Human Resources**)
3. Approval of Accounts Payable Warrants – September, 2016 (**Russell Miller, Interim CBO**) (Pages 15-25)
4. Approval of Purchase Orders – September, 2016 (**Russell Miller, Interim CBO**) (Pages 26-31)
5. Approval to Extend the Contract with Deborah Bell, SLP to Perform an Augmentative Alternative Communication Assessment (**Steve James, Ed.D., Director of Alternative Placement for Student Success**) (Pages 32-35)
6. Approval to Extend the MOU Between the SMCJUHSD and MCOE Transportation Department to Provide Transportation Services (**Daniel Moirao, Ed.D., Superintendent**) (Pages 36-37)
7. Approval of the GHS and KCHS Agricultural Career Technical Education Incentive Grant for 2016-2017 (**Daniel Moirao, Ed.D., Superintendent**) (Pages 38-40)
8. Approval to Extend the Contract for Consulting Services with Susan Brooks (**Russell Miller, Interim CBO**) (Pages 41-43)

L. CONSENT ITEMS REMOVED FOR COMMENT/QUESTIONS

M. PUBLIC HEARING

1. Sufficiency of Instructional Materials for the 2016-2017 School Year
2. Increase Developer Fees

N. INFORMATION ITEMS

1. Unification Update (**Daniel Moirao, Ed.D., Superintendent**)
2. Proposition 39 Project Update (**Russell Miller, Interim CBO**) (Pages 44-46)
3. Revenue and Expense Report for 2016-2017 (**Russell Miller, Interim CBO**) (Pages 47-53)
4. Cash Flow Summary Report for 2016-2017 (thru September, 2016) (**Russell Miller, Interim CBO**) (Pages 54-66)

5. Site Enrollment, Attendance and Referral Statistics (**Russell Miller, Interim CBO**) (Pages 67-82)
6. Williams Facility Report – Greenfield High School (**Diane Miller, Director of MOTF**) (Pages 83-87)
7. Board Meetings and Study Session Dates for 2017 (**Daniel Moirao, Ed.D., Superintendent**) (Pages 88-89)
8. Board Policies – First Reading (**Daniel Moirao, Ed.D., Superintendent**) (Pages 90-125)
  - AR 4115 – Personnel (revised)
  - AR 4222 – Teacher Aides/Paraprofessionals (revised)
  - BP 5116.1 – Intradistrict Open Enrollment (revised)
  - BP 5121 – Grades/Evaluation of Student Achievement (revised)
  - AR 5121 – Grades/Evaluation of Student Achievement (revised)
  - BP 5131.62 – Tobacco (revised)
  - AR 6158 – Independent Study (revised)

O. ACTION ITEMS

1. Approval of Resolution 07:16/17 Sufficiency of Instructional Material for the 2016-2017 School Year (**Diana Jimenez, Director of Educational Services**) (Pages 126-147)
2. Approval to Surplus Damaged Books from GHS (**Diana Jimenez, Director of Educational Services**) (Pages 148-149)
3. Approval to Surplus Items (**Diane Miller, Director of MOTF**) (Page 150)
4. Approval of Resolution 08:16/17 Adoption of School Facilities Fees (Increase Developer Fees) (**Russell Miller, Interim CBO**) (Pages 151-160)
5. Approval of the Donation \$2,000 from Edwin Copley to Greenfield High School (**Daniel Moirao, Ed.D., Superintendent**) (Page 161)
6. Approval of the \$4,000 Donation from the Mark & Carolyn Guidry Foundation to King City High School (**Daniel Moirao, Ed.D., Superintendent**) (Pages 162-163)
7. Approval for the KCHS Boys and Girls Varsity Cross Country Team to compete in two Overnight Events (**Ralph Rianda, Athletic Director**) (Page 164)
8. Approval of Contract with Dave Long & Associates for Superintendent Search (**Daniel Moirao, Ed.D., Superintendent**) (Pages 165-168)
9. Approval of Memorandum of Collaboration Between the SMCJUHSD and Second Start Learning Disabilities Programs Inc. (**Steve James, Ed.D., Director of Alternative Placement for Student Success**) (Pages 169-170)
10. Approval of Program Improvement Year 5 LEA Plan Evidence of Progress (**Diana Jimenez, Director of Educational Services**) (Pages 171-180)
11. Approval of Contract Chief Business Official (**Daniel Moirao, Ed.D., Superintendent**) (Pages 181-188)
12. Approval of Agreement with CSUMB for Students to be able to so Service Learning at GHS (**Daniel Moirao, Ed.D., Superintendent**) (Pages 189-197)
13. Approval of Resolution 09:16/17 National Bullying Month (**Daniel Moirao, Ed.D., Superintendent**) (Pages 198-199)
14. Board Policies – Second Reading (**Daniel Moirao, Ed.D., Superintendent**) (Pages 200-250)
  - BP 0450 - Comprehensive Safety Plan (revised)
  - AR 0450 - Comprehensive Safety Plan (revised)
  - BP 0520.2 - Title I Program Improvement School (revised)
  - AR 0520.2 - Title I Program Improvement School (revised)
  - BP 0520.3 - Title I Program Improvement District (revised)
  - BP 3513.3 - Tobacco – Free Schools (revised)
  - AR 3516.3 - Earthquake Emergency Procedure System (revised)
  - BP 3553 - Free and Reduced Price Meals (revised)
  - AR 3553 - Free and Reduced Price Meals (revised)
  - BP 3555 - Nutrition Program Compliance (revised)
  - BP 4112.2 - Certification (revised)
  - BP 4113 - Personnel (new)
  - AR 4113 - Personnel (new)

P. PROMOTING DISTRICT

- Q. FUTURE AGENDA ITEMS/MEETING DATES
  - November 9, 2016 (tentative) – Regular Board Meeting – Greenfield High School
  - November 15, 2016 – Board Study Session – King City
  - December 14, 2016 – Regular Board Meeting – King City
  - December 19, 2016 - Board Study Session – King City
  
- R. SIGNING OF PAPERS
  
- S. ADJOURNMENT (TO CLOSED SESSION) (if required)

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

Tuesday, September 20, 2016

Minutes

BOARD OF EDUCATION

Paulette Bumbalough – President - Present  
Joe Santibanez – Clerk - Present  
Leslie Girard – Member - Present  
David Gaboni – Member - Present  
Paul Dake – Member - Present

SUPERINTENDENT

Daniel Moirao, Ed.D. - Present

OPEN SESSION:

Call to Order

Paulette Bumbalough called the meeting to order at 5:34 PM

Flag Salute

Paulette Bumbalough led in the flag salute.

Public Comment

There were not any comments from the public.

INFORMATION

Superintendent's Evaluation Template Review and Discussion

Dr. Moirao and the board reviewed a draft of the superintendent's evaluation template. Suggested changes were discussed.

Adjournment

Paulette Bumbalough adjourned the meeting at 7:51 PM.

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Paulette Bumbalough, Board President

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Date

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

Wednesday, September 21, 2016

Minutes

BOARD OF EDUCATION

Paulette Bumbalough – President - Present  
Joe Santibanez – Clerk - Present  
David Gaboni – Member - Present  
Paul Dake – Member - Present  
Leslie Girard – Member - Present

SUPERINTENDENT

Daniel Moirao, Ed.D. - Present

STUDENT BOARD MEMBER

Daniela Cervantes – GHS - Present  
Dusty Miller - KCHS

OPEN SESSION:

Call to Order

Paulette Bumbalough called the meeting to order at 5:31 PM.

Public Comment

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

CLOSED SESSION: 5:30 PM

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

OPEN SESSION: 6:30 PM

Call to Order

Paulette Bumbalough called the meeting to order at 6:30 PM.

Flag Salute

Paulette Bumbalough led in the flag salute.

Report of Closed Session Actions

Paulette Bumbalough said the Board accepted the personnel report.

Student Board Member Report

Daniela Cervantes said today was the first issue of The Bruin's Eye, this is the first edition in 10 years. The GHS prom will be held on April 29, 2017 on San Francisco Bay. They have done fundraising for the prom, they have made \$3,000. There will be a blood drive on November 12.

Paulette Bumbalough welcomed Daniela Cervantes and complimented the journalism students for putting together the "The Bruin's Eye."

Board Member Comment

Leslie Girard apologized for not attending the GHS back-to-school night. As a result of the smoke from the Soberanes fire it was aggravating her asthma. She said she is not familiar with GHS and will be contacting Mr. Lynch for a tour.

Paul Dake said he attended the KCHS FFA event, the tri tip dinner was excellent. He also attended a Greenfield Union School District board meeting. He said Scott Smith has left to be a superintendent in Cayucos. They talked about building projects with DSA and the modernization at Mary Chapa School. Proposition 51 could help Greenfield Union School District in their projects and possibility matching funds.

David Gaboni said he attended a training on Proposition 55. He also attended America Reads on September 7 which was sponsored by the Panetta Institute. Volunteers have accumulated 32,000 hours of volunteer reading hours, it was a good turnout.

Joe Santibanez attended the GHS back to school night. He was very pleased to see the number of parents who turned out and were involved. He complimented the staff for a great job in organizing the event. He briefly attended the KCHS back to school night, it was also a good turnout.

Paulette Bumbalough said she attended the GHS back to school, she was pleased to see the number of parents who attend. She especially liked seeing the posters promoting the extracurricular activities. It was a great opportunity for parents to see what the school offers and she especially appreciated the availability of the translators, they did a great job.

Ms. Bumbalough said she bought one of the tri tip dinner from the KCHS FFA fundraiser. She reminded the GHS FFA students to inform the board whenever they have fundraisers.

Ms. Bumbalough said the ECHO program has started at King City High School, this is part of Girls Inc.

#### Public Comment

There were not any comments from the public.

#### Report from Superintendent

Dr. Moirao said a real shout out goes to GHS who increased by 25% in the English Standards on the SBAC results. KCHS increased by 4%. Both schools are now just about the same in student performance. This demonstrates the work our instructional coaches and teachers, who are administering and analyzing benchmark tests is having, as well as the shift in instruction.

The school sites have started their specific work on the Positive Behavior Intervention Strategies (PBIS). They are identifying their levels of response to encourage positive behavior on each campus. The teams will be rolling this out with the entire staff next week.

There will be over 100 students attending the Monterey Reads Authors in Action summit on Friday. This event is sponsored by the Panetta family.

Dr. Moirao said the district hosted an active shooter roundtable at GHS on September 12 in which participants from our feeder districts attended. This morning he met with the coordinator of the event to determine what we want to do next. It was a good meeting.

Dr. Moirao advised the board library hours will be extended at each site. Students will have a place to go after school for additional help.

Dr. Moirao said he, Diana Jimenez, and Cristina Jimenez will be visiting several high school libraries out of the area who have completed modernization of their libraries. Dr. Moirao said his goal is to upgrade our libraries so they are a better resource to our students.

#### Approval of Agenda

Motion made by David Gaboni and seconded by Paul Dake to approve the agenda with the addition of the addendum item, approval of application for exemption from the required expenditures for classroom teachers' salaries.

All board members said aye.

## PRESENTATION

### Presentation from the GHS FFA Students

Each FFA officer introduced themselves: Gissel Neri Corcoles, President; Anthony Camacho, Vice President; Jessica Ramos, Secretary; Juan Macias, Treasurer; Etzanya Pizano, reporter; Brandi Zepeda, Sentinel; Elyssa Perez, Historian; and Fatima Ruiz, Historian.

Their chapter theme is "Cultivate Success."

Their Chapter goals are: Extend notification through public relations, encourage members through extended enthusiasm, increase chapter recognition at national and state level, and increase student success at national and state level. There are 230 members in their chapter.

The officers then distributed their booklet including the calendar of events for the 2016-2017 school year. They appreciated being given the opportunity to address the board. They also announced they are having a cookie dough fundraiser at the present time.

### Presentation from GHS Journalism Students

Adrienne Lara introduced herself as the advisor for journalism. She thanked Mr. Lynch, Principal at GHS, for his vision for a newspaper and shared this with her last April. He was very enthused and fully supported the paper. Ms. Lara also thanked the staff at South County Newspapers for their support.

Belen Alvarez said she is a senior and is very excited about being part of the class and having the journalism experience. Ms. Alvarez added it gave her journalistic experience that she would not normally get in a regular English class. She was excited to go out and interview people and put it all together to see the end result. She has enjoyed the interviews she has been able to do. It was very exciting to find "The Bruin's Eye" insert in the Greenfield News today. She thanked Ms. Lara and Mr. Lynch for all of their support.

Michael Childers said he especially enjoyed taking the pictures.

Azcuenta Cardozo-Fonseca said she is a senior and was excited about journalism, for the first time was thinking about college and a career in that area. Going out to the Soberanes Fire Camp was really an eye-opening experience.

Ashley Correla said she is a senior, and went to the Soberanes Fire Camp at Patriot Park as well. She saw how many people were willing to help others even though they did not know them. She is excited to see what happens the rest of the year.

Ms. Lara said she is very proud of her class and is looking forward to the next edition which will be in October. There are 27 students in her journalism class which meets during 5<sup>th</sup> period.

Mr. Lynch said after he and Ms. Lara discussed the visions, she went out and ran with it.

### Presentation of Constructing Meaning (CM) Certificates

Dr. Moirao said the focus the last few years has been on Constructing Meaning. The teachers have to submit a lesson plan from what they have learned to their peers for review. He thanked Megan Munoz for all her hard work in the program.

Ms. Munoz said each teacher completes 20 hours of work to complete the program, and has a lesson plan reviewed by their peers.

There were 8 teachers who completed the course. Kelsey Councilman, Ag teacher from GHS was in attendance to receive her certificate.

### Employee Organizations

There were not any members of the employee organizations present.



#### CONSENT AGENDA

1. Approval of Minutes: August 16, 2016 and August 17, 2016
2. Approval of Personnel Report Dated September 21, 2016
3. Approval of Greenfield High School FFA 2016-2017 Calendar of Events Including Out of Area Events
4. Approval of Accounts Payable Warrants – August, 2016
5. Approval of Purchase Orders – August, 2016
6. Approval of Williams First Quarterly Report

Dr. Moirao said usually the items listed under the consent agenda are more of the routine items, but items can be pulled for further discussion. If board members just need clarification on an item and do not anticipate discussion they can do so after a motion and second is made. The items under action are normally items which are not routine and the board may have more questions or needing clarification of those items.

Paulette Bumbalough said she noticed along with the FFA calendar there is a budget. Does the budget need to be approved? Dr. Moirao said no, only the calendar, the budget was provided to show there are funds for the activities they want to attend.

Motion made by Leslie Girard and seconded by Joe Santibanez to approve the consent agenda.

All board members said aye.

#### Consent Items Removed for Comment/Questions

There were not any items removed for further discussion.

#### INFORMATION ITEMS

##### Report of KCHS WASC Self-Study Finding

Dr. Moirao said the WASC team will be visiting KCHS starting Sunday, October 23. Megan Munoz has been the lead in preparation for their visit. He added, she is to be congratulated for all of her hard work and guidance in preparation of the report.

Ms. Munoz distributed a copy of the KCHS WASC Self-Study to each board member.

Paulette Bumbalough asked if the team received a copy of the report ahead of time. The response was yes.

Ms. Munoz said KCHS has been working on the report since the fall of 2015. The purpose of the report is to evaluate yourself and determine if we are serving the students as best we can.

Chapter 1 covers data and profile. Chapter 2 is the progress report and looking at significant changes in the school. Chapter 3 is the accreditation and the history of the progress of the high school. Chapter 4 is the focus on learning. Chapter 5 is the action plan for further growth.

Chapter 1 indicates what we are doing well and not doing well. Ms. Munoz said the math scores have increased by 8%. Chapter 2 indicates what can we do better. A-G had gone down from 14% to 12%, the school academic culture is being looked at. What are the significant changes and why is there an increase in Special Education? The fact local control has been returned to the district was included in this chapter, and previous WASC report were reviewed. Chapter 3 covers where we expect our student to be when they graduated. We want them to be skilled, be able to converse and collaborate. Chapter 4 is the focus on learning and set priority needs. How can we help the entire staff? We look at assessments and culture. The action plan is the last chapter which cover accountability.

The visit will take place from October 23 through October 26. The board will be invited to meet with the team.

Paulette Bumbalough inquired when the last accreditation took place. The response was 3 years ago. The district was being overseen by FCMAT and the district was assigned a State Administrator at that time. The WASC

accreditation review is separate FCMAT. The question was asked how long could KCHS be accredited? The response was anywhere from 3 to 6 years.

Mr. Lynch, Principal from GHS, was asked how long his high school was accredited. His response was 6 years with a 3-year re-visit.

Dr. Moirao said because of KCHS history the team may be reluctant to give a 6-year accreditation without a 3-year re-visit.

David Gaboni said he saw on page 6 the board had been assigned focus on learning groups.

Leslie Girard asked if there are any areas the team may have issues about. Ms. Munoz said there should not be, we have looked at our current issues and it is all in the report. The report basically covers the facts and plan for correction.

Dr. Moirao said it is important to be up front.

Paulette Bumbalough asked if the accreditation team will have read the report. The response was they will have by the time the visit takes place. After the visit has taken place each visiting team member writes a report on their assigned section.

Leslie Girard asked why do they start their visit on Sunday? The response was that day gives them a chance to meet staff and members of the community before they do their actual observances and review.

Megan Munoz thanked Janet Sanchez-Matos, principal of KCHS, for leading the staff through this process.

Megan Munoz said once they receive the WASC schedule, the board will receive the schedule as well.

#### Revenue and Expense Report for 2016-2017

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

#### Cash Flow Summary Report for 2016-2017 (thru August, 2016)

There were not any questions on the cash flow.

#### Site Enrollment, Attendance, and Referral Statistics

Paul Dake said it appears on page 72, which addresses GHS discipline, the 10<sup>th</sup> graders seem to be feisty. Dr. Moirao said the principals run these reports twice a month to make an assessment. Mr. Lynch said he is not sure of the cause.

Russell Miller, interim CBO, said we should be looking at a trend. The pattern should even out over the course of the year. This report is only for the first month of school.

Paulette Bumbalough said it would be good to see month to month for trends. The board was reminded they do get their reports monthly.

#### Board Policies – First Reading

BP 0450 - Comprehensive Safety Plan (revised)

AR 0450 - Comprehensive Safety Plan (revised)

BP 0520.2 - Title I Program Improvement School (revised)

AR 0520.2 - Title I Program Improvement School (revised)

BP 0520.3 - Title I Program Improvement District (revised)

BP 3513.3 - Tobacco – Free Schools (revised)

AR 3516.3 - Earthquake Emergency Procedure System (revised)

BP 3553 - Free and Reduced Price Meals (revised)

AR 3553 - Free and Reduced Price Meals (revised)  
BP 3555 - Nutrition Program Compliance (revised)  
BP 4112.2 - Certification (revised)  
BP 4113 - Personnel (new)  
AR 4113 - Personnel (new)

Paul Dake said in Board Policy BP 0520.2, pages 90 and 112 there is reference to Program Improvement, he asked if it was still in existence. Dr. Moirao said it is based on ESSA funding, but there are new criteria. Diana Jimenez said Program Improvement will be going away soon.

Leslie Girard said in BP 3553, addressing free and reduced price meals, the meal nutrition poster needs to be visible, are they. Dr. Moirao responded yes.

#### ACTION ITEMS

Approval of Resolution 03:16/17 Designating Authorized Agent to Sign Orders

Motion made by Paul Dake and seconded by David Gaboni to approve Resolution 03:16/17 Designating Authorized Agent to Sign Orders.

Dr. Moirao said this resolution is required to designate who is authorized to sign checks. Once the CBO position is filled this resolution will come back to add that individual.

All board members said aye.

Approval of Resolution 04:16/17 Week of the School Administrator – October 9-15, 2016

Motion made by Leslie Girard and seconded by Paul Dake to approve Resolution 04:16/17, Week of the School Administrator.

Dr. Moirao said last year this recognition was changed to October from the spring. This is our acknowledgement for all of the work our administrators do.

All board members said aye.

Approval of Resolution 05:16/17 Adopting the Recalculated 2015-16 and the 2016-17 “GANN” Limit

Motion made by Leslie Girard and seconded by Joe Santibanez to approve Resolution 05:16/17 Adopting the Recalculated 2015-2016 “GANN” Limit.

Dr. Moirao said this is an annual resolution, this is a recalculation we need to do.

All board members said aye.

Approval of Contract with Deb Yates

Motion made by David Gaboni and seconded by Joe Santibanez to approve the contract with Deb Yates.

Dr. Moirao said with the loss of one of the staff members in the business office her services are needed to close the 2015-2016 year-end financial transactions.

All board members said aye.

Approval to Award Bid – KCHS Shade Structure

Motion made by David Gaboni and seconded by Leslie Girard to approve the award bid for the KCHS shade structure.

Diane Miller said we received one bid and the recommendation is to award the bid to DMC Residential. Ms. Miller said it is not unusual to receive only one bid. This particular company has just completed two successful projects for the district.

Paulette Bumbalough asked when the bid opening took place. Ms. Miller responded it was at 3:00 PM yesterday and the bid was opened at 3:10 PM. Ms. Bumbalough asked if it was publicized, the response was yes.

Leslie Girard asked where the structure would be placed. Ms. Miller responded it will be a metal shade structure which will be placed between the cafeteria and the gym at KCHS.

Dr. Moirao said GHS currently has a fabric structure, the material was replaced last year.

All board members said aye.

Approval of Resolution 06:16/17 to Support Proposition 55

Motion made by David Gaboni and seconded by Joe Santibanez to approve Resolution 06:16/17 to support Proposition 55.

Dr. Moirao said this a continuation of Proposition 30 which was passed in 2012 to help keep schools afloat as the California economy recovered from a very desperate recession. The funding from Proposition 30 is set to be reduced after this year 2016, and eliminated by 2018. This is not a new tax; it is a continuation of Proposition 30.

David Gaboni commented if Proposition 55 does not pass, \$4 billion could be cut from education.

All board members said aye.

Approval of Donation of 35 copies of the East of Eden to King City High School from the Steinbeck Center

Motion made by Paul Dake and seconded by Leslie Girard to approve the donation of 35 copies of East of Eden to KCHS.

Dr. Moirao said the KCHS teacher went out to seek the books to include it in her curriculum. The books can be shared with GHS if there is a request.

Leslie Girard said she admired the initiative of the teacher to pursue the book for her students.

All board members said aye.

Approval of Project to Inspire Contract for 2016-2017

Motion made by Leslie Girard and seconded by David Gaboni to approve Project to Inspire contract.

Dr. Moirao said the board heard about this a couple of times last year, it was discussed at CABE.

Diana Jimenez said this program is a 12-week training for parents. The program educates parents on how to foster a positive educational environment for their children, both at home and at school.

All board members said aye.

Approval of Contract with Naviance for 2016-2017

Motion made by Leslie Girard and seconded by Paul Dake to approve the contract with Naviance.

Dr. Moirao said Diana Jimenez has mentioned this program several times this year. This is a software program for counselors and will provide academic planning for students. Adjustments can be made in student courses during the 4 years they are in high school.

Paul Dake, asked if this is a 4-year curriculum. Ms. Jimenez said yes.

Paulette Bumbalough asked if this is an individual education plan and are the students involved and working with the counselor. Ms. Jimenez responded yes.

Paulette Bumbalough asked if a student needed to meet a certain English level would the program give that information. Ms. Jimenez said yes. Ms. Jimenez said once the program is in place she can give the board more information.

All board members said aye.

Approval of Contract with the Center for Teacher Innovation Induction (Riverside Office of Education)

Motion made by David Gaboni and seconded by Leslie Girard to approve the contract with Center for Teacher Innovation Induction.

Dr. Moirao said this is what use to be called the BTSA training which the county office offered to new teachers. Several years ago the district came across this program. Teachers can do part of the training on line and some is face to face. This is a contract for our teachers to participate in the program. The program is a formal, structured system of support and assessment which assists participating teachers to advance to the California Professional Clear Credential. There is no charge to the teacher, the district pays for the program.

Paulette Bumbalough asked where does the funding come. Dr. Moirao responded LCAP funding.

All board members said aye.

Approval of National Superintendents Roundtable Memorandum of Understanding Cuba Travel

Motion made by Paul Dake and seconded by Leslie Girard to approve the National Superintendents Roundtable Memorandum of Understanding Cuba Travel.

Dr. Moirao said he was one superintendent out of 25 selected from across the country to participate. The purpose of the program is to recruit potential teachers to the United States and hopefully establish a student exchange program. The delegates will learn the culture of Cuba and for a portion of the trip will stay in the home of host families.

The standard cost of the trip would be \$15,000 rather than the \$4,500. The difference is paid by the organization.

Leslie Girard asked what would be gained by the trip. Dr. Moirao said he hoped potential candidates would come to the United States to teach. Ms. Girard said some years ago there was a program similar to this.

Paulette Bumbalough congratulated Dr. Moirao for being nominated to attend.

All board members said aye.

Approval of Agreement with Cari Loete to Provide Special Education Training

Motion made by Paul Dake and seconded by Joe Santibanez to approve the agreement with Cari Loete to provide Special Education training.

Dr. Moirao said Cari Loete actually worked with the teachers and paraeducators in August.

All board members said aye.

Approval of Contract with Pinnacles Educators to Provide Consultation Services for the Special Education Department

Motion made by Leslie Girard and seconded by Paul Dake to approve the contract with Pinnacles Educators to provide consultation services for the Special Education Department.

Dr. Moirao said this is an organization we contracted with last year. There are some IEP's we need additional consultation services because of the background they have with the district.

Dr. Moirao said we have very good staff in place right now, but we may need to consult with Pinnacles Educators on several specific cases.

All board members said aye.

Approval of Contract with Melissa Tuck to Provide in-Person Speech and Language Pathology (SLP) Services  
Motion made by Leslie Girard and seconded by Joe Santibanez to approve the contract with Melissa Tuck to provide in-person speech and language pathology services.

Dr. Moirao said there are a few students who are using this speech service and have made significant gains with the on line course. If a student is having problems, there is a teacher who assists the student. There are several parents who would prefer to have a live person rather than the online program.

David Gaboni asked if we did have a speech therapist, Dr. Moirao responded yes.

Paulette Bumbalough asked, for those parents who were not in favor of the program, if they have seen the program. Dr. Moirao said they have resisted.

Paul Dake asked if speech would be phased out. Dr. Moirao said it will be reduced, we still have students who need the services.

All board members said aye.

Approval of Contract with Monarch Behavior Solutions, INC.  
Motion made by Joe Santibanez and seconded by Paul Dake to approve the contract with Monarch Behavior Solutions, Inc.

Dr. Moirao said we have used the services of this company. There is a second Special Ed student who needs to be observed per a mediation agreement.

All board member said aye.

Approval of Contract with the Law Office of Peter Sansom  
Motion made by Leslie Girard and seconded by Paul Dake to approve the contract with the Law Office of Peter Sansom.

Dr. Moirao said this is an additional legal counsel for Special Education. We currently have a student we need to have a second opinion on and this person comes very highly recommended.

Paul Dake asked if this is a new group. Dr. Moirao said he is new to us, his specialty is Special Education.

All board members said aye.

Approval of Supervised Teaching/Fieldwork Agreement Between the SMCJUHSD and the University of La Verne through its College of Education and Organizational Leadership

Motion made by Paul Dake and seconded by Leslie Girard to approve the agreement between the SMCJUHSD and the University of La Verne.

Dr. Moirao said this is an agreement for us to accept student teachers from this university.

Paul Dake asked if they are only in Southern California. Dr. Moirao said they have satellite sites which are closer. They are a good resource for future teachers.

All board members said aye.

Approval to Purchase Driver's Ed Vehicle

Motion made by David Gaboni and seconded by Paul Dake to approve the purchase of a Driver's Ed vehicle.

Dr. Moirao said the current car is 20 years' old and has broken down 3 times in the last 2 years with student drivers. The district is able to purchase a 2013 Chevrolet Cruze from JV Automobiles for \$11,500.

Joe Santibanez asked what will we do with the old vehicle. Diane Miller said staff could use the car to go between King City and Greenfield.

Diane Miller said the Chevrolet Cruze was a leased vehicle. We will need to install a passenger side break.

All board members said aye.

Approval of Unaudited Actuals for Fiscal Year 2015-2016

Motion made by Paul Dake and seconded by David Gaboni to approve the unaudited actuals.

Russell Miller said this is closing of the books for the 2015-2016 school year and the information the auditors will be reviewing in December.

Mr. Miller said on page 254 is a 3-year analysis of our unaudited actuals and the operations for those years. Our revenues have increased each year, as well as the ending fund balance. In December when the first interim is presented, it will show the changes from the current budget for the 2016-2017 school year.

Paulette Bumbalough said she would like to see priority for student learning.

David Gaboni said he saw there was an increase in certificated salaries.

Paul Dake said on page 328, under the deficiency amount, the percentage spent by the district was 48.98% and the requirement for a high school district is 50%. He asked what the consequence were for having it below the 50%.

Russell Miller said there was a change in the law a couple of years ago. The percentage amount would equate to \$214,000 we would have to pay back to the state. We are in the process of requesting a waiver from the county which we anticipate getting, this is the addendum item to this agenda. We discovered there were some coding issues.

Paul Dake asked if adjustments will be done for next year. Mr. Miller said yes, by approaching the county and requesting the waiver, the district would not be penalized.

Dr. Moirao emphasized a report has been run and we think it is a coding issue.

All board members said aye.

Board Policies – Second Reading

BP 2121 – Superintendents Contract  
AR 3314 – Payment for Goods and Services  
AR 3515.5 – Sex Offender Notification  
BP 4030 – Nondiscrimination in Employment  
AR 4112 – Appointment and Conditions of Employment  
BP 4112.21 – Interns  
BP 4112.23 (1) – Special Education Staff  
E 4112.9 – Employee Notification  
BP 4117.13 – Early Retirement Option  
AR 5141.4 (1) – Child Abuse Prevention Reporting  
BP 5146 – Married Pregnant Parenting Students  
AR 6158 – Independent Study  
AR 6171 – Title I Programs  
BB 9321 – Closed Session Purposes and Agendas  
E 9323.2 – Actions By the Board

Motion made by David Gaboni and seconded by Paul Dake to approve the board policies second reading.

All board members said aye.

Approval of Application for Exemption from the Required Expenditures for Classroom Teachers' Salaries

Motion made by Paul Dake and seconded by David Gaboni to approve the application for exemption from the required expenditures for classroom teachers' salaries.

Dr. Moirao said this request is being made as mentioned from the unaudited actuals. The district did not spend the minimum percentage of its budget on classroom teacher's salaries as required by Ed Code. To avoid paying a penalty the district must request a waiver from MCOE.

All board members said aye.

Promoting District

Paulette Bumbalough felt it would be good to mention the activities the GHS FFA student are doing. The increase in library hours should be promoted as well.

Paul Dake said The Bruin's Eye addition to the newspaper this week should be share.

David Gaboni said the trip to Cuba should be shared.

Future Agenda Items/Meeting Dates

September 27, 2016 – Board Study Session – King City  
October 18, 2016 - Board Study Session – King City  
October 19, 2016 – Regular Board Meeting – King City  
November 15, 2016 - Board Study Session – King City  
November 16, 2016 – Regular Board Meeting – Greenfield High School  
December 14, 2016 – Regular Board Meeting – King City  
December 19, 2016 - Board Study Session – King City

Signing of Papers

Dr. Moirao and the Board President signed appropriate papers.

Adjournment

Paulette Bumbalough adjourned the meeting at 8:25 PM.



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Paulette Bumbalough, Board President

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Date

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

Tuesday, September 27, 2016

Minutes

BOARD OF EDUCATION

Paulette Bumbalough – President - Present  
Joe Santibanez – Clerk - Present  
Leslie Girard – Member – Present  
David Gaboni – Member - Present  
Paul Dake – Member - Present

SUPERINTENDENT

Daniel Moirao, Ed.D. - Present

District Staff: Claudia Arellano

OPEN SESSION:

Call to Order

Joe Santibanez called the meeting to order at 5:32 PM.

Flag Salute

Joe Santibanez led in the flag salute.

Public Comment

There were not any comments from the public.

INFORMATION

Superintendent Search Presentation and Discussion

Mike Crass, from Dave Long & Associates, the firm conducting the superintendent search, reviewed their process and timelines with the board for the superintendent search.

Adjournment

Paulette Bumbalough adjourned the meeting at 6:39 PM.

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Paulette Bumbalough, Board President

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Date

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

**GOVERNING BOARD**

**SUBJECT:** Approval of Accounts Payable Warrants - September 2016      **MEETING:** October 19, 2016

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

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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 September 2016.

Recommendation:

The recommendation is to approve the accounts payable warrants for August 2016.

Fiscal Impact:

Per the 2016-2017 fiscal budget.

Submitted By:



Russell Miller  
Interim Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent

## Checks Dated 09/01/2016 through 09/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12258783	09/01/2016	A T & T CALNET 2	01-5910	CALNET		454.57
12258784	09/01/2016	Alibris	01-4200	Alibris Book Order		291.51
12258785	09/01/2016	American Acrylics USA LLC	01-4300	PLTW Materials Principals of Engineering GHS		130.40
12258786	09/01/2016	AMERICAN SUPPLY COMPANY	01-4300	School Year Cleaning Supplies		97.83
12258787	09/01/2016	AUS-WEST Lockbox	01-4300	Staff Uniforms	73.43	
			01-5800	Shop Towels and Mechanic's Coveralls	30.56	
			13-5800	Services	161.60	265.59
12258788	09/01/2016	Budget Blinds	01-5620	Window Blinds Repair/Replacment		1,247.19
12258789	09/01/2016	BUS WEST	01-4300	Parts for buses		527.99
12258790	09/01/2016	CA Assoc School Bus Off.	01-5200	CASBO training		890.00
12258791	09/01/2016	CA Janitorial Supply Corp	01-4300	Custodial Supplies		611.60
12258792	09/01/2016	CA Valued Trust	01-9513	Benefits		94,157.12
12258793	09/01/2016	Cannon Sports, Inc	01-4300	Phys. Ed Equipment		1,536.06
12258794	09/01/2016	Career Solutions, Inc	01-4200	sped materials		2,780.00
12258795	09/01/2016	CDW-G	01-4300	OPEN PO FOR TECHNOLOGY SUPPLIES	6,773.56	
			01-4400	OPEN PO FOR TECHNOLOGY EQUIPMENT	3,775.13	10,548.69
12258796	09/01/2016	CENTRAL COAST SYSTMS INC	01-5620	Alarm System Repairs		2,280.00
12258797	09/01/2016	CNC Electric & Outdoor Equip	01-4300	Landscape Materials KCHS		59.09
12258798	09/01/2016	Creative Notebook Solutions	01-4300	PLTW Engineering Core Class and Lab GHS	370.50	
				PLTW Materials CSP GHS	285.00	655.50
12258799	09/01/2016	CSBA	01-5200	Board training		760.00
12258800	09/01/2016	Culligan Water Conditioning	13-5800	Water Conditioning		85.23
12258801	09/01/2016	Dannis Woliver Kelley / DWK	01-5810	Legal		397.50
12258802	09/01/2016	DBA Woodcrafter.com	Cancelled	PLTW: Introduction to Engineering Design GHS		87.24 *
		Cancelled on 09/20/2016, Cancel Register # AP09202016				
12258803	09/01/2016	DELL MARKETING LP	01-4300	Hardrives- accidentally closed PO	4,703.33	
				Technology supplies- accidentally closed PO	4,176.37	
			01-4400	Laptops remaining bal- accidentally closed PO	1,513.47	
				Laptops- accidentally closed PO	18,637.78	29,030.95
12258804	09/01/2016	Enviroplex	25-6200	New Portables for GHS		13,876.63
12258805	09/01/2016	EWING IRRIGATION PRODUCTS	01-4300	Irrigation and Supplies		110.84
12258806	09/01/2016	Fastenal Company	01-4300	Maintenance Supplies		63.93

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 09/01/2016 through 09/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12258807	09/01/2016	Foster Farms Dairy	13-4700	Dairy / Cafeteria		960.23
12258808	09/01/2016	GRAINGER INC,W W	01-4300	Maintenance Supplies	230.99	
				Maintenance Supplies KCHS	115.31	346.30
12258809	09/01/2016	HOME DEPOT CREDIT SERVICES Dept. 32-2501271344	01-4300	Maintenance Supplies		173.75
12258810	09/01/2016	KING CITY GLASS	01-5620	Window Repairs PBHS		190.73
12258811	09/01/2016	KING CITY TRUE VALUE HARDWARE	01-4300	Maintenance Supplies		58.66
12258812	09/01/2016	LOZANO SMITH	01-5810	Lozano Smith Contract		1,226.50
12258813	09/01/2016	Mail Finance	01-5630	Postage Machine		159.02
12258814	09/01/2016	Morgan Brothers Audio	01-5620	Replacement Announcer's Microphone KCHS		316.00
12258815	09/01/2016	n2y	01-5850	sped material--severe		1,454.00
12258816	09/01/2016	NASCO	01-4300	Art Classroom Supplies	2,193.20	
				PLTW Principles of Engineering KCHS	35.82	2,229.02
12258817	09/01/2016	O'Reilly Automotive Stores,Inc	01-4300	Parts for Buses		178.98
12258818	09/01/2016	OFFICE DEPOT BUSINESS SERVICES	01-4300	DO office supplies	17.51	
				OPEN PO FOR SUPPLIES	887.34	904.85
12258819	09/01/2016	PACIFIC GAS AND ELECTRIC CO	01-5510	PGE	8.56	
			01-5520	PGE	695.28	703.84
-17- 8820	09/01/2016	PAQ Inc. DBA Food 4 Less/Rncho S Miguel	01-4300	supplies sped severe-T.Torres		40.07
12258821	09/01/2016	PARTS & SERVICE CENTER-NAPA	01-4300	Parts for Fleet		22.70
12258822	09/01/2016	PASO ROBLES TRUCK CENTER	01-4300	Parts for Buses		484.28
12258823	09/01/2016	Peninsula Business Interiors	01-4400	Furniture for Portola		157.22
12258824	09/01/2016	Property Restoration Services	01-5620	Mechanical Upgrades and Structural Repairs		106,505.57
12258825	09/01/2016	Rainbow Printing Inc/dba	01-4300	Grade Cards for Phys. Ed. Classes		473.06
12258826	09/01/2016	RG Fabrication, Inc	01-5620	Metal Working Repairs		221.19
12258827	09/01/2016	SAFEWAY INC	01-4300	Supplies for Aeries/Tech Meetings	26.54	
				Teacher and Admin Training Supplies	194.09	220.63
12258828	09/01/2016	SCHOLASTIC INC	Cancelled	Read 180 Instructional Materials	1,386.17	*
				Unpaid Sales Tax	88.96-	1,297.21
		Cancelled on 09/20/2016, Cancel Register # AP09202016				
12258829	09/01/2016	Scofield Graphics	01-5620	Signage Repairs		369.99
12258830	09/01/2016	Snap-on Industrial, dba	01-4300	Tools for Ag Mech & Engines Class.		4,990.82
12258831	09/01/2016	Southern Computer Warehouse	01-4300	PLTW TABLET SUPPLIES		4,495.40
12258832	09/01/2016	Sysco San Francisco	13-4300	Cafeteria	1,271.51	
			13-4700	Cafeteria	2,215.62	3,487.13

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Checks Dated 09/01/2016 through 09/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12258833	09/01/2016	Teter, LLP	01-5800	Architectural Service DSA Closeout Assistance KCHS	991.25	
			01-6200	Architectural Services ERP	18,785.96	
12258834	09/01/2016	UMSTEAD ELECTRIC (DBA)	01-5620	Architectural Services PBHS Lunch Shelter	7,030.00	26,807.21
12258835	09/01/2016	UNITED PARCEL SERVICE	01-5930	Electrical Repairs		170.00
12258836	09/01/2016	VALLEY SAW SHOP, dba	01-4300	UPS Services		81.97
12258837	09/01/2016	WILCO SUPPLY	01-4300	Parts for Grounds Equipment		302.60
12259874	09/08/2016	Megan L. Munoz	01-4300	Door Keys and Hardware-KCHS		1,475.91
12259875	09/08/2016	Ericka A. Radcliff	01-5200	NGSS Training		782.94
12259876	09/08/2016	Diana M. Jimenez	01-5200	NGSS Training		139.32
			01-5200	NGSS Training	262.05	
12259877	09/08/2016	Sandra Bruschi	01-5200	Professional Development Supplies	188.70	450.75
			01-5200	AP by the Sea-ENG LIT Reimbursements for S. Bruschi		2,268.44
12259878	09/08/2016	The Salinas Californian	01-5800	HR Advertizement		541.90
12259879	09/08/2016	Luke Hamilton	01-8699	Sheid Contest winner 2014-2015		350.00
12259880	09/08/2016	Luke Hamilton	01-8699	Sheid Contest winner 2015-2016		150.00
12259881	09/08/2016	Noemi Amezcua	01-8699	Sheid Contest winner		150.00
12259882	09/08/2016	Norvella Mendoza	01-8699	Sheid Contest winner		150.00
12260392	09/13/2016	A T & T CALNET 2	01-8699	Sheid Contest winner		500.00
12260393	09/13/2016	APPERSON	01-5910	CALNET		40.05
12260394	09/13/2016	APPLE COMPUTER	01-4300	Scantrons		671.91
12260395	09/13/2016	Associated Services Inc	01-4400	sped ed for severe i-pad		86.45
			01-5620	HVAC Repairs at GHS	1,802.00	
12260396	09/13/2016	AUS-WEST Lockbox	01-5800	HVAC Repairs GHS	2,707.00	4,509.00
			13-5800	Shop Towels and Mechanic's Coveralls	107.58	
12260397	09/13/2016	BSN Sports / US Communities	01-5800	Services	129.08	236.66
12260398	09/13/2016	Budget Blinds	01-4300	Diadonal Chain Set & Down Box		527.05
12260399	09/13/2016	CA Water Service Company	01-5620	Window Blinds Repair/Replacement-GHS		2,003.13
12260400	09/13/2016	CARMEL MARINA CORPORATION	01-5530	Water Fees		29.75
12260401	09/13/2016	CDW-G	01-5550	KCHS Water & Garbage		1,605.90
12260402	09/13/2016	CNC Electric & Outdoor Equip	01-4300	Toner Supplies		845.90
12260403	09/13/2016	DFE & Assocociates, Inc	01-4300	Landscape Materials KCHS		87.24
12260404	09/13/2016	EDEN RADIO, Inc	01-5800	Project Inspector: GHS New Portables		900.00
			01-4400	Two Kenwood TK3402UK/UHF		701.54
12260405	09/13/2016	Edges Electrical Group, LLC	01-4300	Multichannel radios		
12260406	09/13/2016	Fagen Friedman & Fulfrost	01-4300	Repair Parts and Supplies GHS		54.86
12260407	09/13/2016	Foster Farms Dairy	01-5810	Legal Services		1,695.00
			13-4700	Dairy / Cafeteria		891.95

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Checks Dated 09/01/2016 through 09/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12260408	09/13/2016	Gopher Sport, dba	01-4300	PE Supplies		94.81
12260409	09/13/2016	GRAINGER INC,W W	01-4300	Maintenance Supplies KCHS	23.82	
				OPEN PO FOR SUPPLIES	943.11	
			01-5620	Maintenance Supplies KCHS	316.45	1,283.38
12260410	09/13/2016	Hatch, Lincoln	01-5800	Auditorium		3,500.00
12260411	09/13/2016	Heather's Behavior Spprt Svcs	01-5800	Contracted Behavior Support services		5,000.00
12260412	09/13/2016	Houghton Mifflin Harcourt Publishing Co.	01-4300	woodcock assessment	393.09	
				woodcock iv A & B	4,199.24	4,592.33
12260413	09/13/2016	Illuminate Data & Assessment	01-5800	2016-17 Illuminate Training		750.00
12260414	09/13/2016	Jocelyn Sosa	01-8699	Dr. Mireles Scholar Athlete Scholarship	500.00	
				Greenfield Village-Overcoming Community scholarship	2,000.00	
				Knights of Columbus scholarship	500.00	3,000.00
12260415	09/13/2016	JV Ventures, Inc.	01-4300	Duplicate Keys for Vans 4 and 5		115.68
12260416	09/13/2016	KING CITY TRUE VALUE HARDWARE	01-4300	Maintenance Supplies		22.46
12260417	09/13/2016	Legacy Roofing & Waterproofing	01-5620	Reroof of Buildings F and M at KCHS		123,898.80
12260418	09/13/2016	Linda Grundhoffer	01-5800	Contracted Fiscal services		3,250.00
12260419	09/13/2016	Mathematics Vision Project	01-4100	MVP Answer Keys and Sample Assessments		3,666.00
12260420	09/13/2016	MONTEREY BAY UNIFIED AIR	01-5800	Permit#15482		370.00
12260421	09/13/2016	NorthStar Engineering Group	01-5800	Engineering Services for New GHS Portables		2,050.00
12260422	09/13/2016	OFFICE DEPOT BUSINESS SERVICES	01-4100	Math Modules 2016-17 PBHS	245.60	
			01-4300	Open PO for Office Supplies	1,360.02	
				OPEN PO FOR SUPPLIES	147.27	
				open PO sped supplies	91.13	
				Open Por for Instructional Supplies and Materials	3,222.46	
				DO office supplies	257.77	
				Referral Forms	162.19	
				refrigerator--sped	100.55	
				Teacher & Admin Training/Meeting Supplies	107.69	
				Work Permits	183.81	
				Blanket Open PO for OD-Office	250.96	
				Blanket Open PO For Office	185.36	
				Depot-Classroom		
				Classroom Items	101.51	

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

ESCAPE 

Checks Dated 09/01/2016 through 09/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12260422	09/13/2016	OFFICE DEPOT BUSINESS SERVICES	01-4300	Classroom Supplies	82.88	
				Composition Notebooks	2,227.97	
			01-5800	Parent -student packets 2016-17 KCHS	119.18	
			11-4400	dek for adult ed	304.88	8,856.69
12260423	09/13/2016	Pacific Coast Battery Srvc Inc	01-4300	Batteries for Fleet		356.79
12260424	09/13/2016	PACIFIC GAS AND ELECTRIC CO	01-5510	PGE	598.59	
			01-5520	PGE	17,868.94	18,467.53
12260425	09/13/2016	PAQ Inc. DBA Food 4 Less/Rncho S Miguel	01-4300	supplies sped severe-T.Torres		47.64
12260426	09/13/2016	PENINSULA SPORTS, INC/PSI	01-5300	PSI Admin Fees		4,275.00
12260427	09/13/2016	Project Lead The Way, Inc	01-4300	PLTW Materials KCHS	1,201.91	
			01-4400	PLTW Materials KCHS	3,382.60	4,584.51
12260428	09/13/2016	PURE WATER	01-5800	Drinking Water		269.75
12260429	09/13/2016	Rainbow Printing Inc/dba	01-4300	800 PE Cards		471.43
12260430	09/13/2016	Riddell All American	01-4300	Athletic Uniforms	4,579.07	
				Athletics supplies	1,011.98	5,591.05
12260431	09/13/2016	Robert Louis Stevenson School	01-5800	Cross Country Entry Fees		150.00
12260432	09/13/2016	SAFEWAY INC	01-4300	Teacher and Admin Training Supplies		148.68
12260433	09/13/2016	San Benito High School	01-5800	Cross Country Entry Fees		115.00
12260434	09/13/2016	SOUTH COAST REGION CATA	01-5200	Teacher Prof. Develp		420.00
12260435	09/13/2016	Sysco San Francisco	13-4300	Cafeteria	1,299.08	
			13-4700	Cafeteria	26,547.62	27,846.70
12260436	09/13/2016	UNITED PARCEL SERVICE	01-5930	UPS Services		63.62
12260437	09/13/2016	Uretsky Security	01-5800	Security Contract		15,310.00
12260438	09/13/2016	Virco Inc.	01-4400	Furniture KCHS		3,149.09
12260439	09/13/2016	WARD'S NATURAL SCIENCE	01-4300	Sciece Supplies		3,493.03
12260440	09/13/2016	WILCO SUPPLY	01-4300	Door Keys and Hardware		747.04
12260441	09/13/2016	Michelle Correa	01-8699	Sheid Writing Contest		500.00
12261197	09/15/2016	Debra J. Yates	01-5200	Year end - Travel Reimb		1,362.14
12261198	09/15/2016	Mechelle M. Gilford	01-5200	LinkCrew Training		433.08
12261199	09/15/2016	Karen J. Paparella	01-5200	Year end - Travel Reimb		963.55
12261200	09/15/2016	Rosalba Guzman	01-5200	Reimbursements for R. Guzman PLTW Training		388.94
12261201	09/15/2016	Sheraton Park Hotel	01-5200	Board Member Hotel for CSBA		174.78
12261902	09/20/2016	Ashley D. Russ	01-5200	AP by the Sea reimbursement		344.26
12261903	09/20/2016	Ana C. Vega-Aranda	01-5200	Conference fee reimb		60.00
12261904	09/20/2016	Carla A. Morris	01-4300	SPED supplies		120.05
12261905	09/20/2016	Tobias Lopez	01-5200	PLTW Training		1,201.20
12261906	09/20/2016	Violeta Acosta	01-5200	Mileage reimbursement for PD in GHS		25.27

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

ESCAPE **ONLINE**



## Checks Dated 09/01/2016 through 09/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12261907	09/20/2016	Michelle R. Muncy-Silva	01-5200	CISC Registration		450.00
12261908	09/20/2016	A T & T	01-5920	fiber optic lines		3,243.60
12261909	09/20/2016	Abacheril Fence CO	01-6200	Fencing for New GHS Relos		8,225.00
12261910	09/20/2016	Agile IT	01-5800	Email Migration		6,227.50
12261911	09/20/2016	AMERICAN SUPPLY COMPANY	01-4300	School Year Cleaning Supplies		205.15
12261912	09/20/2016	Andrews Blueprint, Inc.	01-5620	Blueprint Digitization		141.86
12261913	09/20/2016	AUS-WEST Lockbox	01-4300	Staff Uniforms	116.20	
			01-5800	Shop Towels and Mechanic's Coveralls	33.60	
			13-5800	Services	123.18	272.98
12261914	09/20/2016	B&B STEEL	01-4300	Ag Mech Supplies		428.42
12261915	09/20/2016	Budget Blinds	01-5620	Window Blinds for New Portables GHS		922.50
12261916	09/20/2016	CA Department of Justice	01-5860	Fingerprinting		512.00
12261917	09/20/2016	CA Janitorial Supply Corp	01-4300	Custodial Supplies	192.42	
				Custodial Supplies KCHS	1,473.86	1,666.28
12261918	09/20/2016	CARMEL MARINA CORPORATION	01-5550	KCHS Water & Garbage		1,046.52
12261919	09/20/2016	CASEY PRINTING, INC	01-5800	Business cards		103.05
12261920	09/20/2016	Cengage Learning	01-4100	Statistics Text Books		2,407.87
12261921	09/20/2016	Chris Houston	01-5200	Reimbursement- ACSA ACADEMY		2,510.00
12261922	09/20/2016	CITY OF GREENFIELD	01-5530	Water, Garbage, Sewer	265.48	
			01-5540	Water, Garbage, Sewer	1,120.87	
			01-5550	Water, Garbage, Sewer	2,806.92	4,193.27
12261923	09/20/2016	ConsumerMath.org	01-4300	Math Resource Books	350.60	
			01-5800	Math Resource Books	222.18	572.78
12261924	09/20/2016	CUE INC	01-5200	Professional Development		5,000.00
12261925	09/20/2016	Daktronics, Inc	01-5620	Baseball Scoreboard Retrofit		4,609.53
12261926	09/20/2016	DFE & Associates, Inc	01-5800	Project Inspection For MEP ERP Project	1,200.00	
				Project Inspector: GHS New Portables	2,400.00	3,600.00
12261927	09/20/2016	Edges Electrical Group, LLC	01-4300	Repair Parts and Supplies GHS	152.32	
				Repair Parts and Supplies KCHS	239.78	392.10
12261928	09/20/2016	EL Achieve	01-4300	Instructional Materials for Inst. Coach.		2,968.68
12261929	09/20/2016	Electronix Express	01-4300	PLTW Engineering Core Class and Lab	192.50	
				GHS		
				PLTW Engineering Core Class and Lab	350.00	542.50
				KCHS		
12261930	09/20/2016	Fastenal Company	01-4300	Maintenance Supplies		37.09
12261931	09/20/2016	Foster Farms Dairy	13-4700	Dairy / Cafeteria		749.82
12261932	09/20/2016	GRAINGER INC,W W	01-5620	Maintenance Supplies KCHS		124.05
12261933	09/20/2016	Houghton Mifflin Harcourt Publishing Co.	01-4200	Read 180 Consumables	2,075.46	

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 09/01/2016 through 09/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12261933	09/20/2016	Houghton Mifflin Harcourt Publishing Co.	01-4200	Workbooks	710.30	2,785.76
12261934	09/20/2016	JK Architects, Inc.	01-5800	Architectural Services Aud Reroof	4,920.00	
				Architectural Services Fence KCHS	2,060.00	6,980.00
12261935	09/20/2016	Kelly Moore Paint Company	01-4300	Paint and Sundries		1,396.13
12261936	09/20/2016	KING CITY GLASS	01-5620	Window Repairs		105.10
12261937	09/20/2016	KING CITY INDUSTRIAL SUPPLY	01-4300	Parts and Supplies		63.23
12261938	09/20/2016	KING CITY TRUE VALUE HARDWARE	01-4300	Maintenance Supplies		156.57
12261939	09/20/2016	Kristi Vieyra	01-5800	SPED services		2,800.00
12261940	09/20/2016	Marriott Riverside	01-5200	CASC Conference		314.97
12261941	09/20/2016	MATRANGA WHOLESALE FLORISTS	01-4300	Floral Supplies		648.30
12261942	09/20/2016	NASCO	01-4300	Supplies for leadership class		278.28
12261943	09/20/2016	O'Reilly Automotive Stores, Inc	01-4300	Parts for Buses		61.16
12261944	09/20/2016	OFFICE DEPOT BUSINESS SERVICES	01-4300	Blanket Open PO for OD-Office	1,798.70	
				Blanket Open PO For Office	128.43	
				Depot-Classroom		
				Classroom Items	83.13	
				Counseling Forms	106.94	
				Custom School Envelopes	301.61	
				DO office supplies	82.34	
				Open PO for PBCHS-supplies	349.74	
				open PO sped supplies	10.42	
				Open Por for Instructional Supplies and Materials	1,019.62	3,880.93
12261945	09/20/2016	PACIFIC GAS AND ELECTRIC CO	01-5520	PGE		23,857.07
12261946	09/20/2016	PAQ Inc. DBA Food 4 Less/Rncho S Miguel	01-4300	supplies sped severe-T.Torres		27.60
12261947	09/20/2016	PARTS & SERVICE CENTER-NAPA	01-4300	Parts for Fleet		16.53
12261948	09/20/2016	Pearson Assessment	01-4300	NNAT-Indivi complete kit		377.75
12261949	09/20/2016	Project Lead The Way, Inc	01-4400	PLTW Materials KCHS		2,376.59
12261950	09/20/2016	Property Restoration Services	01-5620	Mechanical Upgrades and Structural Repairs		19,742.27
12261951	09/20/2016	SAFEWAY INC	01-4300	open Po for sped students med	35.03	
				Supplies for Aeries/Tech Meetings	10.09	45.12
12261952	09/20/2016	San Lorenzo Lumber	01-5620	Lumber and supplies for repairs GHS		118.48
12261953	09/20/2016	School Datebooks	01-4300	Accidentally closed PO		4,143.92
12261954	09/20/2016	Scudder Roofing Company	01-5620	Roofing Repairs ERP Grant		13,996.00
12261955	09/20/2016	Sheraton Grand Sacramento	01-5200	Aeries Hotel		642.78
12261956	09/20/2016	SHI International Corp	01-5850	Adobe Licensing		2,624.00
12261957	09/20/2016	Sysco San Francisco	13-4300	Cafeteria	100.69	

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

ESCAPE ONLINE

## Checks Dated 09/01/2016 through 09/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12261957	09/20/2016	Sysco San Francisco	13-4700	Cafeteria	2,657.05	2,757.74
12261958	09/20/2016	TORO PETROLEUM CORP	01-4310	Diesel, Unleaded, & Vehicle Oils		10,341.29
12261959	09/20/2016	UNITED PARCEL SERVICE	01-5930	UPS Services		152.84
12261960	09/20/2016	Visalia Marriott	01-5200	CSU Counselor conference		284.78
12261961	09/20/2016	Michelle Correira	01-8699	Schied contest winner		500.00
12261962	09/20/2016	Norvella Mendoza	01-8699	Al Heinsen Scholarship		500.00
12261963	09/20/2016	Norvella Mendoza	01-8699	National Rec Scholarship		250.00
12264825	09/29/2016	A & G PUMPING, INC	01-5630	Portable Restrooms Rental		478.90
12264826	09/29/2016	A T & T CALNET 2	01-5910	CALNET		14.58
12264827	09/29/2016	Acme Awning Co, dba	01-5620	Cafeteria Awning Repairs KCHS		2,106.00
12264828	09/29/2016	AMERICAN SUPPLY COMPANY	01-4300	Cleaning Supplies	372.60	
				Custodial Supplies GHS	152.36	524.96
12264829	09/29/2016	AUS-WEST Lockbox	01-4300	Staff Uniforms	73.43	
			13-5800	Services	64.54	137.97
12264830	09/29/2016	BENSON PLUMBING INC	01-5620	Plumbing Repairs GHS 600s Boys RR		2,900.00
12264831	09/29/2016	CA Janitorial Supply Corp	01-4300	Custodial Supplies KCHS		354.09
12264832	09/29/2016	CA State Board of Equalization	01-5800	Exempt Bus Operator Diesel Fuel tax		21.36
12264833	09/29/2016	CA Water Service Company	01-5530	Water Fees		988.14
12264834	09/29/2016	Cengage Learning	01-4100	Accidentally closed PO before paying for this invoice		1,975.31
12264835	09/29/2016	CITY OF GREENFIELD	01-5530	Water, Garbage, Sewer		173.12
12264836	09/29/2016	Elk River Systems, Inc	01-4300	Ticket Rolls	152.64	
				Unpaid Sales Tax	10.32-	142.32
12264837	09/29/2016	Enviroplex	25-6200	New Portables for GHS		26,710.20
12264838	09/29/2016	Foster Farms Dairy	13-4700	Dairy / Cafeteria		397.08
12264839	09/29/2016	Gavilan Pest Control	01-5800	Weed Abatement		1,100.00
12264840	09/29/2016	Gonzales High School	01-5800	Pupil transportation services-great america		1,143.47
12264841	09/29/2016	GRAINGER INC,W W	01-4300	Maintenance Supplies		24.10
12264842	09/29/2016	Hilton San Diego Bayfront	01-5200	D Jimenez Hotel Reservation		892.80
12264843	09/29/2016	HOME DEPOT CREDIT SERVICES Dept. 32-2501271344	01-4300	Ag Dept. Supplies		435.65
12264844	09/29/2016	Hudl	01-5800	Hudl for All Sports		1,600.00
12264845	09/29/2016	Johnson Electronics	01-5800	GHS fire alarm monitoring services		102.00
12264846	09/29/2016	KING CITY GLASS	01-5620	KC Stadium Snack Bar Window Repairs	268.85	
				Window Repair	1,488.10	
				Window Repairs	121.63	1,878.58
12264847	09/29/2016	KING CITY TRUE VALUE HARDWARE	01-4300	Maintenance Supplies		97.86
12264848	09/29/2016	Madeline White	01-8699	2nd half of AL Heinsen and Schied		1,750.00

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Checks Dated 09/01/2016 through 09/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12264849	09/29/2016	Mail Finance	01-5630	Postage Machine		159.02
12264850	09/29/2016	Marriott Riverside	01-5200	CASC Conference		484.93
12264851	09/29/2016	MATRANGA WHOLESALE FLORISTS	01-4300	Open PO for Floral Supply		143.19
12264852	09/29/2016	Monica Serrato	01-5200	MCOE Check Pick up		48.17
12264853	09/29/2016	NASCO	01-4300	Ag Sci	893.33	
				Art Classroom Supplies	155.40	1,048.73
12264854	09/29/2016	National Superintd. Roundtable	01-5200	Sup. Educational Travel		1,000.00
12264855	09/29/2016	North Salinas High School	01-5800	JV VB Tournament Fee		275.00
12264856	09/29/2016	OFFICE DEPOT BUSINESS SERVICES	01-4300	Open PO for Office Supplies	36.78-	
				Open Por for Instructional Supplies and Materials	97.05	60.27
12264857	09/29/2016	Overhead Door Co of Salinas	01-5620	Overhead Door Repairs		1,809.00
12264858	09/29/2016	PAQ Inc. DBA Food 4 Less/Rncho S Miguel	01-4300	supplies for severe sped--J. Byrd		34.10
12264859	09/29/2016	PASO ROBLES TRUCK CENTER	01-4300	Parts for Buses		940.38
12264860	09/29/2016	Project Lead The Way, Inc	01-4400	PLTW Materials GHS		18,889.07
12264861	09/29/2016	RG Fabrication, Inc	01-5620	Metal Working Repairs		405.56
12264862	09/29/2016	SAFEWAY INC	01-4300	Blanket Open PO for Safeway-ADCO	49.10	
				Open PO for Foods and Products	329.40	
				open Po for sped students med	25.54	
				supplies sped severe-M.Potter	269.77	673.81
12264863	09/29/2016	Sheraton Grand Sacramento	01-5200	Aeries Hotel		2,321.89
12264864	09/29/2016	SOUTH COUNTY NEWSPAPERS INC	01-5620	RFP Advertisement Access Control KCHS	165.00	
			01-6200	Bid Advertising KC Lunch Shelter	930.00	1,095.00
12264865	09/29/2016	Sysco San Francisco	13-4300	Cafeteria	844.98	
			13-4700	Cafeteria	1,809.81	2,654.79
12264866	09/29/2016	Teter, LLP	01-5800	Architectural Services ERP	2,171.01	
				Architectural Services GHS New Portables	3,179.99	
			01-6200	Architectural Services PBHS Lunch Shelter	850.00	6,201.00
12264867	09/29/2016	TORO PETROLEUM CORP	01-4310	Ag Dept Gas		46.43
12264868	09/29/2016	VERIZON WIRELESS SVCS LLC	01-5940	District Communication		888.40
12264869	09/29/2016	WARD'S NATURAL SCIENCE	01-4300	Accidentally Closed PO before Paying for this invoice		322.03
12264870	09/29/2016	WELLS FARGO FINANCIAL LEASING	01-5630	Copier Lease		11,549.18
12264871	09/29/2016	Wheeler's Flooring	01-5620	Flooring Repair at GHS		2,650.00
12264872	09/29/2016	WILCO SUPPLY	01-4300	Door Keys and Hardware		1,657.88
12264873	09/29/2016	Evelyn Lopez	01-4300	Sheid Contest 2015-2016		100.00
12264874	09/29/2016	Evelyn Lopez	01-4300	Sheid Contest winner 2015-2016		500.00

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

ESCAPE ONLINE

Checks Dated 09/01/2016 through 09/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
12264875	09/29/2016	Lesli Girard	01-5200	Reimbursement for board member's registration fee CASBO		258.10
12264876	09/29/2016	Rosa Velazquez	01-4300	ELAC meeting reimbursement		47.68
12264877	09/29/2016	Steven James	01-4300	Office Supplies		43.17
<b>Total Number of Checks</b>					<b>234</b>	<b>848,833.33</b>

	Count	Amount
Cancel	2	1,384.45
Net Issue		<u>847,448.88</u>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	221	766,258.42
11	Adult Education Fund	1	304.88
13	Cafeteria Fund	13	40,309.07
25	Capital Facilities Fund	2	40,586.83
<b>Total Number of Checks</b>		<b>232</b>	<b>847,459.20</b>
Less Unpaid Sales Tax Liability			<u>99.28</u>
<b>Net (Check Amount)</b>			<b><u>847,359.92</u></b>

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

ESCAPE 

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

**GOVERNING BOARD**

**SUBJECT:** Approval of Purchase Orders – September 2016

**MEETING:** October 19, 2016

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

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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 Purchase Orders issued in September 2016.

Recommendation:

The recommendation is to approve the Purchase Orders.

Fiscal Impact:

Per the 2016-2017 fiscal budget.

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Submitted By:



Russell Miller  
Interim Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent

Includes Purchase Orders dated 09/01/2016 - 09/30/2016

PO Number	Vendor Name	Requisition Information	Ordr Loc	Req Fund	Resource Description	Req Fund Order Amt
B17-00181	Wise Music, Inc	Open PO for Consummable Music Items	023	01	State Lottery	300.00
B17-00182	Edges Electrical Gr	Repair Parts and Supplies GHS	009	01	Ongoing & Major	500.00
B17-00183	B&B STEEL	Ag Mech Supplies	021	01	ROC/P	5,000.00
B17-00184	WestAir Gases & Equ	Ag Mech Supplies	021	01	ROC/P	2,200.00
B17-00185	Edges Electrical Gr	Repair Parts and Supplies KCHS	009	01	Ongoing & Major	300.00
B17-00186	CA Janitorial Suppl	Custodial Supplies KCHS	009	01	UNRESTRICTED R	2,000.00
B17-00187	KING CITY TRUE VALU	Ag Dept. Supplies	021	01	Agricultural Vo	1,000.00
B17-00188	OFFICE DEPOT BUSINE	Ag Dept Supplies	021	01	Agricultural Vo	2,000.00
B17-00189	AMERICAN SUPPLY COM	Custodial Supplies GHS	009	01	UNRESTRICTED R	1,000.00
B17-00190	Salinas Pump Compan	Well Pump Repairs KCHS	009	01	Ongoing & Major	1,000.00
B17-00191	A&B Metals Recycle/	Metal Recycling	009	01	Ongoing & Major	400.00
B17-00192	SAFEWAY INC	Teacher and Admin Training Supplies	029	01	NCLB Title II,	500.00
B17-00194	PRAXAIR DISTRIBUTIO	Open PO for Ag Classess	023	01	ROC/P	3,000.00
B17-00195	MATRANGA WHOLESAL	Open PO for Floral Supply	023	01	ROC/P	10,000.00
B17-00196	Silviana Sanchez	Reimbursement for S Sanchez UC Counselor Conf	029	01	State Lottery	172.60
B17-00197	Growers Supply	Open PO for Horticulture Supplies	023	01	ROC/P	7,000.00
B17-00198	RG Fabrication, Inc	Open PO for Ag Classes	023	01	ROC/P	3,000.00
B17-00199	HOME DEPOT/GEFC	Open PO for Ag Mech and Holticulture Supplies	023	01	ROC/P	10,000.00
B17-00200	NASCO	Open PO for Animal Science and Science supply	023	01	ROC/P	2,000.00
B17-00201	OFFICE DEPOT BUSINE	Open PO for classroom supplies	023	01	ROC/P	2,000.00
B17-00202	GREEN RUBBER-KENNEC	Parts and Supplies GHS	009	01	UNRESTRICTED R	500.00
B17-00203	Sysco San Francisco	Cafeteria	011	13	Child Nutrition	85,000.00
B17-00204	MCOE	SPED Transportation	009	01	Special Educati	230,000.00
B17-00205	TORO PETROLEUM CORP	Open PO for Fuel. Charge to AIG	023	01	Agricultural Vo	2,500.00
B17-00206	GRAINGER INC,W W	Maintenance Supplies GHS	009	01	Ongoing & Major	1,000.00
B17-00207	WILCO SUPPLY	Door Keys and Hardware	009	01	Ongoing & Major	3,000.00
B17-00208	EWING IRRIGATION PR	Irrigation and Supplies	009	01	UNRESTRICTED R	2,000.00
B17-00209	CA Department of Ju	Fingerprinting	011	01	UNRESTRICTED R	1,000.00
B17-00210	NASCO	Ag Sci	021	01	ROC/P	4,000.00
B17-00211	McConkey Co	Horticulture Supplies	021	01	ROC/P	2,000.00
B17-00212	National Superintd.	Sup. Educational Travel	029	01	UNRESTRICTED R	1,000.00
B17-00213	SAFEWAY INC	Open PO For Safeway-ELAC	021	01	State Lottery	500.00
B17-00214	OFFICE DEPOT BUSINE	Blanket Open PO Office Depot-Office Supplies	021	01	State Lottery	2,200.00
B17-00215	CA Janitorial Suppl	Custodial Supplies	009	01	UNRESTRICTED R	1,000.00
B17-00216	AMERICAN SUPPLY COM	Custodial Supplies GHS	009	01	UNRESTRICTED R	1,500.00
PO17-00315	Microsoft Corporati	Library Devices for Checkout	029	01	UNRESTRICTED R	50,022.56
PO17-00324	Abacheril Fence CO	Chain Link Fence/Gate Repairs KCHS	009	01	Ongoing & Major	4,150.00

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 09/01/2016 - 09/30/2016

PO Number	Vendor Name	Requisition Information	Ordr Loc	Req Fund	Resource Description	Req Fund Order Amt
PO17-00328	EDEN RADIO, Inc	Two Kenwood TK3402UK/UHF Multichannel radios.	023	01	State Lottery	701.54
PO17-00329	NASCO	Supplies for leadership class	023	01	State Lottery	278.28
PO17-00330	SchoolDude	Event Essentials Pro Software	009	01	UNRESTRICTED R	3,572.00
PO17-00331	TORO PETROLEUM CORP	Clean Diesel Drums, 55 Gal	009	01	UNRESTRICTED R	1,509.70
PO17-00332	OFFICE DEPOT BUSINE	Instructional supplies for math classes	023	01	IASA-Title I Ba	451.59
PO17-00333	The Markerboard Peo	Instructional materials for math classes	023	01	IASA-Title I Ba	399.94
PO17-00334	EAI Education	Instructional Materials for math classes	023	01	IASA-Title I Ba	106.36
PO17-00335	Riddell All America	More Helmets	021	01	UNRESTRICTED R	1,888.37
PO17-00336	Silke Communication	Two-Way Radios	009	01	UNRESTRICTED R	1,875.50
PO17-00337	Associated Services	HVAC Repairs at KCHS 111, 114, Ag Lab	009	01	Ongoing & Major	4,357.00
PO17-00338	CASEY PRINTING, INC	Poster for WASC	021	01	UNRESTRICTED R	543.38
PO17-00339	Adept Electrical Se	Elec Power for Cameras in Stadium	009	01	Ongoing & Major	909.08
PO17-00340	Adept Electrical Se	Repair Lamps in Auditorium Ceiling	009	01	Ongoing & Major	3,272.28
PO17-00341	Adept Electrical Se	Repair Elec Panel KCHS Stadium	009	01	Ongoing & Major	9,300.00
PO17-00342	Alisal High School	GBB JV & Var Tournament Fees	021	01	UNRESTRICTED R	700.00
PO17-00343	The Tree Man (DBA)	Tree Removal KCHS	009	01	Ongoing & Major	3,000.00
PO17-00344	CA ASSOCIATION FFA	Student Leadership Packets	021	01	Vocational Prog	4,000.00
PO17-00345	SOUTH COAST REGION	Teacher Prof. Develop	021	01	Vocational Prog	420.00
PO17-00346	Riddell All America	Athletic Uniforms	023	01	UNRESTRICTED R	4,579.07
PO17-00347	Abacheril Fence CO	Change Order Fence Parts New GHS Portables	009	25	UNRESTRICTED R	875.00
PO17-00348	Steel Inspectors of	In Plant Inspection PBHS Shade Canopy	009	01	Supplemental	2,000.00
PO17-00349	OFFICE DEPOT BUSINE	Office Depot Items For WASC	021	01	UNRESTRICTED R	555.38
PO17-00350	Keefers Inn	Hotel Accommodation For WASC VIsit	021	01	UNRESTRICTED R	1,333.51
PO17-00351	The Salinas Califor	Advertizement	029	01	UNRESTRICTED R	811.34
PO17-00352	CDW-G	Charging Carts	029	01	UNRESTRICTED R	8,375.19
PO17-00353	ALLSAFE ALARM INC	Alarm System Monitoring	009	01	UNRESTRICTED R	396.00
PO17-00354	MONTEREY COUNTY OFF	Intro to MVP J Perez, B Barge	029	01	IASA-Title I Ba	650.00
PO17-00355	ACSA'S Foundation F	D Jimenez 2016 Leadership Summit ACSA	029	01	NCLB Title II,	499.00
PO17-00356	CDW-G	classroom headsets	022	01	State Lottery	291.18
PO17-00357	OFFICE DEPOT BUSINE	desk chair/sped	022	01	Special Educati	281.13
PO17-00358	Robert Louis Steven	Cross Country Entry Fees	021	01	UNRESTRICTED R	150.00
PO17-00359	MEDCO Supply-Sports	Tape & Medical Supplies	021	01	UNRESTRICTED R	3,552.12
PO17-00360	CA Rare Fruit Grwrs	Apple Craftling	021	01	Agricultural Vo	100.00
PO17-00361	CA Ag Teachers' Ass	CATA Professional Development	021	01	Agricultural Vo	600.00
PO17-00362	Hilton San Diego Ba	D Jimenez Hotel Reservation	029	01	NCLB Title II,	892.80
PO17-00363	Bizchair.com, dba	Trash Cans Room 116-Science Lab KCHS	10	01	UNRESTRICTED R	143.22

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ESCAPE ONLINE

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## Description

Includes Purchase Orders dated 09/01/2016 - 09/30/2016

PO Number	Vendor Name	Requisition Information	Ord Loc	Req Fund	Resource Description	Req Fund Order Amt
PO17-00364	Image Sales	ID Card Supplies	021	01	State Lottery	359.93
PO17-00365	Salinas Valley Fair	Scholarship Banquet Hall Rental	021	01	State Lottery	855.00
PO17-00366	SCHOLASTIC INC	Subscription	021	01	State Lottery	448.40
PO17-00367	KING CITY GLASS	Glass Repairs at KCHS 114, 200, 197	009	01	Ongoing & Major	830.04
PO17-00368	MONTEREY COUNTY OFF	Intro to MVP O Anaya	029	01	IASA-Title I Ba	325.00
PO17-00369	MONTEREY COUNTY OFF	Adv. MVP T Lopez, I Montoya	029	01	IASA-Title I Ba	650.00
PO17-00370	American Acrylics U	PLTW Materials Principals of Engineering GHS	029	01	Supplemental	130.41
PO17-00371	EAGLE SOFTWARE	Aeries Conf	029	01	State Lottery	3,437.50
PO17-00372	Ana Vega	Mileage reimbursement for Ana Vega	029	01	State Lottery	106.05
PO17-00373	Ana Vega	UC Counselor Conference for Ana Vega	029	01	State Lottery	64.88
PO17-00374	FLINN SCIENTIFIC IN	Science Supplies	021	01	State Lottery	2,208.14
PO17-00375	CDW-G	New Fax Machine for Office	023	01	State Lottery	248.16
PO17-00376	MONTEREY COUNTY OFF	MVP Math MCOE	029	01	IASA-Title I Ba	325.00
PO17-00377	MONTEREY COUNTY OFF	Jim Knight Conference M Munoz	029	01	NCLB Title II,	1,000.00
PO17-00378	Central Coast Secti	Wrestling Weight Management Fee	021	01	UNRESTRICTED R	80.00
PO17-00379	CCS Athletic Direct	CCS-ADA Workshop Fee	021	01	UNRESTRICTED R	35.00
PO17-00380	OFFICE DEPOT BUSINE	Copies & Binders for WASC	021	01	UNRESTRICTED R	2,984.14
PO17-00381	Megan Munoz	M Munoz reimbursements	029	01	NCLB Title II,	316.12
PO17-00382	Sheraton Park Hotel	Board Member Hotel for CSBA	029	01	UNRESTRICTED R	174.78
PO17-00383	Electronix Express	PLTW Materials GHS	029	01	Supplemental	361.70
PO17-00384	HOME DEPOT/GECF	PLTW Materials GHS	029	01	Supplemental	91.43
PO17-00385	Ana Vega	CSU Counselor Conference for Ana Vega	029	01	State Lottery	81.09
PO17-00386	Valerie Reed	Valerie Reed Reimbursements	029	01	State Lottery	323.32
PO17-00387	Aeries Software Inc	Aeries Conference Michelle Muncy-Silva	029	01	NCLB Title II,	350.00
PO17-00388	MCOE	Safety and Crisis Plan Training	009	01	UNRESTRICTED R	71.50
PO17-00389	American Modular Sy	New Portables KCHS	009	25	UNRESTRICTED R	141,680.00
PO17-00390	Sheraton Grand Sac	Aeries Hotel	029	01	State Lottery	642.78
PO17-00391	MONTEREY COUNTY OFF	MCOE Rick Morris Confrence	029	01	State Lottery	210.00
PO17-00392	Visalia Marriott	CSU Counselor conference	029	01	State Lottery	284.78
PO17-00393	CSU Bakersfield	CSU Confedrence	029	01	State Lottery	100.00
PO17-00394	CASC	CASC Conference	029	01	UNRESTRICTED R	445.00
PO17-00395	Marriott Riverside	CASC Conference	029	01	State Lottery	314.97
PO17-00396	Elizabeth Lopez	CASC Conference	029	01	UNRESTRICTED R	433.72
PO17-00397	CPRS CA Prprty Rcrd	Fixed Assets Inventory Software	029	01	UNRESTRICTED R	1,400.00
PO17-00398	Learn by Doing, Inc	Subscription	021	01	Supplemental	2,420.00
PO17-00399	Woodwind & Brasswin	Educational Supplies for music classes	023	01	State Lottery	1,154.19
PO17-00400	NASCO	Materials and Supplies for Art Classes	023	01	State Lottery	7,296.65
PO17-00401	PSAT/NMSQT	PSAT/NMSQT Exams	023	01	UNRESTRICTED R	2,970.00
PO17-00402	California Western	Smart Board	021	01	State Lottery	1,865.19

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ESCAPE ONLINE

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## Description

Includes Purchase Orders dated 09/01/2016 - 09/30/2016

PO Number	Vendor Name	Requisition Information	Ord Loc	Req Fund	Resource Description	Req Fund Order Amt
PO17-00403	CDW-G	Printer for Classroom	021	01	State Lottery	111.69
PO17-00404	Houghton Mifflin Ha	Scholastic Licenses	029	01	IASA-Title I Ba	12,165.70
PO17-00405	MONTEREY COUNTY OFF	M Cisneros MCOE Ruth Parker	029	01	IASA-Title I Ba	300.00
PO17-00406	DFE & Associates,	Project Inspector KCHS Shade Structure	009	01	Supplemental	12,000.00
PO17-00407	MARLIN BUSINESS BAN	Copier Lease	029	01	State Lottery	5,000.00
PO17-00408	The Markerboard Peo	Graphboard	021	01	Other Local	895.28
PO17-00409	FLINN SCIENTIFIC IN	Science Supplies	021	01	State Lottery	3,167.94
PO17-00410	CUE INC	Professional Development	029	01	NCLB Title II,	3,000.00
PO17-00411	CA Ed Tech Professi	CETPA Conference	029	01	UNRESTRICTED R	500.00
PO17-00412	CA Assoc School Bus	CASBO Attendance Training	029	01	UNRESTRICTED R	1,335.00
PO17-00413	MCOE	Safety and Crisis Plan Training	009	01	UNRESTRICTED R	65.00
PO17-00414	Industrial Pump Sho	Pump Repair	10	01	Ongoing & Major	3,000.00
PO17-00415	Marriott Riverside	CASC Conference	029	01	UNRESTRICTED R	484.93
PO17-00416	SOUTH COAST REGION	Professional Development	021	01	Vocational Prog	300.00
PO17-00417	Nevco Inc	Gym Scoreboard Control Part	021	01	UNRESTRICTED R	48.68
PO17-00418	Everett Alvarez Hig	Varsity VB Tournament Fee	021	01	UNRESTRICTED R	275.00
PO17-00419	CURRICULUM ASSOCIAT	Brigance record bookCIBS 11	022	01	Special Educati	230.34
PO17-00420	MONTEREY COUNTY OFF	M Munoz Reg: Doug Fisher MCOE	029	01	NCLB Title II,	250.00
PO17-00421	Octo Lights LLC	Light Covers for District Office	009	01	Ongoing & Major	193.77
PO17-00422	Megan Munoz	M Munoz Reimbursement	029	01	NCLB Title II,	126.55
PO17-00423	MONTEREY COUNTY OFF	R. Chen Visible Learning Registration	029	01	NCLB Title II,	250.00
PO17-00424	Richard Chen	Richard Chen reimbursement	029	01	NCLB Title II,	135.60
PO17-00425	MONTEREY COUNTY OFF	C. Allred-Cortes Reg. Visible Learning MCOE	029	01	NCLB Title II,	250.00
PO17-00426	Chrystene Allred-Co	Chrystene Allred reimbursement	029	01	NCLB Title II,	163.24
PO17-00427	MONTEREY COUNTY OFF	E. Radcliff Reg Visible Learning	029	01	NCLB Title II,	250.00
PO17-00428	Ericka Radcliff	E Radcliff Reimbursement	029	01	NCLB Title II,	135.60
PO17-00429	JV Ventures, Inc.	2013 Chevrolet Cruze Eco Sedan 4D-Drivers Ed	009	01	UNRESTRICTED R	12,563.88
PO17-00430	Hudl	Hudl for All Sports	021	01	UNRESTRICTED R	1,600.00
PO17-00431	Safetequip	Drug Free/Visitor Signs-GHS	009	01	Ongoing & Major	319.48
PO17-00432	Adept Electrical Se	Repair Elec Panel KCHS Stadium	009	01	Ongoing & Major	13,054.00
PO17-00433	PENINSULA SPORTS, I	Fall Game Fees	021	01	UNRESTRICTED R	5,160.25
PO17-00434	Carlson's Fire Extin	Replacement Fire Hydrant & Bollards	009	01	Ongoing & Major	6,950.00
PO17-00435	Associated Services	HVAC Rooftop Unit Replacement GHS Rm 403	009	01	Ongoing & Major	13,824.80
PO17-00436	Associated Services	HVAC Replacements in KCHS Rms 172, 173, 192	009	01	Ongoing & Major	47,265.00
PO17-00437	Earth Systems Pacif	Special/In-Plant Inspections KCHS Shade Structure	009	01	Supplemental	13,432.00
PO17-00438	KLEINFELDER INC	Special Inspection & Testing PBHS Shade Structure	009	01	Supplemental	4,847.20

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

Page 4 of 5

Includes Purchase Orders dated 09/01/2016 - 09/30/2016						
PO Number	Vendor Name	Requisition Information	Ord Loc	Req Fund	Resource Description	Req Fund Order Amt
PO17-00439	Sheraton Grand Sacr	Aeries Hotel	029	01	State Lottery	680.91
PO17-00440	Sheraton Grand Sacr	Aeries Hotel	029	01	State Lottery	1,640.98
PO17-00441	MCOE	Safety and Crisis Plan Training	009	01	State Lottery	65.00
					<b>Total</b>	<b>851,227.81</b>

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 ~~CONFIDENTIAL~~

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

**SUBJECT:** Approval to Extend the Contract with Deborah Bell, SLP to Perform an Augmentative Alternative Communication Assessment      **MEETING:** October 19, 2016

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

Summary:

Ms. Bell will be performing an Augmentative Alternative Communication (AAC) assessment for a specific student. The AAC is an assessment to identify the proper alternative communication device for students who struggle with verbal communication. We have used the services of this consultant last year for other students.

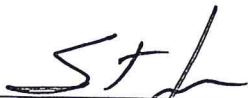
Recommendation:

The recommendation is to approve the contract with Deborah Bell, SLP.

Fiscal Impact:

The fiscal impact to the General Fund is not to exceed \$2,500.

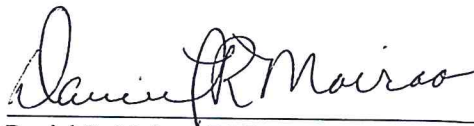
Submitted By:



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Steve James, Ed.D.  
Director of Alternative Placement for Student Success

Approved:



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Daniel R. Moirao, Ed.D.  
Superintendent

**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 Deborah Bell, 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 1, 2016 and terminates June 30, 2017 unless sooner terminate as provided herein.

**II. PAYMENT LIMIT**

- Consultant shall be compensated at the rate of \$150 per hour plus travel expenses calculated at hourly rate.
- Total payment(s) to Consultant, under this contract shall not exceed \$2,500.

**III. DISTRICT OBLIGATION:**

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

**IV. CONSULTANT'S OBLIGATION**

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

**V. CONSULTANT SERVICE DESCRIPTION**

The consultant will complete an Augmentative Alternative Communication assessment for M. Bravo. The assessment will include observation, informal/formal testing, chart review and staff interviews. The Consultant will complete an assessment report to include assessment data recommendations regarding Augmentative Alternative Communication for M. Bravo at Greenfield High School.

**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**

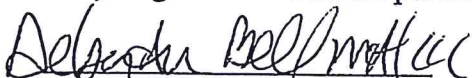
District shall become the owner of and entitled to exclusive possession of all records, documents, files, graphs, photographic or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of the District.

**X. EXTENSION OF TERM**

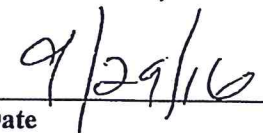
By mutual consent of the parties hereto the term of service described herein in Article I may be extended by reformation of this Agreement and the attachment hereto of an addendum mutually executed setting forth the extended term.

**XI. SIGNATURES**

These signatures attest the parties' agreement hereto:

  
Deborah Bell, SLP

\_\_\_\_\_  
Daniel Moirao, Ed.D., Superintendent  
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:

Deborah Bell, SLP  
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 Extend the Agreement with MCOE for the Transportation of Special Ed Students for the 2016-2017 School Year

**MEETING:** October 19, 2016

**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:

Monterey County Office of Education will be providing the bus transportation for our Functional Skills Special Education Students for the 2016-2017 School Year.


Recommendation:

The recommendation is to approve the fees for bus transportation provided by MCOE.


Fiscal Impact:

The fiscal impact to the General fund is \$102,000 per route (there are 2 routes) for the 2016-17 school year.

Submitted By:

  
\_\_\_\_\_  
Daniel R. Moirao, Ed.D.  
Superintendent

Approved:

  
\_\_\_\_\_  
Daniel R. Moirao, Ed.D.  
Superintendent



2016-2017  
MEMORANDUM OF UNDERSTANDING BETWEEN  
THE MONTEREY COUNTY OFFICE OF EDUCATION AND  
THE SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

This memorandum of understanding is entered into on the 1st day of August, 2016, between the Monterey County Office of Education (MCOE) and South Monterey County Joint Union High School District (SMCJUHSD) in order to provide the district with transportation services upon request and in the event of an emergency. The MCOE will be providing the transportation vehicle(s) and driver(s) responsible for transporting the SMCJUHSD students.

List of Student(s) Being Transported:

The MCOE Transportation department will provide transportation based on the student's school Calendar. **See attached Student List.**

Transportation for additional students must be made in writing to the following parties:

Joshua Jorn, Executive Director of General Services AND  
Ruben Parra, Manager of Transportation

Service Rates:

- One full route: **\$102,000**
- Individual student on an existing MCOE route: **\$4.50/mile**
- Field Trips: **\$40.00/hour plus \$3.50/mile**

Payment for Services:

SMCJUHSD will be invoiced for services provided plus state approved Indirect Cost of 10.74% for the 2016-17 school year. Payment for the transportation services will be due upon receipt of MCOE's annual invoice.

Indemnity:

Each Party shall indemnify, defend, and hold harmless the other Party and its officers, employees, agents, and volunteers from and against any and all claims, suits, actions, causes of action, losses, damage, or liabilities of any kind, nature or description, brought by any person or persons for or on account of any loss, damage, or injury to person, property or any other interest, tangible or intangible, sustained by or accruing to any person or persons, howsoever the same may be caused, directly or indirectly except for intentional acts, arising or resulting from any alleged acts or omission of the indemnifying Party, its officers, employees, agents or subcontractors arising out of or resulting from the performance of this Agreement.

Said contract shall be in force from August 1, 2016 to June 30, 2017. Either party reserves the right to terminate with 60 day notice for any reason if the arrangement is not beneficial to MCOE or to SMCJUHSD students. **Notification for continued services into the 2017-2018 school year must be given in writing to MCOE no later than April 15, 2017.**

South Monterey County Joint Union High School District

Monterey County Office of Education

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Garry P. Bousum                              Date  
Associate Superintendent  
Finance and Business

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

**SUBJECT:** Approval of the GHS and KCHS Agricultural Career Technical Education Incentive Grant for 2016-2017

**MEETING:** October 19, 2016

**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 had funded the 2016-2017 Agricultural Career Technical Education Incentive Grant in the amount of \$32,643 to the district. The amounts are distributed as follows: Greenfield High School will be receiving \$12,104 and King City High School \$20,539. This grant will enhance the current Career Technical Educational programs.

Recommendation:

The recommendation is to approve the Agricultural Career Technical Education Incentive Grant.

Fiscal Impact:

Revenue of \$32,643 – restricted for use in CTE programs in 2016-2017.

Submitted By:



Daniel R. Moirao, Ed.D.  
Superintendent

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent

**Grant Award Notification**

<b>GRANTEE NAME AND ADDRESS</b> Daniel Moirao South Monterey County Joint Union High School District 800 Broadway Street King City, CA 93930				<b>CDE GRANT NUMBER</b>					
				<b>FY</b>	<b>PCA</b>	<b>Vendor Number</b>	<b>Suffix</b>		
				16	23068	6606	00		
<b>Attention</b> Daniel Moirao				<b>STANDARDIZED ACCOUNT CODE STRUCTURE</b>			<b>COUNTY</b>		
<b>Program Office</b>				<b>Resource Code</b>	<b>Revenue Object Code</b>	27			
<b>Telephone</b> 831-385-0606				7010	8590	<b>INDEX</b>			
<b>Name of Grant Program</b> 2016-17 Agricultural Career Technical Education Incentive Grant						0615			
<b>GRANT DETAILS</b>	<b>Original/Prior Amendments</b>	<b>Amendment Amount</b>	<b>Total</b>	<b>Amend. No.</b>	<b>Award Starting Date</b>	<b>Award Ending Date</b>			
	\$32,643		\$32,643		7/1/16	6/30/17			
<b>CFDA Number</b>	<b>Federal Grant Number</b>	<b>Federal Grant Name</b>			<b>Federal Agency</b>				

I am pleased to inform you that you have been funded for the 2016-17 Agricultural Career Technical Education Incentive Grant.

This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then this award will be amended accordingly.

Please return the original, signed Grant Award Notification (AO-400) to:

Hugh Mooney, Education Programs Consultant  
 Career and College Transition Division  
 California Department of Education  
 1430 N Street, Suite 4202  
 Sacramento, CA 95814-5901

<b>California Department of Education Contact</b> Hugh Mooney		<b>Job Title</b> Education Programs Consultant	
<b>E-mail Address</b> hmooney@cde.ca.gov		<b>Telephone</b> 916-319-0488	
<b>Signature of the State Superintendent of Public Instruction or Designee</b> ▶ <i>Tom Tomalakson</i>		<b>Date</b> October 6, 2016	

**CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS**

*On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both; and I agree to comply with all requirements as a condition of funding.*

<b>Printed Name of Authorized Agent</b> Daniel R. Moirao		<b>Title</b> Superintendent	
<b>E-mail Address</b> dmoirao@smcjuhsd.org		<b>Telephone</b> (831) 385-0606	
<b>Signature</b> ▶ <i>Daniel R. Moirao</i>		<b>Date</b> 10/13/16	

**GRANT AWARD NOTIFICATION (Continued)**

South Monterey County Joint Union High School District has been funded for the 2016-17 Agricultural Career Technical Education Incentive Grant. If the school(s) listed on the schedule complies with the established outcome identified in the grant, the state agrees to pay the school district the allocated amount(s) as indicated. The allocation(s) is based on the amount requested on the application(s) from the eligible site(s) in your district and any adjustments based on availability of funds. The first allocation reflects approximately 75 percent of your total allocation. The release of this payment will be done in anticipation of the 2015-16 Agricultural Career Technical Education Incentive Grant Report of Expenditures being received. This report is due in the Regional Supervisor's Office by October 15, 2016. The report instructions and form may be downloaded from the California Agricultural Education Web site at <http://www.cde.ca.gov/fg/fo/r17/agin16rfa.asp>.

Questions regarding grant allocations should be directed to the Regional Supervisor:

- North Coast Region  
Hugh Mooney            916-319-0488 [hmooney@cde.ca.gov](mailto:hmooney@cde.ca.gov)
- Central Region  
Jill Sperling            916-319-0494 [jsperling@cde.ca.gov](mailto:jsperling@cde.ca.gov)
- San Joaquin Region  
Charles Parker        559-278-5777 [cparker@cde.ca.gov](mailto:cparker@cde.ca.gov)
- South Coast Region  
Greg Beard            805-756-2402 [gbeard@calpoly.edu](mailto:gbeard@calpoly.edu)
- Southern Region  
Jack Havens            909-869-4496 [jhavens@csupomona.edu](mailto:jhavens@csupomona.edu)
- Superior Region  
Hugh Mooney            916-319-0488 [hmooney@cde.ca.gov](mailto:hmooney@cde.ca.gov)

Funds will be distributed per the following schedule and expended in accordance with the district's approved 2016-17 application and original guidelines. The final 25 percent payment is expected to be released in April 2017.

<u>School</u>	<u>1st Payment</u>	<u>2nd Payment</u>	<u>Total</u>
Greenfield HS	\$9,078	\$3,026	\$12,104
King City HS	\$15,404	\$5,135	\$20,539
District Totals	\$24,482	\$8,161	\$32,643

Conditions and assurances previously agreed upon as part of the original application and included as part of this grant award packet are still applied as part of the conditions of this award.

**To accept this award, the AO-400 must be signed and returned to the California Department of Education within ten days of receipt.** The AO-400 must contain the original signature of an authorized agent for the school district. Grant funds cannot be released until this AO-400 is returned.

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

**SUBJECT:** Approval to Extend the Contract for Consulting  
Services – Susan Brooks

**MEETING:** October 19, 2016

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

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Board Goals:

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

Summary:

This is the extension of the consulting contract with Susan Brooks, who will be providing valuable food service compliance, state reporting and required staff training. Ms. Brooks has provided these services to the district the last several years.

Recommendation:

The recommendation is to approve the contract with Susan Brooks.

Fiscal Impact:

The contract will not exceed \$10,000 (Food Service Budget).

Submitted By:



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Russell Miller  
Interim Chief Business Official

Approved:



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Daniel R. Moirao, Ed.D.  
Superintendent

**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 Susan Brooks, 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 July 1, 2016 and it terminates on June 30, 2017 unless sooner terminate as provided herein.

**II. PAYMENT LIMIT**

- Consultant shall be compensated at the rate of \$100 per hour.
- Not to exceed a total of 100 hours of service.
- Total payment(s) to Consultant, under this contract shall not exceed \$10,000.

**III. DISTRICT OBLIGATION**

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

**IV. CONSULTANT'S OBLIGATION**

- The consultant shall provide service(s) as described in the Consultant Service Description.
- Because the Consultant may work with students in a school-sponsored student activity program, the Consultant shall obtain both a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024). If the Consultant possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, issued prior to July 9, 2010, the Consultant shall have satisfied district requirements for the criminal background check. (Education Code 49024)

**V. CONSULTANT SERVICES DESCRIPTION**

The contractor shall provide professional development and assistance with State and Federal reporting as needed throughout the year for the District’s food service program.

**VI. ASSIGNMENT**

This agreement is for personal services to be performed by Consultant.

**VII. 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 and services together with an amount for approved expenses due and owing.

**VIII. DISTRICT’S RIGHT OF RETENTION**

Upon request, the District shall have copies of any records.

**IX. 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.

**X. 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.*

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

**SUBJECT:** Proposition 39 Project Update

**MEETING:** October 19, 2016

**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's Multi-Year Proposition 39 Energy Expenditure Plan has been revised to exclude the previously planned solar car ports. Instead, it now focuses on prioritizing energy efficiency first by replacing exterior and interior lights with LEDs, followed by replacing outdated thermostats with centrally-controlled smart thermostats. This change is being made based on the recommendation of the Association of Monterey Bay Area Governments-Energy Watch and the California Energy Commission, who have informed the District that solar projects are most beneficial only after every effort has first been made to improve the efficiency of lights and HVAC systems.

Recommendation:

The recommendation is to allocate the District's Proposition 39 funds to replacing exterior and interior lights with LEDs and installing smart thermostats.

Fiscal Impact:

Proposition 39 Grant Funds

Submitted By:



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Russell Miller  
Interim Chief Business Official

Approved:




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Daniel R. Moirao, Ed.D.  
Superintendent



## Multi-Year Prop 39 Energy Expenditure Plan Summary South Monterey County Joint Union High School District

The following is a high level summary of the estimated project costs for retrofitting the entire district (interior & exterior) to LED lighting. This plan prioritizes the most energy efficient measures available to be funded by Proposition 39 and is in line with the California Energy Commission's recommended energy 'loading order'.

<b>Multi-Year Prop 39 Energy Expenditure Plan Development</b>		
<b>For South Monterey County Joint Union High School District</b>		
Interior Cost =	\$ 551,948.24	SIR = 1.79
Interior Energy Cost Savings =	\$ 50,598.71	Payback (yrs) = 10.16
Interior Annual kWh Saved =	237,327.64	
AMBAG Rebate =	\$ 37,972.42	
Exterior LED Cost =	\$ 103,238.88	SIR = 6.23
Exterior LED Energy Cost Savings =	\$ 29,706.02	Payback (yrs) = 2.52
Exterior LED Annual kWh Saved =	177,931.80	
AMBAG Rebate =	\$ 28,469.09	
<b>Total 5 YR Funding Amount =</b>	<b>\$ 602,838.00</b>	<b>SIR = 2.35</b>
<b>Project Cost Savings Total =</b>	<b>\$ 80,304.73</b>	<b>Payback (yrs) = 7.33</b>
<b>Project Rebate Total =</b>	<b>\$ 66,441.51</b>	
<b>Project Cost Total =</b>	<b>\$ 655,187.11</b>	
<b>Annual kWh Saved Total =</b>	<b>415,259.44</b>	
<b>Amount Remaining =</b>	<b>\$ 14,092.40</b>	

Right now, the overall Savings-to-Investment Ratio (SIR) is 2.35 (safely above the minimum funding requirement of 1.01). For reference, the total payback is 7.33 years, with the very high exterior lighting payback being the highest energy efficiency priority.

<sup>[1]</sup> The California Energy Commission (CEC) is the authority agency that is required to ensure Prop 39 projects meet the 2016 Program Guidelines before energy expenditure plan funding is released. The California Department of Education (CDE) calculates and allocates each LEA Proposition 39 award funding each fiscal year based on legislatively appropriated funds. Year four and five allocations have yet to be solidified and may change. The Estimated Five Year Prop 39 allocation amount of \$602,838 uses accurate amounts for year one, two, and three and uses a projected amount for years four and five based on the year three allocation amount of \$121,145.

<sup>[2]</sup> AMBAG Energy Watch rebate amount is an estimate and subject to change.

## Cost & Savings per Site

South Monterey County Joint Union High School District					
	Final Prop 39 Cost	Project Cost	AMBAG Rebate	Annual kWh Saved	Annual Cost Savings
<b>King City High School</b>					
Interior	\$ 260,251	\$ 277,007	\$ 16,755	104,720	\$ 20,944
Exterior	\$ 32,352	\$ 41,030	\$ 8,678	54,239	\$ 8,678
<b>Total</b>	<b>\$ 292,603</b>	<b>\$ 318,037</b>	<b>\$ 25,433</b>	<b>158,959</b>	<b>\$ 29,622</b>
<b>Greenfield High School</b>					
Interior	\$ 235,443	\$ 255,060	\$ 19,617	122,604	\$ 27,463
Exterior	\$ 39,784	\$ 59,134	\$ 19,350	120,938	\$ 20,559
<b>Total</b>	<b>\$ 275,227</b>	<b>\$ 314,193</b>	<b>\$ 38,967</b>	<b>243,542</b>	<b>\$ 48,023</b>
<b>Facilities Building</b>					
Interior	\$ 12,415	\$ 13,493	\$ 1,078	6,737	\$ 1,496
Exterior	\$ 1,819	\$ 2,195	\$ 376	2,349	\$ 399
<b>Total</b>	<b>\$ 14,235</b>	<b>\$ 15,688</b>	<b>\$ 1,454</b>	<b>9,087</b>	<b>\$ 1,895</b>
<b>District Office</b>					
Interior	\$ 5,866	\$ 6,388	\$ 523	3,267	\$ 696
Exterior	\$ 815	\$ 880	\$ 65	406	\$ 69
<b>Total</b>	<b>\$ 6,681</b>	<b>\$ 7,269</b>	<b>\$ 588</b>	<b>3,672</b>	<b>\$ 765</b>
<b>Project Totals =</b>					
<b>Interior</b>	<b>\$ 513,976</b>	<b>\$ 551,948</b>	<b>\$ 37,972</b>	<b>237,328</b>	<b>\$ 50,599</b>
<b>Exterior</b>	<b>\$ 74,770</b>	<b>\$ 103,239</b>	<b>\$ 28,469</b>	<b>177,932</b>	<b>\$ 29,706</b>
<b>Total</b>	<b>\$ 588,746</b>	<b>\$ 655,187</b>	<b>\$ 66,442</b>	<b>415,259</b>	<b>\$ 80,305</b>

<sup>[1]</sup> The California Energy Commission (CEC) is the authority agency that is required to ensure Prop 39 projects meet the 2016 Program Guidelines before energy expenditure plan funding is released. The California Department of Education (CDE) calculates and allocates each LEA Proposition 39 award funding each fiscal year based on legislatively appropriated funds. Year four and five allocations have yet to be solidified and may change. The Estimated Five Year Prop 39 allocation amount of \$602,838 uses accurate amounts for year one, two, and three and uses a projected amount for years four and five based on the year three allocation amount of \$121,145.

<sup>[2]</sup> AMBAG Energy Watch rebate amount is an estimate and subject to change.

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

**SUBJECT:** Revenue and Expenditures Report for 2016-2017

**MEETING:** October 19, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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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:

The Revenue and Expenditures report is for the 2016-2017 school year and covers through September 2016. The report is listed by each fund.

Recommendation:

This is an information item only.

Fiscal Impact:

Per the 2016-2017 approved budget.

Submitted By:



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Russell Miller  
Interim Chief Business Official

Approved:



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Daniel R. Moirao, Ed.D.  
Superintendent

Fund 01 - General Fund		Fiscal Year 2017 through 09/30/2016				
		Budget	Actual	Encumbrance	Balance	Avail
<b>REVENUES</b>						
LCFF Revenue Sources	(8010-8099)	22,839,806.00	6,915,405.27		15,924,400.73	70%
Federal Revenue	(8100-8299)	1,366,657.00	79,990.80		1,286,666.20	94%
Other State Revenue	(8300-8599)	2,647,720.00	1,924,780.71		722,939.29	27%
Other Local Revenue	(8600-8799)	1,565,850.00	142,117.19		1,423,732.81	91%
<b>Total Revenues</b>		<b>28,420,033.00</b>	<b>9,062,293.97</b>		<b>19,357,739.03</b>	<b>68%</b>
<b>EXPENDITURES</b>						
Certificated Salaries	(1000-1999)	10,232,073.00	2,798,529.37	.00	7,433,543.63	73%
Classified Salaries	(2000-2999)	3,044,947.00	883,926.31	.00	2,161,020.69	71%
Employee Benefits	(3000-3999)	4,568,375.00	1,268,681.68	.00	3,299,693.32	72%
Books and Supplies	(4000-4999)	1,875,152.53	551,029.99	475,606.45	848,516.09	45%
Services & Operating Expenses	(5000-5999)	6,410,242.47	1,401,407.55	1,964,531.37	3,044,303.55	47%
Capital Outlay	(6000-6999)	416,122.00	136,990.98	140,764.53	138,366.49	33%
Other Outgo	(7100-7299, 7400-7499)	1,624,529.00	86,143.94	.00	1,538,385.06	95%
Transfer of Indirect Costs	(7300-7399)	1.00	.00	.00	1.00	100%
<b>Total Expenditures</b>		<b>28,171,442.00</b>	<b>7,126,709.82</b>	<b>2,580,902.35</b>	<b>18,463,829.83</b>	<b>66%</b>
<b>Operating Surplus/(Deficit)</b>		<b>248,591.00</b>	<b>1,935,584.15</b>	<b>(645,318.20)</b>		
<b>Beginning Fund Balance</b>		<b>8,157,353.18</b>	<b>8,157,353.18</b>	<b>8,157,353.18</b>		
<b>Net Ending Fund Balance</b>		<b>8,405,944.18</b>	<b>10,092,937.33</b>	<b>7,512,034.98</b>		
	<i>*** calculated ***</i>					
<b>Components of Ending Fund Balance</b>						
Undesignated/Unappropriated - 9790		8,405,944.18	.00			
<b>Ending Fund Balance</b>		<b>8,405,944.18</b>	<b>.00</b>			

Fund 11 - Adult Education Fund		Fiscal Year 2017 through 09/30/2016				
		Budget	Actual	Encumbrance	Balance	Avail
<b>REVENUES</b>						
Other State Revenue	(8300-8599)	78,500.00	.00		78,500.00	100%
<b>Total Revenues</b>		<b>78,500.00</b>	<b>.00</b>		<b>78,500.00</b>	<b>100%</b>
<b>EXPENDITURES</b>						
Certificated Salaries	(1000-1999)	35,000.00	.00	.00	35,000.00	100%
Classified Salaries	(2000-2999)	7,500.00	1,065.49	.00	6,434.51	86%
Employee Benefits	(3000-3999)	6,896.00	236.43	.00	6,659.57	97%
Books and Supplies	(4000-4999)	17,193.00	4,769.82	1,308.74	11,114.44	65%
Services & Operating Expenses	(5000-5999)	11,911.00	.00	.00	11,911.00	100%
<b>Total Expenditures</b>		<b>78,500.00</b>	<b>6,071.74</b>	<b>1,308.74</b>	<b>71,119.52</b>	<b>91%</b>
<b>Operating Surplus/(Deficit)</b>		<b>.00</b>	<b>(6,071.74)</b>	<b>(7,380.48)</b>		
<b>Beginning Fund Balance</b>		<b>24,639.20</b>	<b>24,639.20</b>	<b>24,639.20</b>		
<b>Net Ending Fund Balance</b>		<b>24,639.20</b>	<b>18,567.46</b>	<b>17,258.72</b>		
<i>*** calculated ***</i>						
<b>Components of Ending Fund Balance</b>						
Undesignated/Unappropriated - 9790		24,639.20	.00			
<b>Ending Fund Balance</b>		<b>24,639.20</b>	<b>.00</b>			

Fund 13 - Cafeteria Fund		Fiscal Year 2017 through 09/30/2016				
		Budget	Actual	Encumbrance	Balance	Avail
<b>REVENUES</b>						
Federal Revenue	(8100-8299)	455,000.00	.00		455,000.00	100%
Other State Revenue	(8300-8599)	36,500.00	.00		36,500.00	100%
Other Local Revenue	(8600-8799)	164,971.00	.00		164,971.00	100%
<b>Total Revenues</b>		<b>656,471.00</b>	<b>.00</b>		<b>656,471.00</b>	<b>100%</b>
<b>EXPENDITURES</b>						
Classified Salaries	(2000-2999)	143,216.00	42,070.28	.00	101,145.72	71%
Employee Benefits	(3000-3999)	98,501.00	21,661.59	.00	76,839.41	78%
Books and Supplies	(4000-4999)	397,413.00	69,803.10	88,668.33	238,941.57	60%
Services & Operating Expenses	(5000-5999)	17,341.00	2,086.01	8,772.99	6,482.00	37%
<b>Total Expenditures</b>		<b>656,471.00</b>	<b>135,620.98</b>	<b>97,441.32</b>	<b>423,408.70</b>	<b>64%</b>
<b>Operating Surplus/(Deficit)</b>		<b>.00</b>	<b>(135,620.98)</b>	<b>(233,062.30)</b>		
<b>Beginning Fund Balance</b>		<b>227,326.37</b>	<b>227,326.37</b>	<b>227,326.37</b>		
<b>Net Ending Fund Balance</b>		<b>227,326.37</b>	<b>91,705.39</b>	<b>(5,735.93)</b>		
		<i>*** calculated ***</i>				
<b>Components of Ending Fund Balance</b>						
Undesignated/Unappropriated - 9790		227,326.37	.00			
<b>Ending Fund Balance</b>		<b>227,326.37</b>	<b>.00</b>			

Fund 17 - Special Reserve Fund for Other		Fiscal Year 2017 through 09/30/2016			
	Budget	Actual	Encumbrance	Balance	Avail
<b>REVENUES</b>					
Other Local Revenue (8600-8799)	16,266.00	.00		16,266.00	100%
<b>Total Revenues</b>	<b>16,266.00</b>	<b>.00</b>		<b>16,266.00</b>	<b>100%</b>
<b>Operating Surplus/(Deficit)</b>	<b>16,266.00</b>	<b>.00</b>	<b>.00</b>		
<b>Beginning Fund Balance</b>	<b>3,021,838.60</b>	<b>3,021,838.60</b>	<b>3,021,838.60</b>		
<b>Net Ending Fund Balance</b> <i>*** calculated ***</i>	<b>3,038,104.60</b>	<b>3,021,838.60</b>	<b>3,021,838.60</b>		
<b>Components of Ending Fund Balance</b>					
Undesignated/Unappropriated - 9790	3,038,104.60	.00			
<b>Ending Fund Balance</b>	<b>3,038,104.60</b>	<b>.00</b>			

Fund 25 - Capital Facilities Fund		Fiscal Year 2017 through 09/30/2016				
		Budget	Actual	Encumbrance	Balance	Avail
<b>REVENUES</b>						
Other Local Revenue	(8600-8799)	174,685.00	.00		174,685.00	100%
<b>Total Revenues</b>		<b>174,685.00</b>	<b>.00</b>		<b>174,685.00</b>	<b>100%</b>
<b>EXPENDITURES</b>						
Books and Supplies	(4000-4999)	10,000.00	.00	.00	10,000.00	100%
Services & Operating Expenses	(5000-5999)	59,461.00	.00	6,360.00	53,101.00	89%
Capital Outlay	(6000-6999)	.00	40,586.83	150,151.16	(190,737.99)	0%
Other Outgo	(7100-7299, 7400-7499)	105,224.00	.00	.00	105,224.00	100%
<b>Total Expenditures</b>		<b>174,685.00</b>	<b>40,586.83</b>	<b>156,511.16</b>	<b>(22,412.99)</b>	<b>(13)%</b>
<b>Operating Surplus/(Deficit)</b>		<b>.00</b>	<b>(40,586.83)</b>	<b>(197,097.99)</b>		
<b>Beginning Fund Balance</b>		<b>183,779.54</b>	<b>183,779.54</b>	<b>183,779.54</b>		
<b>Net Ending Fund Balance</b>		<b>183,779.54</b>	<b>143,192.71</b>	<b>(13,318.45)</b>		
		<i>*** calculated ***</i>				
<b>Components of Ending Fund Balance</b>						
Undesignated/Unappropriated - 9790		183,779.54	.00			
<b>Ending Fund Balance</b>		<b>183,779.54</b>	<b>.00</b>			



Fund 56 - Debt Service Fund		Fiscal Year 2017 through 09/30/2016			
	Budget	Actual	Encumbrance	Balance	Avail
Beginning Fund Balance	1,248,727.02	1,248,727.02	1,248,727.02		
Net Ending Fund Balance <i>*** calculated ***</i>	1,248,727.02	1,248,727.02	1,248,727.02		
<b>Components of Ending Fund Balance</b>					
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 2016-17  
(thru September 30, 2016)

**MEETING:** October 19, 2016

**AGENDA SECTION:**

- ACTION
- INFORMATION
- ACTION/CONSENT

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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 Cashflow Summary Report – 2016-2017 Fiscal Year (as of September 30, 2016).

- Fund 01 – General Fund
- Fund 11 – Adult Education
- 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:



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Russell Miller  
Interim Chief Business Official

Approved:



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Daniel R. Moirao, Ed.D.  
Superintendent

Fund 01 - Actuals through September		Fiscal Year 2016/17								
	Object	Beginning Balance	July	August	September	October	November	Total	Budget	
<b>A. BEGINNING CASH</b>		9110	10,390,803.30	10,294,433.20	9,543,059.20					
<b>B. RECEIPTS</b>										
LCFF Revenue Sources										
Principal Apportionment	8010-8019		2,047,738.00	2,047,738.00	2,811,898.00			6,907,374.00	17,185,806.00	
Property Taxes	8020-8079		2,186.59		5,844.68			8,031.27	5,654,000.00	
Miscellaneous Funds	8080-8099									
Federal Revenues	8100-8299				79,990.80			79,990.80	1,366,657.00	
Other State Revenues	8300-8599		132,497.85		1,792,282.86			1,924,780.71	2,647,720.00	
Other Local Revenues	8600-8799		350.00	76,476.00	65,991.19			142,117.19	1,565,850.00	
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
Undefined Objects										
<b>TOTAL RECEIPTS</b>			.00	2,182,072.44	2,124,214.00	4,756,007.53	.00	.00	9,062,293.97	28,420,033.00
<b>C. DISBURSEMENTS</b>										
Certificated Salaries	1000-1999		114,859.47	919,162.89	1,764,507.01			2,798,529.37	10,232,073.00	
Classified Salaries	2000-2999		140,752.49	260,359.57	482,814.25			883,926.31	3,044,947.00	
Employee Benefits	3000-3999		114,915.54	399,119.48	754,646.66			1,268,681.68	4,568,375.00	
Books and Supplies	4000-4999		102,582.23	281,987.30	166,460.46					
Services	5000-5999		372,263.43	546,413.82	482,730.30			1,401,407.55	6,410,242.47	
Capital Outlay	6000-6599			119,955.98	17,035.00			136,990.98	416,122.00	
Other Outgo	7000-7499		5,583.00	39,318.04	41,242.90			86,143.94	1,624,530.00	
Interfund Transfers Out	7600-7629									
All Other Financing Uses	7630-7699									
Undefined Objects										
<b>TOTAL DISBURSEMENTS</b>			.00	850,956.16	2,566,317.08	3,709,436.58	.00	.00	7,126,709.82	28,171,442.00
<b>D. BALANCE SHEET ITEMS</b>										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199	967,879.07	246,543.38	246,543.38	219,333.75			712,420.51		
Accounts Receivable	9200-9299	415,658.94	132,992.29		84,001.12			216,993.41		
Due From Other Funds	9310	5,563.00								
Stores	9320									
Prepaid Expenditures	9330	42,483.94	42,483.94					42,483.94		
Other Current Assets	9340									
Deferred Outflows of Resrcs	9490									
Undefined Objects										
<b>SUBTOTAL ASSETS</b>		1,431,584.95	71,067.15	246,543.38	135,332.63	.00	.00	452,943.16		
(continued)										

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 3, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE 

Fund 01 - Actuals through September								Fiscal Year 2016/17	
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599	1,862,979.71	1,359,454.23-	62,727.54-	775,932.40			646,249.37-	
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650	1,802,055.36			1,802,055.36-			1,802,055.36-	
Deferred Inflows of Resrcs	9690								
Undefined Objects									
<b>SUBTOTAL LIABILITIES</b>		<b>3,665,035.07</b>	<b>1,356,419.23-</b>	<b>62,727.54-</b>	<b>1,031,111.83-</b>	<b>.00</b>	<b>.00</b>	<b>2,450,258.60-</b>	
<u>Nonoperating</u>									
Suspense Clearing	9910		3,035.00		4,988.87-			1,953.87-	
<b>TOTAL BALANCE SHEET ITEMS</b>		<b>2,233,450.12</b>	<b>1,427,486.38-</b>	<b>309,270.92-</b>	<b>1,166,444.46-</b>	<b>.00</b>	<b>.00</b>	<b>2,903,201.76-</b>	
<b>E. NET INCREASE/DECREASE</b>									
B - C + D			96,370.10-	751,374.00-	119,873.51-	.00	.00	967,617.61-	248,591.00
<b>F. ENDING CASH (A + E)</b>			<b>10,294,433.20</b>	<b>9,543,059.20</b>	<b>9,423,185.69</b>				
<b>G. Ending Cash, Plus Cash Accruals and Adjustments</b>									

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Fund 11 - Actuals through September		Fiscal Year 2016/17							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
<b>A. BEGINNING CASH</b>		9110	35,752.23-	37,078.59-	41,543.53-				
<b>B. RECEIPTS</b>									
LCFF Revenue Sources									
Principal Apportionment		8010-8019							
Property Taxes		8020-8079							
Miscellaneous Funds		8080-8099							
Federal Revenues		8100-8299							
Other State Revenues		8300-8599							78,500.00
Other Local Revenues		8600-8799							
Interfund Transfers In		8910-8929							
All Other Financing Sources		8930-8979							
Undefined Objects									
<b>TOTAL RECEIPTS</b>			.00	.00	.00	.00	.00	.00	78,500.00
<b>C. DISBURSEMENTS</b>									
Certificated Salaries		1000-1999							35,000.00
Classified Salaries		2000-2999			1,065.49			1,065.49	7,500.00
Employee Benefits		3000-3999			236.43			236.43	6,896.00
Books and Supplies		4000-4999		4,464.94	304.88				
Services		5000-5999							11,911.00
Capital Outlay		6000-6599							
Other Outgo		7000-7499							
Interfund Transfers Out		7600-7629							
All Other Financing Uses		7630-7699							
Undefined Objects									
<b>TOTAL DISBURSEMENTS</b>			.00	4,464.94	1,606.80	.00	.00	6,071.74	78,500.00
<b>D. BALANCE SHEET ITEMS</b>									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury		9111-9199							
Accounts Receivable		9200-9299	61,734.31-						
Due From Other Funds		9310							
Stores		9320							
Prepaid Expenditures		9330							
Other Current Assets		9340							
Deferred Outflows of Resrcs		9490							
Undefined Objects									
<b>SUBTOTAL ASSETS</b>			61,734.31-	.00	.00	.00	.00	.00	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 3, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE **ONLINE**

Fund 11 - Actuals through September		Fiscal Year 2016/17							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
<b>Liabilities and Deferred Inflows</b>									
Accounts Payable	9500-9599	1,342.88	1,326.36-		90.32-			1,416.68-	
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
<b>SUBTOTAL LIABILITIES</b>		1,342.88	1,326.36-	.00	90.32-	.00	.00	1,416.68-	
<b>Nonoperating</b>									
Suspense Clearing	9910								
<b>TOTAL BALANCE SHEET ITEMS</b>		60,391.43-	1,326.36-	.00	90.32-	.00	.00	1,416.68-	
<b>E. NET INCREASE/DECREASE</b>									
B - C + D			1,326.36-	4,464.94-	1,697.12-	.00	.00	7,488.42-	.00
<b>F. ENDING CASH (A + E)</b>			37,078.59-	41,543.53-	43,240.65-				
<b>G. Ending Cash, Plus Cash Accruals and Adjustments</b>									

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Fund 13 - Actuals through September										Fiscal Year 2016/17	
	Object	Beginning Balance	July	August	September	October	November	Total	Budget		
A. BEGINNING CASH	9110		171,862.02	159,649.47	104,894.46						
B. RECEIPTS											
LCFF Revenue Sources											
Principal Apportionment	8010-8019										
Property Taxes	8020-8079										
Miscellaneous Funds	8080-8099										
Federal Revenues	8100-8299									455,000.00	
Other State Revenues	8300-8599									36,500.00	
Other Local Revenues	8600-8799									164,971.00	
Interfund Transfers In	8910-8929										
All Other Financing Sources	8930-8979										
Undefined Objects											
TOTAL RECEIPTS		.00	.00	.00	.00	.00	.00	.00	.00	656,471.00	
C. DISBURSEMENTS											
Certificated Salaries	1000-1999										
Classified Salaries	2000-2999		2,298.56	12,170.51	27,601.21			42,070.28		143,216.00	
Employee Benefits	3000-3999		1,171.16	6,687.53	13,802.90			21,661.59		98,501.00	
Books and Supplies	4000-4999		20.91	30,036.75	39,745.44						
Services	5000-5999		1,207.00	315.38	563.63			2,086.01		17,341.00	
Capital Outlay	6000-6599										
Other Outgo	7000-7499										
Interfund Transfers Out	7600-7629										
All Other Financing Uses	7630-7699										
Undefined Objects											
TOTAL DISBURSEMENTS		.00	4,697.63	49,210.17	81,713.18	.00	.00	135,620.98		656,471.00	
D. BALANCE SHEET ITEMS											
Assets and Deferred Outflows											
Cash Not In Treasury	9111-9199	3,849.06			3,797.57			3,797.57			
Accounts Receivable	9200-9299	64,675.05			283.81			283.81			
Due From Other Funds	9310										
Stores	9320										
Prepaid Expenditures	9330										
Other Current Assets	9340										
Deferred Outflows of Resrcs	9490										
Undefined Objects											
SUBTOTAL ASSETS		68,524.11	.00	.00	4,081.38	.00	.00	4,081.38			
(continued)											

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 3, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 13 - Actuals through September		Fiscal Year 2016/17							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599	13,059.76	7,514.92-	5,544.84-				13,059.76-	
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
<b>SUBTOTAL LIABILITIES</b>		13,059.76	7,514.92-	5,544.84-	.00	.00	.00	13,059.76-	
<u>Nonoperating</u>									
Suspense Clearing	9910								
<b>TOTAL BALANCE SHEET ITEMS</b>		55,464.35-	7,514.92-	5,544.84-	4,081.38	.00	.00	8,978.38-	
<b>E. NET INCREASE/DECREASE</b>									
B - C + D			12,212.55-	54,755.01-	77,631.80-	.00	.00	144,599.36-	.00
<b>F. ENDING CASH (A + E)</b>			159,649.47	104,894.46	27,262.66				
<b>G. Ending Cash, Plus Cash Accruals and Adjustments</b>									

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Fund 17 - Actuals through September

Fiscal Year 2016/17

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
<b>A. BEGINNING CASH</b>	9110		3,021,838.60	3,021,838.60	3,021,838.60				
<b>B. RECEIPTS</b>									
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								16,266.00
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
<b>TOTAL RECEIPTS</b>		.00	.00	.00	.00	.00	.00	.00	16,266.00
<b>C. DISBURSEMENTS</b>									
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									
<b>TOTAL DISBURSEMENTS</b>		.00	.00	.00	.00	.00	.00	.00	
<b>D. BALANCE SHEET ITEMS</b>									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199								
Accounts Receivable	9200-9299				7,804.23			7,804.23	
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
<b>SUBTOTAL ASSETS</b>		.00	.00	.00	7,804.23	.00	.00	7,804.23	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 3, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 17 - Actuals through September								Fiscal Year 2016/17	
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
<u>Liabilities and Deferred Inflows</u>									
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	
<u>Nonoperating</u>									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		.00	.00	.00	7,804.23	.00	.00	7,804.23	
E. NET INCREASE/DECREASE									
B - C + D			.00	.00	7,804.23	.00	.00	7,804.23	16,266.00
F. ENDING CASH (A + E)			3,021,838.60	3,021,838.60	3,029,642.83				
G. Ending Cash, Plus Cash Accruals and Adjustments									

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Fund 25 - Actuals through September

Fiscal Year 2016/17

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
<b>A. BEGINNING CASH</b>	9110		237,085.37	131,516.38	131,516.38				
<b>B. RECEIPTS</b>									
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								174,685.00
Interfund Transfers In	8910-8929								
All Other Financing Sources	8930-8979								
Undefined Objects									
<b>TOTAL RECEIPTS</b>		.00	.00	.00	.00	.00	.00	.00	174,685.00
<b>C. DISBURSEMENTS</b>									
Certificated Salaries	1000-1999								
Classified Salaries	2000-2999								
Employee Benefits	3000-3999								
Books and Supplies	4000-4999								
Services	5000-5999								59,461.00
Capital Outlay	6000-6599				40,586.83			40,586.83	
Other Outgo	7000-7499								105,224.00
Interfund Transfers Out	7600-7629								
All Other Financing Uses	7630-7699								
Undefined Objects									
<b>TOTAL DISBURSEMENTS</b>		.00	.00	.00	40,586.83	.00	.00	40,586.83	174,685.00
<b>D. BALANCE SHEET ITEMS</b>									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199	57,826.16-			57,826.16			57,826.16	
Accounts Receivable	9200-9299				719.36			719.36	
Due From Other Funds	9310								
Stores	9320								
Prepaid Expenditures	9330								
Other Current Assets	9340								
Deferred Outflows of Resrcs	9490								
Undefined Objects									
<b>SUBTOTAL ASSETS</b>		57,826.16-	.00	.00	58,545.52	.00	.00	58,545.52	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 3, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE 

Fund 25 - Actuals through September								Fiscal Year 2016/17	
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
<b>Liabilities and Deferred Inflows</b>									
Accounts Payable	9500-9599	105,568.99	105,568.99-					105,568.99-	
Due To Other Funds	9610	5,563.00							
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
SUBTOTAL LIABILITIES		111,131.99	105,568.99-	.00	.00	.00	.00	105,568.99-	
<b>Nonoperating</b>									
Suspense Clearing	9910								
TOTAL BALANCE SHEET ITEMS		53,305.83	105,568.99-	.00	58,545.52	.00	.00	47,023.47-	
<b>E. NET INCREASE/DECREASE</b>									
B - C + D			105,568.99-	.00	17,958.69	.00	.00	87,610.30-	.00
<b>F. ENDING CASH (A + E)</b>									
G. Ending Cash, Plus Cash Accruals and Adjustments			131,516.38	131,516.38	149,475.07				

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Fund 56 - Actuals through September

Fiscal Year 2016/17

	Object	Beginning Balance	July	August	September	October	November	Total	Budget
<b>A. BEGINNING CASH</b>	9110		.00	.00	.00				
<b>B. RECEIPTS</b>									
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									
<b>TOTAL RECEIPTS</b>		.00	.00	.00	.00	.00	.00	.00	
<b>C. DISBURSEMENTS</b>									
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									
<b>TOTAL DISBURSEMENTS</b>		.00	.00	.00	.00	.00	.00	.00	
<b>D. BALANCE SHEET ITEMS</b>									
<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									
<b>SUBTOTAL ASSETS</b>		1,248,727.02-	.00	.00	.00	.00	.00	.00	
(continued)									

Selection Grouped by Org, Fund, Filtered by (Org = 28, Actuals Thru Period = 3, Use SACS? = Y, Restricted? = Y, Cash JE Only? = N, Separate? = Y)

ESCAPE ONLINE

Fund 56 - Actuals through September		Fiscal Year 2016/17							
	Object	Beginning Balance	July	August	September	October	November	Total	Budget
<b>Liabilities and Deferred Inflows</b>									
Accounts Payable	9500-9599								
Due To Other Funds	9610								
Current Loans	9640								
Unearned Revenues	9650								
Deferred Inflows of Resrcs	9690								
Undefined Objects									
<b>SUBTOTAL LIABILITIES</b>		.00	.00	.00	.00	.00	.00	.00	
<b>Nonoperating</b>									
Suspense Clearing	9910								
<b>TOTAL BALANCE SHEET ITEMS</b>		1,248,727.02-	.00	.00	.00	.00	.00	.00	
<b>E. NET INCREASE/DECREASE</b>									
B - C + D			.00	.00	.00	.00	.00	.00	.00
<b>F. ENDING CASH (A + E)</b>			.00	.00	.00				
<b>G. Ending Cash, Plus Cash Accruals and Adjustments</b>									

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

**SUBJECT:** Site Enrollment, Attendance and Referral Statistics

**MEETING:** October 19, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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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 are reports for each site indicating enrollment, attendance and discipline. These reports are for March 2016.

Recommendation:

This is an information item only.

Fiscal Impact:

None

Submitted By:



Russell Miller  
Interim Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent

# Greenfield High School

10/9/2016  
7:16:24 PM

2016-2017

## MONTHLY ATTENDANCE SUMMARY TOTALS

Page 1

Month 2 (9/5/2016 - 9/30/2016)

### Regular Program

	A Tchg Days	B Enroll- ment Carried Fwd	C Gains	D Total Enroll- ment (B+C)	E Losses	F Ending Enroll- ment (D-E)	G Days Not Enroll	H Days Non- Apport Attend	I Days Apport Abs	J Total Apport Attend (A*D) - G-H-I	K Total A.D.A. (J/A)	L Max Days Possible (A*D) - G	M Percent Attend (J/L)
Month Grade Level													
2 9-12	19	1138	12	1150	15	1135	189	1150	0	20511	1079.53	21661	94.69%
<b>Month 2 Total</b>	<b>19</b>	<b>1138</b>	<b>12</b>	<b>1150</b>	<b>15</b>	<b>1135</b>	<b>189</b>	<b>1150</b>	<b>0</b>	<b>20511</b>	<b>1079.53</b>	<b>21661</b>	<b>94.69%</b>
<b>Months 2 Cumulative 9-12</b>	19		12		15		189	1150	0	20511	1079.53	21661	94.69%
	19		12		15		189	1150	0	20511	1079.53	21661	94.69%

Note - Fields not relating to cumulative attendance are intentionally left blank.



# Greenfield High School

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## MONTHLY ATTENDANCE SUMMARY TOTALS

Page 2

Month 2 (9/5/2016 - 9/30/2016)

### Program H Home-Hospital

	A	B	C	D	E	F	G	H	I	J	K	L	M
Month Grade Level	Tchg Days	Enroll-ment Carried Fwd	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enroll	Days Non-Apport Attend	Days Apport Abs	Total Apport Attend (A*D) - G-H-I	Total A.D.A. (J/A)	Max Days Possible (A*D) - G	Percent Attend (J/L)
2 9-12	19	2	0	2	0	2	0	38	0	0	0.00	38	0.00%
<b>Month 2 Total</b>	<b>19</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>38</b>	<b>0.00%</b>
Months 2 Cumulative 9-12	19		0		0		0	38	0	0	0.00	38	0.00%
	19		0		0		0	38	0	0	0.00	38	0.00%

Note - Fields not relating to cumulative attendance are intentionally left blank.

# Greenfield High School

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## MONTHLY ATTENDANCE SUMMARY TOTALS

Page 3

Month 2 (9/5/2016 - 9/30/2016)

### Program I Independent Study

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Tchg Days	Enroll-ment Carried Fwd	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enroll	Days Non-Apport Attend	Days Apport Abs	Total Apport Attend (A*D) - G-H-I	Total A.D.A. (J/A)	Max Days Possible (A*D) - G	Percent Attend (J/L)
Month Grade Level													
2 9-12	19	8	2	10	0	10	20	157	0	13	0.68	170	7.65%
<b>Month 2 Total</b>	<b>19</b>	<b>8</b>	<b>2</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>20</b>	<b>157</b>	<b>0</b>	<b>13</b>	<b>0.68</b>	<b>170</b>	<b>7.65%</b>
<b>Months 2 Cumulative 9-12</b>	19		2		0		20	157	0	13	0.68	170	7.65%
	19		2		0		20	157	0	13	0.68	170	7.65%

Note - Fields not relating to cumulative attendance are intentionally left blank.

# Greenfield High School

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## MONTHLY ATTENDANCE SUMMARY TOTALS

Page 4

Month 2 (9/5/2016 - 9/30/2016)

### Program T SDC Transitional Program

	A	B	C	D	E	F	G	H	I	J	K	L	M
Month Grade Level	Tchg Days	Enroll-ment Carried Fwd	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enroll	Days Non-Apport Attend	Days Apport Abs	Total Apport Attend (A*D) - G-H-I	Total A.D.A. (J/A)	Max Days Possible (A*D) - G	Percent Attend (J/L)
2 9-12	19	7	0	7	0	7	0	3	0	130	6.84	133	97.74%
<b>Month 2 Total</b>	<b>19</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>130</b>	<b>6.84</b>	<b>133</b>	<b>97.74%</b>
<b>Months 2 Cumulative 9-12</b>	19		0		0		0	3	0	130	6.84	133	97.74%
	19		0		0		0	3	0	130	6.84	133	97.74%

Note - Fields not relatino to cumulative attendance are intentionallv left blank.

# Greenfield High School

10/9/2016

2016-2017

## Discipline Distribution Report from 9/1/2016 to 9/30/2016

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	999
04 *Assault (E) 48900 (a)(2)	4	2	-	2	-	1	3	4	-	-	-	-	-	-	-
08 *Drugs, Possession of (E) 4890	2	1	1	-	-	-	2	2	-	-	-	-	-	-	-
10 *Drugs, Use of (E) 48900 (c)	4	-	1	2	1	-	4	4	-	-	-	-	-	-	-
15 *Knife, Brandishing (E)48900 (k	1	-	-	1	-	-	1	1	-	-	-	-	-	-	-
16 *Loitering/Trespassing	3	-	1	1	1	1	2	3	-	-	-	-	-	-	-
23 *Theft (E) 48900 (g)	1	1	-	-	-	1	-	1	-	-	-	-	-	-	-
24 *Vandalism (E) 48900 (f)	1	1	-	-	-	1	-	1	-	-	-	-	-	-	-
25 *Weapon, Possession of (E) 48	1	-	-	1	-	-	1	1	-	-	-	-	-	-	-
36 Behavior, Defiance (E) 48900 (l	44	13	21	5	5	10	34	44	-	-	-	-	-	-	-
37 Behavior, Disobedience (E) 489	7	4	3	-	-	1	6	6	-	-	-	-	-	1	-
38 Behavior, Disruptive (E) 48900	38	15	17	5	1	7	31	38	-	-	-	-	-	-	-
39 Behavior, Inappropriate (E) 489	36	13	12	8	3	7	29	35	-	-	-	-	-	1	-
47 Disruption of School Activities (	3	1	-	2	-	-	3	3	-	-	-	-	-	-	-
52 Fighting (E) 48900 (a)(1)	6	4	2	-	-	-	6	6	-	-	-	-	-	-	-
53 Firearm, Imitation (E) 48900 (m	1	-	-	1	-	-	1	1	-	-	-	-	-	-	-
60 Hate Statement (E) 48900.3	2	2	-	-	-	-	2	2	-	-	-	-	-	-	-
64 Language, Obscene (E) 48900	1	1	-	-	-	-	1	1	-	-	-	-	-	-	-
65 Language, Profanity (E) 48900	4	1	2	-	1	-	4	4	-	-	-	-	-	-	-
70 Obscene Act (E) 48900 (i)	1	1	-	-	-	1	-	1	-	-	-	-	-	-	-
74 Profanity (E) 48900 (i)	4	-	2	1	1	-	4	4	-	-	-	-	-	-	-
75 Harassment, Threats or Intimid.	1	1	-	-	-	-	1	1	-	-	-	-	-	-	-
85 Threats to Students (E) 48900 (	1	1	-	-	-	-	1	1	-	-	-	-	-	-	-
<b>Totals:</b>	166	62	62	29	13	30	136	164	-	-	-	-	-	2	-

# King City High School

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## MONTHLY ATTENDANCE SUMMARY TOTALS

Page 1

Month 2 (9/5/2016 - 9/30/2016)

### Regular Program

	A	B	C	D	E	F	G	H	I	J	K	L	M
Month Grade Level	Tchg Days	Enroll-ment Carried Fwd	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enroll	Days Non-Apport Attend	Days Apport Abs	Total Apport Attend (A*D) - G-H-I	Total A.D.A. (J/A)	Max Days Possible (A*D) - G	Percent Attend (J/L)
2 9-12	19	999	11	1010	16	994	196	792	0	18202	958.00	18994	95.83%
<b>Month 2 Total</b>	<b>19</b>	<b>999</b>	<b>11</b>	<b>1010</b>	<b>16</b>	<b>994</b>	<b>196</b>	<b>792</b>	<b>0</b>	<b>18202</b>	<b>958.00</b>	<b>18994</b>	<b>95.83%</b>
<b>Months 2 Cumulative 9-12</b>	19		11		16		196	792	0	18202	958.00	18994	95.83%
	19		11		16		196	792	0	18202	958.00	18994	95.83%

Note - Fields not relating to cumulative attendance are intentionally left blank.

# King City High School

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## MONTHLY ATTENDANCE SUMMARY TOTALS

Page 2

Month 2 (9/5/2016 - 9/30/2016)

### Program H Home-Hospital

		A	B	C	D	E	F	G	H	I	J	K	L	M
		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	Days Apport Abs	Total Apport Attend (A*D) - G-H-I	Total A.D.A. (J/A)	Max Days Possible (A*D) - G	Percent Attend (J/L)
Month	Grade Level													
2	9-12	19	1	1	2	0	2	9	20	0	9	0.47	29	31.03%
<b>Month 2 Total</b>		19	1	1	2	0	2	9	20	0	9	0.47	29	31.03%
<b>Months 2 Cumulative 9-12</b>		19		1		0		9	20	0	9	0.47	29	31.03%
		19		1		0		9	20	0	9	0.47	29	31.03%

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Note - Fields not relatino to cumulative attendance are intentionallv left blank.

# King City High School

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## MONTHLY ATTENDANCE SUMMARY TOTALS

Page 3

Month 2 (9/5/2016 - 9/30/2016)

### Program I Independent Study

		A	B	C	D	E	F	G	H	I	J	K	L	M
		Tchg Days	Enroll-ment Carried Fwd	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enroll	Days Non-Apport Attend	Days Apport Abs	Total Apport Attend (A*D) - G-H-I	Total A.D.A. (J/A)	Max Days Possible (A*D) - G	Percent Attend (J/L)
Month	Grade Level													
2	9-12	19	8	1	9	0	9	18	153	0	0	0.00	153	0.00%
<b>Month 2 Total</b>		<b>19</b>	<b>8</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>18</b>	<b>153</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>153</b>	<b>0.00%</b>
<b>Months 2 Cumulative 9-12</b>		<b>19</b>		<b>1</b>		<b>0</b>		<b>18</b>	<b>153</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>153</b>	<b>0.00%</b>
		<b>19</b>		<b>1</b>		<b>0</b>		<b>18</b>	<b>153</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>153</b>	<b>0.00%</b>

Note - Fields not relating to cumulative attendance are intentionally left blank.

# King City High School

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## MONTHLY ATTENDANCE SUMMARY TOTALS

Page 4

Month 2 (9/5/2016 - 9/30/2016)

### Program T SDC Transitional Program

	A	B	C	D	E	F	G	H	I	J	K	L	M
Month Grade Level	Tchg Days	Enrollment Carried Fwd	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enroll	Days Non-Apport Attend	Days Apport Abs	Total Apport Attend (A*D) - G-H-I	Total A.D.A. (J/A)	Max Days Possible (A*D) - G	Percent Attend (J/L)
2 9-12	19	34	0	34	0	34	0	36	0	610	32.11	646	94.43%
<b>Month 2 Total</b>	<b>19</b>	<b>34</b>	<b>0</b>	<b>34</b>	<b>0</b>	<b>34</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>610</b>	<b>32.11</b>	<b>646</b>	<b>94.43%</b>
<b>Months 2 Cumulative 9-12</b>	19		0		0		0	36	0	610	32.11	646	94.43%
	19		0		0		0	36	0	610	32.11	646	94.43%

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Note - Fields not relating to cumulative attendance are intentionally left blank.



# King City High School

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## Discipline Distribution Report from 9/1/2016 to 9/30/2016

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	999
07 *Drugs, Paraphernalia (E) 489C	1	-	1	-	-	-	1	1	-	-	-	-	-	-	-
08 *Drugs, Possession of (E) 489C	2	1	-	-	1	-	2	2	-	-	-	-	-	-	
10 *Drugs, Use of (E) 48900 (c)	3	1	2	-	-	3	-	3	-	-	-	-	-	-	
18 *Property, Destruction of (E) 48	1	-	1	-	-	-	1	1	-	-	-	-	-	-	
25 *Weapon, Possession of (E) 48	1	-	1	-	-	-	1	1	-	-	-	-	-	-	
36 Behavior, Defiance (E) 48900 (l)	5	1	2	1	1	-	5	3	-	-	-	-	-	1	
37 Behavior, Disobedience (E) 48	1	1	-	-	-	-	1	1	-	-	-	-	-	-	
38 Behavior, Disruptive (E) 48900	7	1	4	2	-	1	6	5	-	-	-	-	-	1	
39 Behavior, Inappropriate (E) 48	1	-	1	-	-	-	1	-	-	-	-	-	-	-	
47 Disruption of School Activities (	1	-	1	-	-	-	1	1	-	-	-	-	-	-	
52 Fighting (E) 48900 (a)(1)	8	1	3	1	3	3	5	8	-	-	-	-	-	-	
58 Harassment (E) 48900.4	1	-	-	-	1	-	1	1	-	-	-	-	-	-	
85 Threats to Students (E) 48900 (	1	1	-	-	-	-	1	1	-	-	-	-	-	-	
88 Tobacco, Use of (E) 48900 (h)	1	-	-	-	1	-	1	1	-	-	-	-	-	-	
Totals:	34	7	16	4	7	7	27	29	-	-	-	-	-	2	

# Portola-Butler Contin. High School

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## MONTHLY ATTENDANCE SUMMARY TOTALS

Page 1

Month 2 (9/5/2016 - 9/30/2016)

### Regular Program

		A	B	C	D	E	F	G	H	I	J	K	L	M
		Tchg Days	Enroll-ment Carried Fwd	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enroll	Days Non-Apport Attend	Days Apport Abs	Total Apport Attend (A*D) - G-H-I	Total A.D.A. (J/A)	Max Days Possible (A*D) - G	Percent Attend (J/L)
Month	Grade Level													
2	9-12	19	53	8	61	3	58	70	0	0	1089	57.32	1089	100.00%
<b>Month 2 Total</b>		<b>19</b>	<b>53</b>	<b>8</b>	<b>61</b>	<b>3</b>	<b>58</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>1089</b>	<b>57.32</b>	<b>1089</b>	<b>100.00%</b>
<b>Months 2 Cumulative 9-12</b>		19		8		3		70	0	0	1089	57.32	1089	100.00%
		19		8		3		70	0	0	1089	57.32	1089	100.00%

Note - Fields not relating to cumulative attendance are intentionally left blank.

# Portola-Butler Contin. High School

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## MONTHLY ATTENDANCE SUMMARY TOTALS

Page 2

Month 2 (9/5/2016 - 9/30/2016)

### Program I Independent Study

		A	B	C	D	E	F	G	H	I	J	K	L	M
		Tchg Days	Enrollment Carried Fwd	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enroll	Days Non-Apport Attend	Days Apport Abs	Total Apport Attend (A*D) - G-H-I	Total A.D.A. (J/A)	Max Days Possible (A*D) - G	Percent Attend (J/L)
Month	Grade Level													
2	9-12	19	5	0	5	0	5	0	95	0	0	0.00	95	0.00%
<b>Month 2 Total</b>		19	5	0	5	0	5	0	95	0	0	0.00	95	0.00%
<b>Months 2 Cumulative 9-12</b>		19		0		0		0	95	0	0	0.00	95	0.00%
		19		0		0		0	95	0	0	0.00	95	0.00%

Note - Fields not relating to cumulative attendance are intentionally left blank.

# Portola-Butler Contin. High School

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## MONTHLY ATTENDANCE SUMMARY TOTALS

Page 3

Month 2 (9/5/2016 - 9/30/2016)

### Program V Short Term Independent Study

	A	B	C	D	E	F	G	H	I	J	K	L	M
Month Grade Level	Tchg Days	Enrollment Carried Fwd	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enroll	Days Non-Apport Attend	Days Apport Abs	Total Apport Attend (A*D) - G-H-I	Total A.D.A. (J/A)	Max Days Possible (A*D) - G	Percent Attend (J/L)
2 9-12	19	1	0	1	0	1	0	9	0	10	0.53	19	52.63%
<b>Month 2 Total</b>	<b>19</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>10</b>	<b>0.53</b>	<b>19</b>	<b>52.63%</b>
<b>Months 2 Cumulative 9-12</b>	19		0		0		0	9	0	10	0.53	19	52.63%
	19		0		0		0	9	0	10	0.53	19	52.63%

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Note - Fields not relating to cumulative attendance are intentionally left blank.

# Portola-Butler Contin. High School

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## MONTHLY ATTENDANCE SUMMARY TOTALS

Page 4

Month 2 (9/5/2016 - 9/30/2016)

### Program X Fifth year senior

	A	B	C	D	E	F	G	H	I	J	K	L	M
Month Grade Level	Tchg Days	Enroll-ment Carried Fwd	Gains	Total Enrollment (B+C)	Losses	Ending Enrollment (D-E)	Days Not Enroll	Days Non-Apport Attend	Days Apport Abs	Total Apport Attend (A*D) - G-H-I	Total A.D.A. (J/A)	Max Days Possible (A*D) - G	Percent Attend (J/L)
2 9-12	19	5	0	5	0	5	0	0	0	95	5.00	95	100.00%
<b>Month 2 Total</b>	19	5	0	5	0	5	0	0	0	95	5.00	95	100.00%
<b>Months 2 Cumulative 9-12</b>	19		0		0		0	0	0	95	5.00	95	100.00%
	19		0		0		0	0	0	95	5.00	95	100.00%

Note - Fields not relatino to cumulative attendance are intentionallv left blank.

# Portola-Butler Contin. High School

10/9/2016

2016-2017

## Discipline Distribution Report from 9/1/2016 to 9/30/2016

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	999	
39 Behavior, Inappropriate (E) 489	1	-	-	1	-	1	1	-	-	-	-	-	-	-	-
58 Harassment (E) 48900.4	1	-	-	1	-	1	1	-	-	-	-	-	-	-	-
81 Tardy, Habitual	1	-	1	-	-	1	1	-	-	-	-	-	-	-	-
<b>Totals:</b>	<b>3</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>-</b>	<b>3</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

**SUBJECT:** Williams Facilities Report - Greenfield High School      **MEETING:** October 19,2016

**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
- X   Ensure that Facilities are Safe for Staff and Students
- X   Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

This is the 1<sup>st</sup> Quarterly Williams Facility Report for Greenfield High School. The report summarizes the result of the Williams site visits for the months of July through September 2016. This report shows action taken and the date of completion on items noted as needing attention.

Recommendation:

Information Item only.

Fiscal Impact:

None at this time.

Submitted By:



\_\_\_\_\_  
Russell Miller  
Interim CBO

Approved:



\_\_\_\_\_  
Daniel R. Moirao, Ed.D.  
Superintendent



**Monterey County Superintendent of Schools**  
**WILLIAMS SETTLEMENT LEGISLATION**  
**FIRST QUARTERLY REPORT FOR SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT**  
**OCTOBER 2016**

This report summarizes the results of the Williams Site Visits and documentation reviews at deciles 1, 2, and 3 schools (2012 Base API) for the months of July through September 2016.

**SCHOOL FACILITIES:**

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

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

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

School	Overall Rating	Review Date	Room / Area	Facility Deficiencies Identified	Item # / Category	Emerg	Correction / Action Taken	Corrected On
Greenfield High	Good	8/22/16	Attendance Office	Screen is torn on window	15 Windows/Doors/Gates/Fences		Repaired	6/16/16
			Attendance Office	Window has hole	15 Windows/Doors/Gates/Fences			
			Activities Work RM	Water stain ceiling tiles	4 Interior Surfaces		Tiles Replaced	6/16/16
			Men's RR	Water stains ceiling tiles in hallway	4 Interior Surfaces		Tiles Replaced	6/16/16
			P RM 601	Ceiling tile is missing and loose	4 Interior Surfaces		Tiles Replaced	5/11/16
			P RM 601	Rust / hole on exterior eaves / frame	13 Roofs		Repaired and Repainted	9/15/16
			P RM 602	Rust is present on exterior eaves	11 Hazardous Materials		Repaired and Repainted	9/15/16
			P RM 602	Paint is peeling exterior	11 Hazardous Materials		Repainted	9/15/16
			P RM 603	Ceiling tile is missing	4 Interior Surfaces		Tiles Replaced	5/11/16
			P RM 603	Rust under exterior eaves / deteriorating	11 Hazardous Materials		Repaired and Repainted	9/15/16
			P RM 605	Wallpaper is torn	4 Interior Surfaces			
			P RM 606	Inadequate lighting 5 lights bulbs are out	7 Electrical		Lights Replaced	5/24/16
			Boy's Restroom	Ceiling tiles are missing	4 Interior Surfaces		Tiles Replaced	6/23/16
			Boy's Restroom	Door vent cover is broken	15 Windows/Doors/Gates/Fences			

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School	Overall Rating	Review Date	Room / Area	Facility Deficiencies Identified	Item # / Category	Emerg	Correction / Action Taken	Corrected On
			P RM 609	No skid paint is peeling on ramp / slip hazard	11 Hazardous Materials		Repainted	6/23/16
			P RM 609	Trip hazard @ ramp entry	14 Playground/School Grounds		Repaired	6/23/16
			P RM 610	Carpet has stains / worn	4 Interior Surfaces		Carpet Replaced	6/22/16
			P RM 610	Wallpaper is torn	4 Interior Surfaces			
<b>Greenfield High (Cont'd)</b>			P RM 612	No skid paint is peeling on ramp / slip hazard	11 Hazardous Materials		Repainted	6/23/16
			P RM 613	No skid paint is peeling on ramp / slip hazard	11 Hazardous Materials		Repainted	6/23/16
			P RM 614	Dirty vents	2 Mech/HVAC		Vents Cleaned	9/2/16
			P RM 614	No skid paint is peeling on ramp / slip hazard	11 Hazardous Materials		Repainted	6/23/16
			P RM 615	No skid paint is peeling on ramp / slip hazard	11 Hazardous Materials		Repainted	6/23/16
			P RM 616	Carpet is worn and stained	4 Interior Surfaces		Carpet Replaced	6/22/16
			Weight Room	Trip hazard @ asphalt cement seam	14 Playground/School Grounds		Ground Down	3/14/16
			Wrestling / Dance Room	Trip hazard @ asphalt cement seam	14 Playground/School Grounds		Ground Down	3/14/16
			Concession	Ceiling tiles are cracked and missing	4 Interior Surfaces		Tiles Replaced	5/17/16
			Athletic Director	Water stains ceiling tiles / hallway	4 Interior Surfaces		Tiles Replaced	5/24/16
			RM 403 Diagnosis	A/C unit is not working	2 Mech/HVAC			
			Student Union	Water stains ceiling tiles in hallway to kitchen	4 Interior Surfaces		Tiles Replaced	5/17/16
			Kitchen	Paint is chipping on wall	11 Hazardous Materials		Repaired	5/30/16
			Media Center	Water stain ceiling tiles	4 Interior Surfaces		Tiles Replaced	6/16/16
			RM 106 Computer Room	5 wall outlets missing cover plates	7 Electrical	X	Cover Plates Replaced	9/1/16

School	Overall Rating	Review Date	Room / Area	Facility Deficiencies Identified	Item # / Category	Emerg	Correction / Action Taken	Corrected On
			RM 106 Computer Room	Screens torn	15 Windows/Doors/Gates/Fences		Screens Repaired	6/13/16
			Library	Dry rot and cracks at fascia boards	13 Roofs			
			Library	Rust on gutters	13 Roofs			
			Boy's RR by Library	Light out	8 Restroom		Light Replaced	8/23/16
			Main Gym	Fire extinguisher box damaged	10 Fire Safety			
			Quad	Weeds and gum at concrete throughout	14 Playground/School Grounds			
			RM 103	Screen torn	15 Windows/Doors/Gates/Fences			

School	Overall Rating	Review Date	Room / Area	Facility Deficiencies Identified	Item # / Category	Emerg	Correction / Action Taken	Corrected On
Greenfield High (Cont'd) Follow-up		9/20/16	RM 106	Exit partially blocked by desk	10 Fire Safety		Desk Moved	9/1/16
			RM 106	Fire extinguisher blocked by desk	10 Fire Safety		Desk Moved	9/1/16
			Campus	Fire alarm panel in trouble	10 Fire Safety		Reset Panel	9/1/16

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

**SUBJECT:** Board Meetings and Study Session Dates for 2017

**MEETING:** October 19, 2016

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

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

Summary:

Working on calendars with busy people is never easy. To that end I submit the proposed schedule of meetings for the 2017 calendar year. All meetings are scheduled for Wednesday. They fluctuate from the first Wednesday's in some months to other Wednesday's in other months. This is due to already known conflict dates with other district activities.


There is a full cadre of study sessions scheduled, although they may not be needed. It is easier to cancel a date, then to find a date on the calendar.

Recommendation:

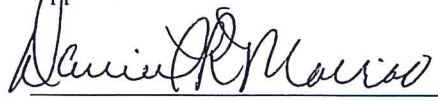
It is recommended that the individual Board members review these dates and get back to Shirley Laws and Dr. Moirao within the next week with any potential conflict of dates. This calendar must be voted upon in December by the Governing Board.

Fiscal Impact:

Submitted By:

  
\_\_\_\_\_  
Daniel R. Moirao Ed.D.  
Superintendent

Approved:

  
\_\_\_\_\_  
Daniel R. Moirao, Ed.D.  
Superintendent

**Proposed Board Meeting and Study Session Dates, 2017**

**All Meetings Begin at 5:30 P.M.**

Regular Board Meetings			Study Sessions		
Wed.	Jan. 11, 2017	GHS	Wed.	Jan. 25, 2017	KC
Wed.	Feb. 1, 2017	KC	Wed.	Feb. 15, 2017	KC
Wed.	Mar. 1, 2017	GHS	Wed.	Mar. 22, 2017	KC
Wed.	Apr. 5, 2017	KC	Wed.	Apr. 26, 2017	KC
Wed.	May. 10, 2017	GHS	Wed.	May. 24, 2017	KC
Wed.	June.14, 2017	KC	Wed.	June. 7, 2017	KC
Wed.	<b>July. 19, 2017</b>	GHS	Wed.	<b>July. 26, 2017</b>	KC
Wed.	Aug. 9, 2017	KC	Wed.	Aug. 2, 2017	KC
Wed.	Sept. 13, 2017	GHS	Wed.	Sept. 6, 2017	KC
Wed.	Oct. 11, 2017	KC	Wed.	Oct. 4, 2017	KC
Wed.	Nov. 15, 2017	GHS	Wed.	Nov. 1, 2017	KC
Wed.	Dec. 13, 2017	KC	Wed.	Dec. 6, 2017	KC

*July meetings are "if necessary"*

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

**SUBJECT:** Board Policies - First Reading

**MEETING:** October 19, 2016

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

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

Summary:

The following Board Policies are presented as a first reading/revision for the Governing's Board Consideration:

- AR 4115 – Evaluation/Supervision (revised)
  
- AR 4222 – Teacher Aides/Paraprofessionals (revised)
  
- BP 5116.1 – Intradistrict Open Enrollment (revised)
  
- BP 5121 – Grades/Evaluation of Student Achievement (revised)
- AR 5151 – Grades/Evaluation of Student Achievement (revised)
  
- BP 5131.62 – Tobacco (revised)
  
- AR 6158 – Independent Study (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.  
Superintendent

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent

## Personnel

## Evaluation/Supervision

Evaluation of certificated employees shall be conducted in accordance with the procedures established in this administrative regulation and applicable collective bargaining agreements. To the extent that any of those provisions conflict, the procedures in the collective bargaining agreement shall be implemented.

(cf. 4141/4241 - Collective Bargaining Agreement)

The ~~State Administrator~~/Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties. (Education Code 35171)

(cf. 4112.9 - Employee Notifications)

## Frequency of Evaluations

Each probationary certificated employee shall be evaluated at least once each school year. (Education Code 44664)

(cf. 4116 - Probationary/Permanent Status)

(cf. 4117.6 - Decision Not to Rehire)

Each certificated employee with permanent status shall be evaluated and assessed at least every other year. If the employee receives an unsatisfactory evaluation, he/she shall be annually evaluated until he/she achieves a positive evaluation or is separated from the district. (Education Code 44664)

(cf. 4117.4 - Dismissal)

~~Alternatively, if the evaluator and employee agree, a permanent employee shall be evaluated at least every five years provided he/she has been employed by the district at least 10 years, was rated in his/her previous evaluation as meeting or exceeding standards, and meets the qualifications of a highly qualified teacher as defined in 20 USC 7801, if his/her position requires such qualifications. Either the evaluator or the employee may withdraw consent for the alternative schedule at any time. (Education Code 44664)~~

~~(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)~~

**Alternatively, a permanent employee who has been employed by the district at least 10 years and who was rated in his/her previous evaluation as meeting or exceeding standards shall be evaluated at least every five years, if he/she and the evaluator so agree. Either the evaluator or the employee may withdraw consent for the alternative schedule at any time.**

**(Education Code 44664)**

## Evaluation Results

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last scheduled school day of the school year in which the evaluation takes place. Before the last scheduled school day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Noninstructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Instructional and noninstructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file. (Education Code 44663)

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

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to teaching standards approved by the Governing Board pursuant to Education Code 44662, the State Administrator/Superintendent or designee shall so notify the employee in writing and shall describe the unsatisfactory performance. The State Administrator/Superintendent or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in his/her performance. (Education Code 44664)

The ~~State Administrator~~/Superintendent or designee may require any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the district's instructional objectives. (Education Code 44664)

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

## Qualifications of Evaluators

The State Administrator/Superintendent or designee shall assign the principal or other appropriate supervisory personnel to evaluate certificated staff. He/she shall ensure that the evaluator:

1. Possesses a valid administrative credential



2. Is competent in the instructional methodologies used by the teachers being evaluated
3. Is skilled in the supervision of instruction and in techniques and procedures related to the evaluation of instruction
4. Is familiar with district curriculum priorities and practices, district standards for student progress, and district policies and procedures related to personnel supervision, performance evaluation, and staff development

(3/06 11/07) 8/14

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: October 19, 2016

Adopted:

King City, California

AR 4222 Personnel

**Teacher Aides/Paraprofessionals**

**Qualifications and Duties of Paraprofessionals**

No person shall be initially assigned to assist in instruction as a paraprofessional unless he/she has demonstrated proficiency in reading, writing, and mathematics skills up to or exceeding that required for the district's high school seniors pursuant to Education Code 51220(a) and (f). (Education Code 45330, 45344.5, 45361.5)

A paraprofessional who has passed a proficiency test in another district and was employed in the same capacity shall be considered to have met the district's proficiency standards, unless the district determines that the other district's test is not comparable. (Education Code 45344.5, 45361.5)

Instructional aides shall perform only such duties as, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students. (Education Code 45344)

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

Instructional aides need not perform their duties only in the physical presence of the teacher, but the teacher shall retain responsibility for the instruction and supervision of the students in his/her charge. (Education Code 45344)

**Additional Qualifications and Duties of Paraprofessionals in Title I Programs**

All paraprofessionals working in a program supported by federal Title I funds shall have received a high school diploma or its equivalent. (20 USC 6319; 34 CFR 200.58; Education Code 45330)

*(cf. 6171 - Title I Programs)*

In addition, at least one of the following criteria shall be met immediately by paraprofessionals hired on or after January 8, 2002, and by the end of the 2005-06 school year by paraprofessionals hired before January 8, 2002: (20 USC 6319; 34 CFR 200.58; Education Code 45330)

1. Completion of at least two years of study at an institution of higher education

In accordance with the definition adopted by the State Board of Education, "two years of study" shall be equal to 48 semester units or equivalent quarter units.

2. Possession of an associate's degree or higher
3. In a manner other than receipt of a high school diploma, met a rigorous standard of quality and demonstrated knowledge of and ability to assist in instructing reading, writing, and mathematics, as demonstrated through a local or state assessment

A paraprofessional who was hired on or before January 1, 2003, shall be deemed to have met the proficiency exam requirements of item #3 above if he/she has previously demonstrated, through a local assessment, knowledge of and an ability to assist in instructing reading, writing, and mathematics. (Education Code 45330)

When a paraprofessional has previously worked in another district, the Superintendent or designee may determine whether any assessments conducted by the previous district satisfy the proficiency criteria of item #3 above.

Items #1-3 above shall not apply to any paraprofessional: (20 USC 6319; 34 CFR 200.58; Education Code 45330)

1. Who is proficient in English and a language other than English and who provides services primarily to enhance the participation of children in Title I programs by acting as a translator
2. Whose duties consist solely of conducting parental involvement activities consistent with 20 USC 6318

~~Paraprofessionals working in a program supported by Title I funds may be assigned to: (20 USC 6319; 34 CFR 200.59)~~

- ~~1. Provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher~~
- ~~2. Assist with classroom management, such as organizing instructional and other materials~~
- ~~3. Provide assistance in a computer laboratory~~
- ~~4. Conduct parental involvement activities~~
- ~~5. Provide support in a library or media center~~
- ~~6. Act as a translator~~
- ~~7. Provide instructional services to students, provided that the paraprofessional is working under the direct supervision of a teacher~~

~~Title I paraprofessionals may assume limited duties that are assigned to similar personnel in non-Title I programs, including duties beyond classroom instruction or that do not benefit Title I students, in the same proportion of total work time as non-Title I paraprofessionals. (20 USC 6319; 34 CFR 200.59)~~

~~The principal of each school operating a Title I program shall annually attest in writing as to whether the school is in compliance with federal requirements regarding qualifications and duties of paraprofessionals listed above. Copies of attestations shall be maintained at the school and district office and shall be available to the public upon request. (20 USC 6319)~~

### **Parental Notification**

At the beginning of each school year, a parent/guardian shall be notified that he/she may request information regarding whether his/her child is provided services by paraprofessionals and, if so, their qualifications. (20 USC 6311)

*(cf. 5145.6 - Parental Notifications)*

(11/02 11/03) 11/05

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

First reading: October 19, 2016

Adopted:

King City, California

## Students

### Intradistrict Open Enrollment

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also balancing enrollment in order to maximize the efficient use of district facilities. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

*(cf. 5117 - Interdistrict Attendance)*

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code 35160.5)

*(cf. 5111.1 - District Residency)*

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

*(cf. 5111.13 - Residency for Homeless Children)*

The Board shall annually review this policy. (Education Code 35160.5, 48980)

### Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

*(cf. 5116 - School Attendance Boundaries)*

The Superintendent or designee shall grant priority to any district student to attend another district school, including a charter school, outside of his/her attendance area as follows:

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment List. (Education Code 48354)

*(cf. 5118 - Open Enrollment Act Transfers)*

- ~~2. Any student enrolled in a district school receiving Title I funds that has been identified for program improvement (PI), corrective action, or restructuring. (20 USC 6316)~~

~~*(cf. 0420.4 - Charter Schools)*~~

~~*(cf. 0520.2 - Title I Program Improvement Schools)*~~

~~*(cf. 6171 - Title I Programs)*~~

3. Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous." (20 USC 7912; 5 CCR 11992)

*(cf. 0450 - Comprehensive Safety Plan)*

4. Any student who is a victim of a violent crime while on school grounds. (20 USC 7912)
5. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances, include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers.

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist
  - b. A court order, including a temporary restraining order and injunction
6. Sibling of a student already in attendance in that school.
  7. Any student whose parent/guardian is assigned to that school as his/her primary place of employment.

#### Application and Selection Process

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between December 1<sup>st</sup> and January 31<sup>st</sup> of the school year preceding the school year for which the transfer is requested.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the

criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

(cf. 6172 - Gifted and Talented Student Program)

#### Transportation

Except as required by 20 USC 6316 for transfers out of Title I PI schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

*(cf. 3250 - Transportation Fees)*

*(cf. 3540 - Transportation)*

#### Legal Reference:

##### EDUCATION CODE

200 Prohibition against discrimination

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48980 Notice at beginning of term

##### CODE OF REGULATIONS, TITLE 5

11992-11994 Definition of persistently dangerous schools

##### UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

##### CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

##### COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

##### ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 95 (2002)

##### Management Resources:

U.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCE  
Public School Choice, January 2009  
Unsafe School Choice Option, May 2004

WEB SITES

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

California Department of Education, Unsafe School Choice Option:

<http://www.cde.ca.gov/ls/ss/se/usco.asp>

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

(3/03 11/08) 3/11

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

First Reading: October 19, 2016

Adopted:

King City, California



Students

## **GRADES/EVALUATION OF STUDENT ACHIEVEMENT**

The Governing Board believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement.

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*

The Superintendent or designee shall establish a uniform grading system based on standards that apply to all students in that course and grade level. Principals and teachers shall ensure that student grades conform to this system. Teachers shall inform students and parents/guardians how student achievement will be evaluated in the classroom.

*(cf. 5124 - Communication with Parents/Guardians)*  
*(cf. 6011 - Academic Standards)*

~~A teacher shall base a student's grades on impartial, consistent and methodical observation of the quality of the student's work and his/her mastery of course content and district standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests, and portfolios.~~

~~*(cf. 6162.5 - Student Assessment)*~~

~~\*\*\*Note: The following optional paragraph may be revised to reflect district practice. CSBA's governance brief Research-Supported Strategies to Improve the Accuracy and Fairness of Grades reviews research on the fairness, accuracy, and consistency of common grading practices. Based on research, the brief recommends that nonacademic factors (e.g., attendance, effort, behavior, work habits) not be incorporated into the academic grade, which is intended to be an indicator of a student's mastery of academic content.\*\*\*~~

**A teacher shall base a student's grades solely on the quality of the student's academic work and his/her mastery of course content based on district standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods, including, but not limited to, tests, projects, portfolios, and/or class discussion as appropriate. Other elements that are not a direct measure of knowledge and understanding of course content, such as attendance, effort, student conduct, and work habits, shall not be factored into the academic grade but may be reported separately.**

**(cf. 6011 - Academic Standards)**  
**(cf. 6162.5 - Student Assessment)**

**Whenever a student misses an assignment or assessment due to either an excused or**

**unexcused absence, he/she shall be given full credit for subsequent satisfactory completion of the assignment or assessment.**

**(cf. 6154 - Homework/Makeup Work)**

The teacher of each course shall determine the student's grade at the end of each grading period. The grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, or administrative regulation. On rare occasions a grade change may occur when it is determined that there has been clerical or mechanical mistakes, fraud, bad faith (e.g. non-compliance with policy or administrative regulation), or incompetency. (Education Code 49066)

*(cf. 5125.3 - Challenging Student Records)*

After a grade is assigned by the teacher, the results of a student's performance on certain tests and/or examinations, including but not limited to Advanced Placement (AP), ~~California High School Exit Examination (CAHSEE)~~, and ~~Content Standards Tests (CST)~~, **California Assessment State Standards (CASSP)** shall not determine or change a student's grade.

When reporting student performance to parents/guardians, teachers may add narrative descriptions, observational notes, and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

~~\*\*\*Note: The following optional paragraph is for use by districts that choose to provide reports of academic performance on specific academic standards, and should be deleted by other districts.\*\*\*~~

**At all grade levels, report cards may include reports of student progress on specific academic standards applicable to the course and grade level.**

**When reporting student performance to parents/guardians, teachers may add narrative descriptions, observational notes, and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.**

A report card for a student with a disability may contain information about his/her disability, including whether that student received special education or related services, provided that the report card informs parents/guardians about their child's progress or level of achievement in specific classes, course content, or curriculum. However, transcripts that may be used to inform postsecondary institutions or prospective employers of the student's academic achievements shall not contain information disclosing the student's disability.

*(cf. 5125 - Student Records)*

*(cf. 6159 - Individualized Education Program)*

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

## Effect of Absences on Grades

Students are to be in school each day, unless they are absent with an excused absence.

If a student misses class without an excuse and does not subsequently turn in homework, take a test, or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance, based on the value of the missed assignment.

*(cf. 6154 - Homework/Makeup Work)*

The Board believes that 5 unexcused absences per grading period constitute excessive unexcused absences. Students with excessive unexcused absences may receive a failing grade and not receive credit for the class(es).

*(cf. 5113 - Absences and Excuses)*

## Grade Point Average

The Superintendent or designee shall determine the methodology to be used in calculating students' grade point averages (GPA), including the courses to be included within the GPA and whether extra grade weighting shall be applied to Advanced Placement, honors, and/or concurrent postsecondary courses.

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6172 - Gifted and Talented Student Program)*

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

## Legal Reference:

### EDUCATION CODE

~~41505-41508 Pupil Retention Block Grant~~

~~48070 Promotion and retention~~

~~48205 Excused absences~~

~~48800-48802 Enrollment of gifted students in community college~~

~~48904-48904.3 Withholding grades, diplomas, or transcripts~~

~~49066 Grades; finalization; physical education class~~

~~49067 Mandated regulations regarding student's achievement~~

~~49069.5 Students in foster care, grades and credits~~

~~51242 Exemption from physical education based on participation in interscholastic athletics~~

~~52244 Advanced Placement Program: pilot grant program, examination fees~~

~~76000-76002 Enrollment in community college~~

### CODE OF REGULATIONS, TITLE 5

~~10060 Criteria for reporting physical education achievement, high schools~~

~~30008 Definition of high school grade point average for student aid eligibility~~

### UNITED STATES CODE, TITLE 20

~~1232g Family Education Rights and Privacy Act (FERPA)~~

~~6101-6251 School to Work Opportunities Act of 1994~~

~~CODE OF FEDERAL REGULATIONS, TITLE 34~~

~~99.1-99.67 Family Educational Rights and Privacy Act~~

~~COURT DECISIONS~~

~~Owasso Independent School District v. Falvo, (2002) 534 U.S. 426~~

~~Las Virgenes Educators Association v. Las Virgenes Unified School District, (2001) 86~~

~~Cal.App.4th 1~~

~~Swany v. San Ramon Valley Unified School District, (1989) 720 F.Supp. 764~~

~~Johnson v. Santa Monica Malibu Unified School District Board of Education, (1986) 179~~

~~Cal.App.3d 593~~

**Management Resources:**

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~Aiming High: High Schools for the 21st Century, 2002~~

~~Taking Center Stage: A Commitment to Standards-Based Education for California's Middle~~

~~Grades Students, 2001~~

~~Elementary Makes the Grade!, 2000~~

~~Fiscal Management Advisory, 11-01~~

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

~~CORRESPONDENCE~~

~~Report Cards and Transcripts for Students with Disabilities, October 17, 2008~~

~~WEB SITES~~

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

~~California Student Aid Commission: <http://www.esac.ca.gov>~~

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

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

~~(3/02-11/03)-7/09~~

~~\*\*\*Note: Education Code 49066 provides that the grade assigned by a teacher is final, absent any clerical or mechanical mistake, fraud, bad faith, or incompetency. Pursuant to Education Code 49066, the Board and Superintendent cannot order a student's grade changed unless the teacher, to the extent practicable, is given an opportunity to state the reasons that the grade was given and to be included in all discussions regarding the changing of the grade; see AR 5125.3- Challenging Student Records.\*\*\*~~

**A grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, or administrative regulation. (Education Code 49066)**

**(cf. 5125.3 - Challenging Student Records)**

~~\*\*\*Note: The following optional paragraph is for use by districts that maintain secondary schools and may be revised to reflect district practice. Also see the accompanying administrative regulation.\*\*\*~~

The Superintendent or designee shall determine the methodology to be used in calculating students' grade point average (GPA), including the courses to be included within the GPA and whether extra grade weighting shall be applied to Advanced Placement, International Baccalaureate, honors, and/or concurrent postsecondary courses.

(cf. 6141.4 - International Baccalaureate Program)  
(cf. 6141.5 - Advanced Placement)  
(cf. 6172 - Gifted and Talented Student Program)  
(cf. 6172.1 - Concurrent Enrollment in College Classes)

**Legal Reference:**

**EDUCATION CODE**

48070 Promotion and retention

48205 Excused absences

48800-48802 Enrollment of gifted students in community college

48904-48904.3 Withholding grades, diplomas, or transcripts

49066 Grades; finalization; physical education class

49067 Mandated regulations regarding student's achievement

49069.5 Students in foster care, grades and credits

51242 Exemption from physical education based on participation in interscholastic athletics

69432.9 Cal Grant program; notification of grade point average

76000-76002 Enrollment in community college

**CODE OF REGULATIONS, TITLE 5**

10060 Criteria for reporting physical education achievement, high schools

30008 Definition of high school grade point average for student aid eligibility

**UNITED STATES CODE, TITLE 20**

1232g Family Education Rights and Privacy Act (FERPA)

**CODE OF FEDERAL REGULATIONS, TITLE 34**

99.1-99.67 Family Educational Rights and Privacy Act

**COURT DECISIONS**

Owasso Independent School District v. Falvo, (2002) 534 U.S. 426

Las Virgenes Educators Association v. Las Virgenes Unified School District, (2001) 86

Cal.App.4th 1

Swany v. San Ramon Valley Unified School District, (1989) 720 F.Supp. 764

Johnson v. Santa Monica-Malibu Unified School District Board of Education, (1986) 179

Cal.App.3d 593

**Management Resources:**

**CSBA PUBLICATIONS**

Research-Supported Strategies to Improve the Accuracy and Fairness of Grades,  
Governance Brief, July 2016

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

**CORRESPONDENCE**

**Report Cards and Transcripts for Students with Disabilities, October 17, 2008**

**WEB SITES**

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

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

**California Student Aid Commission: <http://www.csac.ca.gov>**

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

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

(11/03 7/09) 7/16

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

First Reading: October 19, 2016

Adopted:

King City, California

Students

## GRADES/EVALUATION OF STUDENT ACHIEVEMENT

~~\*\*\*Note: Education Code 49067 mandates the Governing Board to approve regulations requiring the evaluation of each student's academic performance for each grading period. The following administrative regulation should be revised to reflect district practice and the grade levels offered by the district.\*\*\*~~

**The Superintendent or designee shall inform teachers of the district's policy regarding grading, including expectations that grades shall be based on factors that directly measure students' knowledge and skills in the content area and shall not include nonacademic factors.**

**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)**

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  
First Reading: October 19, 2016  
Adopted: King City, California

## Students

## Tobacco

The Governing Board recognizes the serious health risks presented by tobacco use and desires to ensure that, through adoption of consistent policies, district students are made aware of those risks and, to the extent possible, protected from them. The ~~State Administrator~~/Superintendent or designee shall establish a coordinated school health system which includes a comprehensive behavioral health education component that teaches students the knowledge, skills, and attitudes they need in order to lead healthy lives and avoid high-risk behaviors, such as tobacco use.

(cf. 5141.23 - Asthma Management)

The ~~State Administrator~~/Superintendent or designee shall provide prevention, intervention, and cessation education, information, activities, and/or referrals to district students and shall ensure consistent enforcement of district policies prohibiting student possession and use of tobacco products.

## Prohibition Against Tobacco Use

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

(Education Code 48900, 48901)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

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

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

Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited.

These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus. (Education Code 48900)

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

~~\*\*\*Note: The following definitions of "smoking" and "tobacco products" are specified in-~~

~~Business and Professions Code 22950.5 and incorporated by reference into Education Code 48901, as amended by SBX2 5 (Ch. 7, Statutes of 2016).\*\*\*~~

**Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)**

**Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)**

- 1. A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff**
- 2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah**
- 3. Any component, part, or accessory of a tobacco product, whether or not sold separately**

**These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus. (Education Code 48900)**

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

#### Prevention Instruction

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12 pursuant to Education Code 51202. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

#### ~~Intervention/Cessation Services~~

~~The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. Such intervention services shall be provided as an alternative to suspension for tobacco possession.~~

~~(cf. 1020—Youth Services)  
(cf. 5141.6—School Health Services)  
(cf. 5146—Married/Pregnant/Parenting Students)  
(cf. 6164.2—Guidance/Counseling Services)~~

### **Intervention/Cessation Services**

~~\*\*\*Note: The following optional section may be revised to reflect district practice. Pursuant to Health and Safety Code 104420 and 104460, districts receiving TUPE funds must provide students with access to intervention and cessation services and must provide pregnant and parenting minors with access to designated services. The district may fulfill these requirements either through the direct provision of services or through referrals to available services. See the accompanying administrative regulation. Pursuant to Education Code 48900.5, such intervention should be implemented to correct student behavior rather than suspension or other measures that may exclude a student from instruction.\*\*\*~~

**The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. Such intervention services shall be provided as an alternative to suspension for tobacco possession.**

**(cf. 1020 - Youth Services)  
(cf. 5141.6 - School Health Services)  
(cf. 5146 - Married/Pregnant/Parenting Students)  
(cf. 6164.2 - Guidance/Counseling Services)**

### **Program Planning**

The district's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in district schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student populations that are most in need of district services.

The State Administrator/Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, district staff, representatives of the local health department and community organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation.

(cf. 1220 - Citizen Advisory Councils)

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

~~The State Administrator/Superintendent or designee also shall coordinate the district's tobacco use prevention and intervention program with other district efforts to reduce students' use of illegal substances and to promote student wellness.~~

~~(cf. 5030 - Student Wellness)~~

~~(cf. 5131.6 - Alcohol and Other Drugs)~~

~~(cf. 5131.63 - Steroids)~~

**The Superintendent or designee also shall coordinate the district's tobacco-use prevention and intervention program with other district efforts to reduce students' use of illegal substances and to promote student wellness.**

**(cf. 5030 - Student Wellness)**

**(cf. 5131.6 - Alcohol and Other Drugs)**

**(cf. 5131.63 - Steroids)**

The State Administrator/Superintendent or designee shall select tobacco-use prevention programs based on the model program designs identified by the California Department of Education (CDE) and may adapt the model to meet district needs. (Health and Safety Code 104420)

The State Administrator/Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which is known to have received funding from the tobacco industry.

(cf. 1325 - Advertising and Promotion)

(cf. 3290 - Gifts, Grants and Bequests)

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

#### Program Evaluation

To evaluate the effectiveness of the district's program and ensure accountability, the State Administrator/Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

(cf. 0500 - Accountability)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6162.8 - Research)

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

Legal Reference:

EDUCATION CODE

48900 Suspension or expulsion (grounds)  
48900.5 Suspension, limitation on imposition; exception  
48901 Smoking or use of tobacco prohibited  
51202 Instruction in personal and public health and safety  
60041 Instructional materials, portrayal of effects of tobacco use

HEALTH AND SAFETY CODE

104350-104495 Tobacco-use prevention education  
119405 Unlawful to sell or furnish electronic cigarettes to minors

PENAL CODE

308 Minimum age for tobacco possession

CODE OF REGULATIONS, TITLE 17

6800 Definition, health assessment  
6844-6847 Child Health and Disability Prevention program; health assessments

UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug-Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 8 (2005)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

TUPE Acceptance of Funds Guidance

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003

Getting Results: Part II California Action Guide to Tobacco Use Prevention Education, 2000

WEST ED PUBLICATIONS

Guidebook for the California Healthy Kids Survey

WEB SITES

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

California Department of Education, Tobacco-Use Prevention Education:

<http://www.cde.ca.gov/ls/he/at/tupe.asp>

California Department of Public Health, Tobacco Control:

<http://www.cdph.ca.gov/programs/tobacco>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Healthy Kids Survey: <http://www.wested.org/hks>

Centers for Disease Control and Prevention, Smoking and Tobacco Use:

<http://www.cdc.gov/tobacco>

U.S. Surgeon General: <http://www.surgeongeneral.gov>

(7/09 3/11) 4/14

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: October 19, 2016

Adopted:

King City, California



Instruction

Independent Study

Educational Opportunities

Educational opportunities offered through independent study may include, but are not limited to:  
(Education Code 51745)

1. Special assignments extending the content of regular courses of instruction

*(cf. 6143 - Courses of Study)*

2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum
4. Continuing and special study during travel

*(cf. 5112.3 - Student Leave of Absence)*

5. Volunteer community service activities that support and strengthen student achievement

*(cf. 0420.4 - Charter Schools)*

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

*(cf. 6181 - Alternative Schools/Programs of Choice)*

In addition, when requested by a parent/guardian due to an emergency, vacation, or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes.

*(cf. 5113 - Absences and Excuses)*

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

*(cf. 6146.1 - High School Graduation Requirements)*

Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of

study within the customary time frame. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

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

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. (Education Code 46300.6, 51747.3)

### Eligibility for Independent Study

Provided that experienced certificated staff are available to effectively supervise students in independent study, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. A student whose academic performance is not at grade level may participate in independent study only if the school is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

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

For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation. (Education Code 51745)

*(cf. 6159 - Individualized Education Program)*

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

*(cf. 6183 - Home and Hospital Instruction)*

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)

*(cf. 6200 - Adult Education)*

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant and parenting students who are primary caregivers for one or more of their children, shall be eligible for apportionment credit for independent study. (Education Code 51745)

*(cf. 5146 - Married/Pregnant/Parenting Students)*

*(cf. 6184 - Continuation Education)*

### Written Agreements

A written agreement shall be developed and implemented for each student participating in independent study for five or more consecutive school days. (Education Code 46300, 51747)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but not be limited to, all of the following: (Education Code 51747; 5 CCR 11700)

1. The manner, time, frequency, and place for submitting the student's assignments and for reporting his/her progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources, including materials and personnel that will be made available to the student
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one semester or one-half year if the school is on a year-round calendar
6. A statement of the number of course credits or, for an elementary student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement that independent study is an optional educational alternative in which no student may be required to participate

8. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

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

Before the student begins the independent study, the written agreement shall be signed and dated by the student, the parent/guardian or caregiver of the student if the student is under age 18, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student. (Education Code 51747; 5 CCR 11702)

#### Monitoring Student Progress

Independent study students who are late, miss scheduled conferences, or do not submit assigned work on time shall not be reported as tardy or truant.

However, the independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has missed the number of assignments specified in the written agreement as precipitating an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to a regular school program.

#### Responsibilities of Independent Study Administrator

The responsibilities of the independent study administrator shall be to:

- ~~1. Ensure that the district's independent study option is operated in accordance with law, Board policy, and administrative regulation and is substantially equal in quality and quantity to the classroom instruction~~

- ~~2. Obtain and maintain current information and skills required for the operation of an independent study program that meets established standards for the district's educational programs~~
- ~~3. Develop and manage the budget for independent study~~
- ~~4. Authorize the selection of certificated staff to be assigned as independent study teachers~~
- ~~5. Supervise any staff assigned to independent study functions who are not regularly supervised by another administrator~~
- ~~6. Approve or deny the participation of students requesting independent study~~
- ~~7. Facilitate the completion of written independent study agreements~~
- ~~8. Assure a smooth transition for students into and out of the independent study mode of instruction~~
- ~~9. Approve all credits earned through independent study and forward the information to the appropriate staff so that the information becomes part of the student's record~~
- ~~10. Complete or coordinate the preparation of all records and reports required by law, Board policy, or administrative regulation~~

**A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)**

~~\*\*\*Note: The CDE, in its Frequently Asked Questions available on its web site, clarifies that students in independent study are not subject to truancy laws. The determination of excused and unexcused absences is irrelevant because independent study students may complete assignments at any time and attendance is not the basis for credit.\*\*\*~~

**Independent study students who are late, miss scheduled conferences, or do not submit assigned work on time shall not be reported as tardy or truant.**

Responsibilities of Independent Study Administrator

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

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

#### Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

~~\*\*\*Note: Pursuant to Education Code 51745.6, the equivalency of teacher-student ratios as described below is a necessary condition for the district to receive apportionments for independent study. The district may exceed these ratios, but those additional units of independent study ADA would not be funded. AB 104 (Ch. 13, Statutes of 2015) amended Education Code 51745.6 to eliminate grade span as a factor in the computation of the ratios.\*\*\*~~

**The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)**

#### Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

*(cf. 4112.2 - Certification)*

*(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind)*

The principal and independent study administrator may recommend and the Superintendent shall approve the assignment of teachers to directly supervise independent study and/or work with students on specific subject matter. The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

*(cf. 4131 - Staff Development)*

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs (at the applicable grade span) in the district, unless a new higher or lower (grade span) ratio for all other educational programs offered (within the grade span) is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative (grade span) ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall be to:

1. Complete designated portions of the written independent study agreement and add additional information to the written agreement when appropriate
2. Supervise and approve coursework
3. Design lesson plans and make assignments
4. Maintain records of student assignments showing the date the assignment is given and the date the assignment is due
5. Provide direct instruction and counsel as necessary for individual student success
6. Regularly meet with the student to discuss the student's progress
7. Judge the time value of assigned work or work products completed and submitted by the student
8. Assess student work and determine and assign grades or other approved measures of achievement
9. Select and save representative samples of the student's completed and evaluated assignments for each subject, signed or initialed and dated in accordance with item #3 in the section on "Records" below

10. Maintain a daily or hourly attendance register in accordance with item #4 in the section on "Records" below
11. Maintain any other required records and files on a current basis

### Records

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study.
2. A separate listing of the students, by grade level, program, and school, who have participated in independent study. This listing shall identify units of the curriculum attempted and units of the curriculum completed by students in grades K-8 and identify course credits attempted by and awarded to students in grades 9-12 and in adult education, as specified in their written agreements.
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher.
4. A daily or hourly attendance register, as appropriate to the program in which the students are participating, separate from classroom attendance records, and maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons.

*(cf. 3580 - District Records)*

The above records shall be maintained for three years, excluding the current fiscal year.

The Superintendent or designee also shall maintain a record of grades and other evaluations issued to each student for independent study assignments.

Each school shall maintain records for the students at that school.

A written record of the findings of any evaluation conducted after the student has missed the number of assignments specified in Board policy shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

*(cf. 5125 - Student Records)*



(2/99 3/05) 7/10

Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: October 19, 2016

Adopted:

King City, California

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

**SUBJECT:** Approval of Resolution #07:16/17 Sufficiency of  
Instructional Materials for the 2016-17 School Year

**MEETING:** October 19, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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**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:

This is the annual resolution to be approved regarding the sufficiency of classroom textbooks.

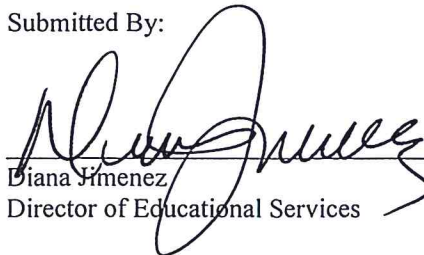
Recommendation:

The recommendation is to approve the resolution for sufficiency of textbooks.

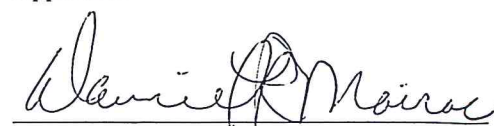
Fiscal Impact:

None

Submitted By:

  
\_\_\_\_\_  
Diana Jimenez  
Director of Educational Services

Approved:

  
\_\_\_\_\_  
Daniel R. Morao, Ed.D.  
Superintendent

High School Instructional Materials Survey and Course Section Information  
To Be Completed by the School/District C.2.1and c.2.4

Course/Course #	Listing of Instructional Materials/Publisher/Edition Purchased for all Students Enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	# Periods, room numbers, with # of Students Enrolled and Special Designations
ELA 9	Glencoe Literature: The Reader's Choice - Teal Green (2002)	336	307	9	Per. 1 Rm 601-35 Per. 1 Rm. 603- Pre AP –28 Per. 3 Rm. 603- Pre AP –28 Per. 4 Rm. 607-36 Per. 5 Rm. 601-33 Per. 5 Rm. 603- Pre AP-35 Per. 6 Rm. 601-36 Per. 7 Rm. 601-38 Per. 7 Rm. 607-38  All students are assigned a textbook and there are also class sets.
ELA 10	Glencoe Literature: The Reader's Choice - Course 5 (2002) (red)	387	294	9	Per. 1 Rm. 205-35 Per. 2 Rm. 205-Pre AP-35 Per. 3 Rm. 606-35 Per. 4 Rm. 205-35 Per. 4 Rm. 606-Pre AP-31 Per. 5 Rm. 606-34 Per. 6 Rm. 606-32 Per. 6 Rm. 205-32 Per. 7 Rm. 606-Pre AP-25  All students are assigned a textbook and there are also class sets.

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Course/Course #	Listing of Instructional Materials/Publisher/Edition Purchased for all Students Enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	# Periods, room numbers, with # of Students Enrolled and Special Designations
ELA 11	Glencoe American Literature: The Reader's Choice , (2002) (blue)	329	228	7	Per. 1 Rm. 611-36 Per. 3 Rm. 203-33 Per. 3 Rm. 206-AP-33 Per. 4 Rm. 611-34 Per. 6 Rm. 206-AP-27 Per. 6 Rm. 203-35 Per. 7 Rm. 203-30  All students are assigned a textbook and there are class sets.
English 12AP	Glencoe-British Literature: The Reader's Choice, {2002} (dark	312	51	2	Per. 2 Rm. 203-27 Per. 5 Rm. 203-24
ELA 12ERWC	California State Expository Reading and Writing Curriculum, (2008} Into the Wild – 115 Brave New World – 65	1-master binder	170	5	Per. 3 Rm. 599-37 Per. 4 Rm. 599-35 Per. 5 Rm. 607-38 Per. 6 Rm. 607-28 Per. 6 Rm. 599-32  ERWC curriculum is reproducible. The materials are in teacher binders and each teacher has a binder. Every student has a paper copy of each lesson in their student binder @ 1 packet per student.

Course/Course #	Listing of Instructional Materials/Publisher/Edition Purchased for all Students Enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	# Periods, room numbers, with # of Students Enrolled and Special Designations
ELD 1	Hampton Brown Edge (2005) RED	134	13	1	Per. 1 Rm. 599-13
ELD 2	Hampton Brown Edge (2005) RED	134	14	1	Per. 1 Rm. 607-14
ELD 3	Hampton Brown Edge (2005) ORANGE	43	27	1	Per. 1 Rm. 606-27
ELD Strategic	Hampton Brown Edge (2005) ORANGE	43	54	3	Per. 2 Rm. 599-13 Per. 2 Rm. 607-14 Per. 2 Rm. 606-27

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May utilize the Master Schedule to get this information.

\*BI = Bilingual; RS = Resource; SD = Special Day; OSE = Other Special Education; Advanced Placement = AP

High School Instructional Materials Survey and Course Section Information  
 To be completed by the School/District C.2.1 and C.2.4

Course/Course #	Listing of Instructional Materials/Publisher/Edition Purchased for all Students Enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	# Periods, room numbers, with # of Students Enrolled and Special Designations
World History and Geography  -130-	Modern World History Patterns of Interaction, McDougal Littell (2006)	388	296	9	Per. 1 Rm. 605-32 Per. 2 Rm. 616-36 Per. 3 Rm. 605-35 Per. 3 Rm. 616-36 Honors Per. 4 Rm. 608-35 Per. 4 Rm. 616-18 SDAIE Per. 5 Rm. 608-27 Per. 5 Rm. 616-30 Honors Per. 6 Rm. 616-30 Per. 7 Rm 616-35
US History AP	The Americans, Semester 1  Americana Pageant	495  80	74	3	Per. 3 Rm. 201-25 Per. 6 Rm. 201-26 Per. 7 Rm. 201-23
US History	The Americans, McDouglas Littell (2006)	495	154	5	Per.1 Rm.201-26 Per. 2 Rm. 608-34 Per. 3 Rm 608-34 Per. 5 Rm. 201-26 Per. 7 Rm. 608-34

**GHS Social Science - 2016-2017**

<b>Course/Course #</b>	<b>Listing of Instructional Materials/Publisher/Edition Purchased for all Students Enrolled</b>	<b>Total Materials Purchased</b>	<b>Total Students Enrolled</b>	<b># of Sections</b>	<b># Periods, room numbers, with # of Students Enrolled and Special Designations</b>
AP Human Geography	The Cultural Landscape AP Ed.	75	60	2	Per. 2 Rm. 600-26 Per. 7 Rm. 600-34
Economics	Economics: Principles and Practices, Glencoe (2008) AP also uses these books	255	63	2	Per. 3 Rm. 600-30 Per. 4 Rm. 600-33
AP Economics	Economics for AP & Economics by Example	70	68	2	Per. 1 Rm. 600-40 Per. 6 Rm. 600-28
Civics and AP Civics -131-	American Government- Prentice Hall (2006)	184	161	6	Per. 1 Rm. 600-40 AP Per. 4 Rm. 605-36 Per. 5 Rm. 605-31 Per. 6 Rm. 605-19 Per.6 Rm. 600-28 AP Per. 7 Rm. 605-7 SDAIE

May utilize the Master Schedule to get this information.

**High School Instructional Materials Survey and Course Section Information**  
**To be completed by the School/District C.2.1 and C.2.4**

Course/Course #	Listing of Instructional Materials/Publisher/Edition Purchased for all Students Enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	# Periods, room numbers, with # of Students Enrolled and Special Designations
Math 1 Integrated Common Core  -132-	<p>Mathematics Visions Project modules Secondary One: Curriculum Materials Integrated Pathway CCSS Mathematics</p> <p><a href="http://www.mathematicsvisionProject.org/secondary-one-mathematics.html">http://www.mathematicsvisionProject.org/secondary-one-mathematics.html</a></p> <p>460 packets for students ordered Req. #14-00185 @ 1per student .</p>	460	369	11	Per. 1 Rm. 612-35 Per. 1 Rm. 610-30 Honors Per. 2 Rm. 612-37 Per. 3 Rm. 104-36 Per. 3 Rm. 609-35 Per. 4 Rm. 612-33 Honors Per. 4 Rm. 609-35 Per. 5 Rm. 610-38 Per. 5 Rm. 612-17 SDAIE Per. 6 Rm. 609-38 Per. 7 Rm. 612-35 Honors
Math 2	<p>Mathematics Visions Project modules Secondary Two: Curriculum Materials Integrated Pathway CCSS Mathematics</p>	390	365	11	Per. 1 Rm. 614-32 Per. 1 Rm. 602-38 Honors Per. 2 Rm. 610-34 Per. 3 Rm. 610-33 Per. 3 Rm. 602-23 SDAIE Per. 4 Rm. 602-35 Per. 5 Rm. 614-33 Per. 6 Rm. 610-31 Per. 6 Rm. 602-37 Honors Per. 7 Rm. 614-35 Per. 7 Rm. 610-34



GHS — Math- 2016-2017

Course/Course #	Listing of Instructional Materials/Publisher/Edition Purchased for all Students Enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	# Periods, room numbers, with # of Students Enrolled and Special Designations
Math 3	Mathematics Visions Project modules Secondary Three: Curriculum Materials Integrated Pathway CCSS Mathematics	250	205	6	Per. 1 Rm. 609-31 Per. 2 Rm. 602-35 Per. 2 Rm. 609-35 Honors Per. 5 Rm. 602-35 Per. 5 Rm. 609-36 Honors Per. 7 Rm. 602-33
AP Calculus	Calculus: Graphical, Numerical, Algebraic (AP Edition) 3 <sup>rd</sup> edition {2007} Pearson	34	34	1	Per. 7 Rm. 609-34
Common Cc Mε -133-	Mathematics Visions Project – selected modules From MVP 1,2,3	46	46	2	Per. 3 Rm. 612-25 Per. 6 Rm. 612-21
Statistics	Statistics: Learning From Data {2014} Cengage Learning	120	80	2	Per. 2 Rm. 614-42 Per. 6 Rm. 614-38

\*BI = Bilingual; RS = Resource; SD = Special Day; OSE = Other Special Education; Advanced Placement = AP  
 2007 California County Superintendents Educational Services Association  
 2007 Training Materials/Instructional materials/English Text Book Survey pat update.doc2013-2014

**High School Instructional Materials Survey and Course Section Information**  
**To be completed by the School/District C.2.1 and C.2.4**

Course/Course #	Listing of Instructional Materials/Publisher/Edition Purchased for all Students Enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections ,	# Periods, room numbers, with # of Students Enrolled and Special Designations
Biology	Holt Rinehart and Winston (2007)	259	243	8	Per. 1 Rm. 103-34 Per. 2 Rm. 103-36
	AP: AP Biology: Campbell, Reece – American Edition	73	28	1	Per. 1-2 Rm. 102-28 AP Per. 4 Rm. 103-35 Per. 5 Rm. 102-30 Per. 5 Rm. 103-34 Per. 6 Rm. 102-35 Per. 7 Rm. 103-35 Per. 7 Rm. 102-34
Chemistry	Introduction to Chemistry - Zumdahl Houghton Mifflin (2000)	257	106	3	Per. 5 Rm. 105-36 Per. 6 Rm. 105-35 Per. 7 Rm. 105-35
Earth Science	McDougal Littell (2005) Prentice Hall(2006)	402	134	4	Per. 1 Rm. 105-31 Per. 3 Rm. 105-34 Per. 4 Rm. 105-34 Per. 6 Rm. 103-35
Physics	Foresman Addison Westley (1999)	187	52	2	Per.6 Rm. 104-31 Per. 7 Rm. 104-21

GHS—Science- 2016-2017

Course/Course #	Listing of Instructional Materials/Publisher/Edition Purchased for all Students Enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	# Periods, room numbers, with # of Students Enrolled and Special Designations
Ag Biology	Holt California Biology {2007}	152	102	3	Per. 1 Rm. 402-32 Per. 3 Rm. 402-35 Per. 4 Rm. 402-35
Ag Earth Science	California Earth Science - Prentice Hall {2006}	108	68	2	Per. 5 Rm. 402-34 Per. 6 Rm. 402-34
Ag Chemistry	Introduction to Chemistry - Zumdahl Houghton Mifflin (2000)	257	70	2	Per. 1 Rm. 403-36 Per. 7 Rm. 403-34
Animal Science -135-	Modern Livestock & Poultry Prod.	37	20	1	Per. 6 Rm. 403-20

May utilize the Master Schedule to get this information.

**GHS -Special Education 2016-2017**

<b>Course/Course #</b>	<b>Listing of Instructional Materials/Publisher/Edition Purchased for all Students Enrolled</b>	<b>Total Materials Purchased</b>	<b>Total Students Enrolled</b>	<b># of Section</b>	<b># Periods, room numbers, with # of Students Enrolled and Special Designations</b>
Life Skills	PC Education Integrated Reading and Writing Edmark Mathematics PC Education Technology Cooking PC Education Technology Survival Signs/Environmental Edmark Clocks/Time Scholastic Readers Software Touch Math Curriculum Additional Resources Reading Mastery Reading	All are computer based and programs are accessed in the classroom.	62	6	Per. 1 Rm. 303-9 Per. 2 Rm. 303-10 Per. 3 Rm. 303-9 Per. 5 Rm. 303-12 Per. 6 Rm. 303-12 Per. 7 Rm. 303-10

May utilize the Master Schedule to get this information.

\*E <sup>-136</sup> Bilingual; RS = Resource; SD = Special Day; OSE = Other Special Education; Advanced Placement = AP

Course/Course #	Listing of Instructional Materials/Publisher/Edition Purchased for all Students Enrolled	Total Materials Purchased	Total Students Enrolled	# of Sections	# Periods, room numbers, with # of Students Enrolled and Special Designations
LTELD 9	Hampton Brown Edge Fundamentals, (2005) BLUE	40	66	2	Per. 2 Rm. 603-34 Per. 6 Rm. 603-32
	House on Mango Street	70			
LTELD 10	Hampton Brown Edge (2005) BLUE	40	66	2	Per. 3 Rm. 205-33 Per. 5 Rm. 205-33
	Supplemental materials	66			
LTELD 11	Hampton Brown Edge (2005) GREEN	190	62	2	Per. 1 Rm. 203-28 Per. 4 Rm. 203-34
LTELD 12	Hampton Brown Edge (2005) GREEN	190	35	1	Per. 7 Rm. 599-35

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May utilize the Master Schedule to get this information.

\*BI = Bilingual; RS = Resource; SD = Special Day; OSE = Other Special Education; Advanced Placement = AP

16-17 King City High School Instructional Materials Survey and Course Section Information  
To Be Completed by the School/District C.2.1 AND C.2.4

Course/ Course #	Listing of Instructional materials/ Publisher/ Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	Number of Sections	++Periods, room numbers, with the # of students enrolled- and special designations*			
					Class	Period	Room	Students
<b>English/Language Arts</b>								
ENG 1	Glencoe Literature: The Reader's Choice- Course 4, 2002 (teal green)	341	280	8	Eng 1	1	122	35
					Eng 1	2	122	35
					Eng 1	3	132	35
					Eng 1	4	132	35
					Eng 1	6	132	35
					Eng 1	7	122	35
					Eng 1 Pre-AP	1	132	35
					Eng 1 Pre-AP	7	132	35
ENG 2	Glencoe Literature: The Reader's Choice- Course 5, 2002 (red)	345	280	8	Eng 2	2	161	35
					Eng 2	3	161	35
					Eng 2	3	122	35
					Eng 2	4	122	35
					Eng 2	5	122	35
					Eng 2	6	161	35
					Eng 2 Pre AP	5	134	35
					Eng 2 Pre AP	7	134	35
ENG 3	Glencoe Literature: The Reader's Choice- Course 4, 2002 (blue)	397	280	8	Eng 3	1	112	35
					Eng 3	2	125	35
					Eng 3	4	125	35
					Eng 3	5	112	35
					Eng 3	6	125	35
					Eng 3	7	112	35
					Eng 3 AP	4	112	35
					Eng 3 AP	6	112	35
ENG 4	Glencoe British Literature: The Reader's Choice-, 2002 (dark green)	259	50	1	Eng 4 AP	2	112	30
					Eng 4 AP	3	112	20



Math 1	<b>Integrated Common Core:</b> Mathematics Visions Project Modules: Secondary One, Curriculum Materials Integrated Pathway CCSS Mathematics	No Textbook needed.	275	8	Math 1	1	141	30
					Math 1	2	141	35
					Math 1	3	102	36
					Math 1	4	141	35
					Math 1	5	141	41
					Math 1	6	141	35
					Math 1	7	149	31
					Math 1	7	141	32
					Math 1 Honors	2	149	37
					Math 2 Honors	1	102	27
					Math 2 Honors	6	102	31
					Math 2	1	144	34
					Math 2	2	102	33
					Math 2	3	144	36
					Math 2	5	102	34
					Math 2	7	102	33
					Math 2 SDAIE	1	149	7
					Math 3	3	150	35
					Math 3	4	102	36
					Math 3	6	150	24
					Math 3 Honors	2	150	37
Math 2	<b>Integrated Common Core:</b> Mathematics Visions Project Modules: Secondary Two, Curriculum Materials Integrated Pathway CCSS Mathematics	No Textbook needed.	235	8				
	<i>Teachers have access to this online textbook and print out the modules for the students, chapter by chapter.</i>							
Math 3	<b>Integrated Common Core:</b> Mathematics Visions Project Modules: Secondary Two, Curriculum Materials Integrated Pathway CCSS Mathematics	No Textbook needed.	132	4				
	<i>Teachers have access to this online textbook and print out the modules for the students, chapter by chapter.</i>							
Pre-Calculus	Precalculus: Graphical, Numerical, and Algebraic, Pearson 2007.	70	9	1	Ma/Pre-Calculus	5	150	9
					Ma/Pre-Calculus			
Calculus AP	Calculus AP edition, Prentice Hall 2007	30	15	1	AP Calculus	6	149	15
Statistics		45	37	1	Statistics	6	144	37





Science					Class	Period	Room	Students
Biology	Modern Biology, Holt Rinehart and Wilson 2002	291	187	6	Biology	2	115	30
					Biology	3	115	36
					Biology	6	104	30
					Biology	6	115	33
					Biology	7	115	32
					Pre AP Biology	4	115	26
AG Chemistry Chemistry	Chemistry Matter & Change, 2005, Glencoe Chemistry Matter & Change, 2005, Glencoe	210	201	6	Ag Chemistry	3	192	35
					Ag Chemistry	6	192	35
					Chemistry	1	104	33
					Chemistry	4	116	30
					Chemistry	6	116	34
					Chemistry	7	104	34
Earth Science	Earth Science, McDougal Littell 2005	421	119	4	Earth Science	2	116	35
					Earth Science	3	116	35
					Earth Science	5	116	35
					Earth Sci-SDAIE	4	145	14
Physics	Physics: Principles & Problems	89	50	1	Physics	3	104	19
					Physics	4	104	31
Forensic Science	Criminalistics 9 <sup>th</sup> ed. Pearson /Prentice-Hall, 2007	45	35	1	Forensic Science	1	115	35
AP Environmental Science	Living In The Environment AP ed. 18 <sup>th</sup> edition, 2015. Cengage	37	21	1	AP Env. Science	7	116	21
AG Earth Science	California Earth Science Prentice Hall 2006	60	65	2	Ag Earth Sci	2	192	31
					Ag Earth Sci	7	192	34
AG Biology	California Biology, 2007, Holt.  <i>Will order more to meet students' needs</i>	108	130	4	Ag Biology	2	200	31
					Ag Biology	3	196	36
					Ag Biology	6	200	31
					Ag Biology	7	196	32

## King City High School Instructional Materials Survey and Course Section Information

### To Be Completed by the School/District C.2.1 AND C.2.4

Course/ Course #	Listing of Instructional materials/ Publisher/ Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	Number of Sections	++Periods, room numbers, with the # of students enrolled- and special designations*			
					Class	Period	Room	Students
<b>History/ Social Science</b>								
World History  -143-	CA Modern World History: Patterns of Interaction, McDougal Littell, 2006.	477	281	9	World His SDAIE	4	148	34
					World History	1	147	28
					World History	2	147	27
					World History	3	142	31
					World History	4	142	35
					World History	5	142	32
					World History	6	147	29
					World History	7	142	34
					World History H	4	147	31
US History	The Americans, McDougal Littell, 2006.	276	196	7	US Hist SDAIE	5	148	31
US History SDAIE	Creating America: A History of the US, McDougall 2007	207	31	1	US History	1	148	29
					US History	2	148	23
					US History	3	146	35
					US History	5	146	30
					US History	4	146	35
					US History	6	148	29
					US History	7	148	15
US History AP	American Pageant AP edition, 15 <sup>th</sup> ed. Cengage Learning, 2013.	70	30	1	US History AP	3	147	30
Economics/AP & AG Business Management	Economics: Concepts and Choices, McDougal Litell, 2006.	262	84	3	Econ SDAIE	6	182	15
					Economics	2	182	35
					Economics	6	182	34
Civics	American Government, Prentice Hall, 2006.	189	124	4	Civics	2	146	36
					Civics SDAI	6	146	15

					Civics	6	146	37
					Civics 7	7	146	36
AP Government/ Politics	<b>Books ordered: Government in America AP, 16<sup>th</sup> ed., Pearson 2014. PO # PO15-00085</b>	36	36	1	AP Gov/Politics	4	182	36
Human Geography	Cultural Landscape, AP Edition, Pearson 2014.	36	34	1	AP Human Geo.	5	182	34

++ May utilize the Master schedule to give this information

\*BI= Bilingual, RS=Resource, SD=Special Day OSE= Other Special Education, AP= Advanced Placement

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2007 Training Materials/Instructional Materials/Math Text Book Survey\_1pat update.doc2013-2014.doc- Page 7

**King City High School Instructional Materials Survey and Course Section Information**  
To Be Completed by the School/District C.2.1 AND C.2.4

Course/ Course #	Listing of Instructional materials/ Publisher/ Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	Number of Sections	++Periods, room numbers, with the # of students enrolled- and special designations*			
					Class	Period	Room	Students
<b>Foreign Language</b>								
Spanish I	Descubre I Level 1, 2008/2011, Vista Higher Learning	185	174	5	Spanish 1	1	143	35
					Spanish 1	2	143	34
					Spanish 1	5	143	35
					Spanish 1	6	143	35
					Spanish 1	7	143	35
Spanish II	Descubre II Level 2, 2008/2011, Vista Higher Learning  Will order more to meet students' needs	65	97	4	Spanish 2	2	145	26
					Spanish 2	3	143	30
					Spanish 2	5	145	36
					Spanish 2	7	145	32
Spanish for Fluent Speakers	Nosotros Y Nuestro Mundo: Spanish for Spanish Speakers 1, Glencoe 2000	157	82	2	Spanish Flu/Spk	3	145	40
					Spanish Flu/Spk	6	145	42

	<b>***Publisher no longer makes these textbooks.</b>							
Spanish AP	Abriendo Paso- Gramatica, 2014, Pearson.	35	72	2	Spanish AP	1	145	32
	Abriendo Paso- Temas y Lecturas, 2014 Pearson.	35			Spanish AP	4	145	40
	AP Spanish Prep for Language & Culture Exam, 2014 Pearson.	35						

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### King City High School Instructional Materials Survey and Course Section Information To Be Completed by the School/District C.2.1 AND C.2.4

Course/ Course #	Listing of Instructional materials/ Publisher/ Edition purchased for all students enrolled	Total Materials Purchased	Total Students Enrolled	Number of Sections	++Periods, room numbers, with the # of students enrolled- and special designations*
<b>Electives</b>					
Horticulture	Introduction to Horticulture 4 <sup>th</sup> ed, Pearson, 2009.	40	38	1	Per 4 Room 194 38
Adv. Floral Design	Art of Flower Design, Delmar 2000.	42	16	1	Per. 4 Room 200 16
Drama	The Stage and the School, McGraw-Hill 2005.	50	32	1	Per 1 Room 161 32
Art 1		No Textbook Needed			
Art 2		No Textbook Needed			
Art 2		No Textbook Needed			
AG Mechanics 1	Agriculture Mechanics: Fundamentals & Applications 6 <sup>th</sup> ed., Cengage 2010.	100	140	4	Per 1 192 35 Per 3 194 35 Per 4 192 35 Per 5 192 35
AG Mechanics 3			16	1	Per 5 194 16
AG Mecanics 2			92	3	Per 2 194 33 Per 6 194 29

					Per 7	194	30
AG Mechanics 4					Per 5	194	8
					Per 7	194	1
AG Construction		No Textbook Needed					
AG Animal Science	Modern Livestock & Poultry Production 8 <sup>th</sup> ed. Cengage Learning 2010.	41	50	2	Per 1	Room 196	28
					Per 2	Room 196	22
AG Leadership		No Textbook Needed					
Leadership		No Textbook Needed					
LinkCrew		No Textbook Needed					
Freshman Seminar	Career Choices 5 <sup>th</sup> ed. Academic Innovations 2011.		51	2	Per 1	Room 142	28
					Per 6	Room 142	23
Yearbook		No Textbook Needed					
Journalism		No Textbook Needed					
Study Skills		No Textbook Needed					
Concert Band		No Textbook Needed					
Symz Band		No Textbook Needed					
Computer App 1			36	2	Per 6	186	16
					Per 2	186	20
Computer App Intro	Century 21 Computer Applications & Keyboarding Lessons 1-170, 9 <sup>th</sup> ed. Cengage Learning 2010. Textbook is only used during class time		292	8	Per 1	181	36
					Per 1	186	37
					Per 2	181	35
					Per 3	181	38
					Per 4	186	37
					Per 5	181	37
					Per 6	181	34
					Per 7	186	38
Computer App 2			17	1	Per 6	186	17
Computer Lit. & Computer App.	Century 21 Computer Applications & Keyboarding Lessons 1-170, 9 <sup>th</sup> ed. Cengage Learning 2010. Textbook is only used during class time	100	35	1	Per 4	181	35

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++ May utilize the Master schedule to give this information

\*BI= Bilingual, RS=Resource, SD=Special Day OSE= Other Special Education, AP= Advanced Placement

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

**SUBJECT:** Approval to Surplus Damaged Books- Greenfield High School      **MEETING:** October 19, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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

Summary:

Attached is a listing of damaged books that can no longer be used. Greenfield High School is requesting approval to surplus these books.

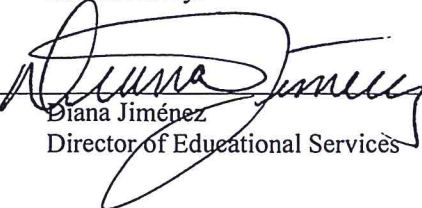
Recommendation:

The recommendation is to approve the Greenfield High School list of damaged books for surplus.

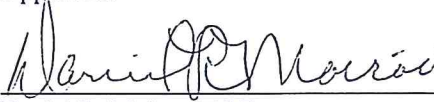
Fiscal Impact:

None.

Submitted By:

  
Diana Jiménez  
Director of Educational Services

Approved:

  
Daniel R. Moirao, Ed.D.  
Superintendent



DAMAGED TEXTBOOKS FOR GREENFIELD - 2016-2017

#'S	TITLE	PUBLISHER	Copyright
32069	OF MICE AND MEN	PENGUIN GROUP	1993
138384	OF MICE AND MEN	PENGUIN GROUP	1993
138367	OF MICE AND MEN	PENGUIN GROUP	1993
138319	OF MICE AND MEN	PENGUIN GROUP	1993
1383106	OF MICE AND MEN	PENGUIN GROUP	1993
1383122	OF MICE AND MEN	PENGUIN GROUP	1993
1383103	OF MICE AND MEN	PENGUIN GROUP	1993
1383133	OF MICE AND MEN	PENGUIN GROUP	1993
1383173	OF MICE AND MEN	PENGUIN GROUP	1993
1383117	OF MICE AND MEN	PENGUIN GROUP	1993
1383100	OF MICE AND MEN	PENGUIN GROUP	1993
1383107	OF MICE AND MEN	PENGUIN GROUP	1993
1383110	OF MICE AND MEN	PENGUIN GROUP	1993
1383153	OF MICE AND MEN	PENGUIN GROUP	1993
1383124	OF MICE AND MEN	PENGUIN GROUP	1993
1383114	OF MICE AND MEN	PENGUIN GROUP	1993
1383187	OF MICE AND MEN	PENGUIN GROUP	1993
1383120	OF MICE AND MEN	PENGUIN GROUP	1993
75057	MODERN WORLD HISTORY	MCDUGAL LITTELL	2006
74948	MODERN WORLD HISTORY	MCDUGAL LITTELL	2006
74991	MODERN WORLD HISTORY	MCDUGAL LITTELL	2006
1207168	MODERN WORLD HISTORY	MCDUGAL LITTELL	2006
135852	Bless Me Ultima	Warner Books	1972
76910	Earth Science	McDougal Littell	2005
60319	Literature-Red	Glencoe	2002
74356	Americans, The	McDougal Littell	2006
64115	Literature-Blue	Glencoe	2002
149249	AMERICAN PAGEANT	WADSWORTH	2013

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

**SUBJECT:** Approval to Surplus Warehouse Items

**MEETING:** October 19, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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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 Warehouse contains the following items which are no longer in use and projected not to be used again:

- 1 Cherry Picker (Automotive Repair Equipment) (No Asset ID)
- 1 Spring Compressor (Automotive Repair Equipment) (No Asset ID)
- 1 Industrial Hobart Mixing Bowl with Wisk and Paddle (No Asset ID)
- 1 Darkroom Revolving Door (No Asset ID)
- 1 Prolight Model PLS-3052 Timed Light Box (Darkroom Equipment) (No Asset ID)

Recommendation:

The recommendation is made to surplus the above listed items.

Fiscal Impact:

Possible income if items are sold,

Submitted By:



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Russell Miller  
Interim Chief Business Official

Approved:



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Daniel R. Moirao, Ed.D.  
Superintendent

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

**SUBJECT:** Approval of Resolution #08:16/17 Adoption of  
School Facilities Fees (Increase Developer Fees)

**MEETING:** October 19, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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**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
- X   Ensure that Facilities are Safe for Staff and Students
- X   Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The State Allocation Board has increased the maximum amount of fees that the district can collect for residential development from \$3.36 to \$3.48 per square foot and for commercial/industrial development from \$0.54 to \$0.56 per square foot. Due to our fee sharing agreements with feeder districts, our appropriate share per square foot fee would be \$1.16 on residential and \$.187 on commercial development.

The Developer Fee Justification report performed by the Dolinka Group has justification for this level of fee assessment. The recommendation is for the Board to approve these fees effective immediately to supply safe facilities for students generated by developments from which the fees are collected.

Recommendation:

The recommendation is to approve Resolution #08:16/174.

Fiscal Impact:

This will be additional revenues collected for school facilities.

Submitted By:



\_\_\_\_\_  
Russell Miller  
Interim CBO

Approved:



\_\_\_\_\_  
Daniel R. Moirao, Ed.D.  
Superintendent

**RESOLUTION NO. 08:16/17**

**RESOLUTION OF THE BOARD OF EDUCATION OF THE SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT TO INCREASE STATUTORY SCHOOL FEES IMPOSED ON NEW RESIDENTIAL AND COMMERCIAL/INDUSTRIAL DEVELOPMENT PROJECTS PURSUANT TO EDUCATION CODE SECTION 17620**

WHEREAS, the Board of Education ("Board") of the South Monterey County Joint Union High School District ("School District") provides for the educational needs for 9-12 students within the cities of Greenfield and King City (collectively, "Cities") and a portion of the unincorporated counties of Monterey and San Benito ("Counties"); and

WHEREAS, The State Allocation Board has taken action pursuant to Government Code Section 65995(b)(3), which authorizes school districts to increase statutory school fees to \$3.48 per square foot for assessable space of residential development and \$0.56 per square foot of chargeable covered and enclosed space for all categories of commercial/industrial development, as long as such statutory school fees are properly justified by the School District pursuant to law; and

WHEREAS, pursuant to Education Code Section 17623, the School District and Bitterwater-Tully Union School District, Bradley Union School District, Greenfield Union School District, King City Union School District, San Antonio Union School District, San Ardo Union School District, and San Lucas Union School District (collectively, "Feeder Districts") have entered into an agreement whereby the School District is to receive sixty percent (33.33%) of the maximum fees permitted to be levied under Education Code Section 17620 and Government Code Section 65995; and

WHEREAS, new residential and commercial/industrial development continues to generate additional students for the School District's schools and the School District is required to provide school facilities ("School Facilities") to accommodate those students; and

WHEREAS, overcrowded schools within the School District have an impact on the School District's ability to provide an adequate quality education and negatively impacts the educational opportunities for the School District's students; and

WHEREAS, the School District does not have sufficient funds available for the construction or reconstruction of the School Facilities, including acquisition of sites, construction of permanent School Facilities, and acquisition of interim School Facilities, to accommodate students from new residential and commercial/industrial development; and

WHEREAS, the Board of the School District has received and considered two studies entitled "Residential Development School Fee Justification Study for South Monterey County Joint Union High School District" and "Commercial/Industrial Development School Fee Justification Study for South Monterey County Joint Union High School District" ("Studies"), which Studies include information, documentation, and analysis of the School Facilities needs of the School District, including (a) the purpose of the Statutory School Fees, (b) the use to which the Statutory School Fees are to be put

(c) the nexus (roughly proportional and reasonable relationship) between the residential and commercial/industrial development and (1) the use for Statutory School Fees, (2) the need for School Facilities, (3) the cost of School Facilities and the amount of Statutory School Fees from new residential and commercial/industrial development, (d) a determination of the impact of the increased number of employees anticipated to result from the commercial/industrial development (by category) upon the cost of providing School Facilities within the School District, (e) an evaluation and projection of the number of students that will be generated by new residential development, and (f) the new School Facilities that will be required to serve such students, and (g) the cost of such School Facilities; and

WHEREAS, said Studies pertaining to the Statutory School Fees and to the capital facilities needs of the School District were made available to the public as required by law before the Board considered at a regularly scheduled public meeting the Statutory School Fees; and

WHEREAS, all required notices of the proposed Statutory School Fees have been given; and

WHEREAS, a public hearing was held at a regularly scheduled meeting of the Board of the School District relating to the proposed Statutory School Fees; and

WHEREAS, Education Code Section 17621 provides that the adoption, increase or imposition of any fee, charge, dedication, or other requirement, pursuant to Education Code Section 17620 shall not be subject to Division 13 (commencing with Section 21000) of the Public Resources Code.

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

**Section 1.** That the Board accepts and adopts the Studies.

**Section 2.** That the Board finds that the purpose of the Statutory School Fees imposed upon new residential development is to fund the additional School Facilities required to serve the students generated by the new residential development upon which the Statutory School Fees are imposed.

**Section 3.** That the Board finds that the Statutory School Fees imposed on new residential development will be used only to finance those School Facilities described in the Study and related documents and that these School Facilities are required to serve the students generated by the new residential development within the School District; and that the use of the Statutory School Fees will include construction or acquisition of additional School Facilities, remodeling existing School Facilities to add additional classrooms, and technology, and acquiring and installing additional portable classrooms and related School Facilities, with the specific location of new schools, remodeling of existing School Facilities, and additional portables to be determined based on the residence of the students being generated by such new residential development, as well as any required central administrative and support facilities, within the School District.

**Section 4.** That the Board finds that there is a roughly proportional, reasonable relationship between the use of the Statutory School Fees and the new residential development within the School District because the Statutory School Fees imposed on new residential development by this Resolution, will be used to fund School Facilities which will be used to serve the students generated by such new residential development.

**Section 5.** That the Board finds that there is a roughly proportional, reasonable relationship between the new residential development upon which the Statutory School Fees are imposed, and the need for additional School Facilities in the School District because new students will be generated from new residential development within the School District and there is not sufficient capacity in the existing School Facilities to accommodate all additional students.

**Section 6.** That the Board finds that the amount of the Statutory School Fees levied on new residential development as set forth in this Resolution is roughly proportional and reasonably related to, and does not exceed the cost of, providing the School Facilities required to serve the students generated by such new residential development within the School District.

**Section 7.** That the Board finds that the purpose of the Statutory School Fees imposed on new commercial/industrial development is to fund the additional School Facilities required to serve the students generated by the new commercial/industrial development upon which the Statutory School Fees are imposed.

**Section 8.** That the Board finds that the Statutory School Fees imposed on new commercial/ industrial development (by category) will be used only to finance those School Facilities described in the Studies and related documents and that these School Facilities are required to serve the students generated by such new commercial/industrial development; and that the use of the Statutory School Fees will include construction or acquisition of additional School Facilities, remodeling existing School Facilities to add additional classrooms and technology, and acquiring and installing additional portable classrooms and related facilities, with the specific location of new schools, remodeling of existing School Facilities, and additional portables to be determined based on the residence of the students being generated by such new commercial/industrial development, as well as any required central administrative and support facilities within the School District.

**Section 9.** That the Board finds that there is a roughly proportional, reasonable relationship between the use of the Statutory School Fees and new commercial/industrial development by category within the School District because the Statutory School Fees imposed on commercial/industrial development by this Resolution, will be used to fund School Facilities which will be used to serve the students generated by such new commercial/industrial development.

**Section 10.** That the Board finds that there is a roughly proportional, reasonable relationship between the new commercial/industrial development by category, upon which the Statutory School Fees are imposed, and the need for additional School Facilities in the School District because new students will be generated from new commercial/industrial development within the School District and the School

District does not have sufficient student capacity in the existing School Facilities to accommodate these students.

**Section 11.** That the Board finds that the amount of the Statutory School Fees levied on new commercial/industrial development by category as set forth in this Resolution is roughly proportional and reasonably related to and does not exceed the cost of providing the School Facilities required to serve the students generated by such new commercial/industrial development within the School District.

**Section 12.** That the Board finds that a separate account has been established for the deposit of Statutory School Fees imposed on residential and commercial/industrial development and that said account has at all times since been separately maintained, except for temporary investments, from other funds of the School District.

**Section 13.** That the Board finds that the funds of the account, described in Section 12, consisting of the proceeds of Statutory School Fees have been imposed for the purposes of constructing and reconstructing those School Facilities necessitated by new residential and commercial/industrial development, and thus, these funds may be expended for those purposes. The Statutory School Fees may also be expended by the School District for the costs of performing any study or otherwise making the findings and determinations required under subdivisions (a), (b), and (d) of Section 66001 of the Government Code. In addition, the School District may also retain, as appropriate, an amount not to exceed in any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education Code Section 17620 for reimbursement of the administrative costs incurred by the School District in collecting the Statutory School Fees.

**Section 14.** That the Board hereby increases the Statutory School Fees as a condition of approval of new residential development projects and imposes the Statutory School Fees on such development projects in the following amounts:

- A. \$1.16 per square foot of assessable space for new single family detached residential development and \$1.16 for new multifamily attached residential development, including new residential projects, manufactured homes and mobile homes as authorized under Education Code Section 17625, and including residential construction other than new construction where such construction results in an increase of assessable space, as defined in Government Code Section 65995, in excess of 500 square feet. However, these amounts shall not be imposed on any development project used exclusively for housing senior citizens, as described in Civil Code Section 51.3, or as described in Subdivision J of Section 1569.2 of the Health and Safety Code or paragraph 9 of subdivision (d) of Section 15432 of the Government Code or any mobile home or manufactured home that is located within a mobile home park, subdivision, cooperative or condominium for mobile homes limited to older persons as defined by the Federal Fair Housing Amendments of 1988.

- B. \$0.187 per square foot of assessable space for new residential development used exclusively for the housing of senior citizens, as described in Section 51.3 of the Civil Code or as described in subdivision J of Section 1569 of the Health and Safety Code or paragraph 9 of subdivision (d) of Section 15432 of the Government Code or any mobile home or manufactured home that is located within a mobile home park, subdivision, cooperative or condominium for mobile homes limited to older persons as defined by the Federal Fair Housing Amendments of 1988.

**Section 15.** That this Board hereby increases the Statutory School Fees as a condition of approval of new commercial/industrial development projects and levies the Statutory School Fees on such development projects in the following amounts per square foot of chargeable covered and enclosed space for the following categories of commercial/industrial development:

Retail and Services	\$0.187
Office	\$0.187
Research and Development	\$0.187
Industrial/Warehouse/Manufacturing	\$0.187
Hospitals	\$0.187
Hotel/Motel	\$0.187

**Section 16.** That the proceeds of the Statutory School Fees established pursuant to this Resolution shall continue to be deposited into that account identified in Section 12 of this Resolution, the proceeds of which shall be used exclusively for the purpose for which the Statutory School Fees are to be collected, including accomplishing any study, findings or determinations required by subdivisions (a), (b) and (d) of Section 66001 of the Government Code or retaining an amount not to exceed in any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education Code Section 17620 for reimbursement of the administrative costs incurred by the School District in collecting the Statutory School Fees or in financing the described Study or in defending the imposition of Statutory School Fees.

**Section 17.** That the Superintendent, or his designee, is directed to cause a copy of this Resolution to be delivered to the building official of the Cities and Counties within the School District's boundaries and the Office of Statewide Health Planning and Development ("OSHDP") along with a copy of all the supporting documentation referenced herein and a map of the School District clearly indicating the boundaries thereof, advising the Cities, Counties, and OSHDP that new residential and commercial/industrial development is subject to the Statutory School Fees readopted pursuant to this Resolution and requesting that no building permit or approval for occupancy be issued by any of these entities for any new residential development project, mobile home or manufactured home subject to the Statutory School Fees absent a certification from this School District of compliance of such project with the requirements of the Statutory School Fees, nor that any building permit be issued for any non-residential development absent a certification from this School District of compliance with the requirements of the applicable Statutory School Fees.

**Section 18.** That the Board hereby establishes a process that permits the party against whom the commercial/industrial Statutory School Fees are imposed, the



opportunity for a hearing to appeal that imposition of Statutory School Fees for commercial/industrial development as required by Education Code Section 17621(e)(2). The appeal process is as follows:

- A. Within ten (10) calendar days of being notified, in writing, (by personal delivery or deposit in the U.S. Mail) of the commercial/industrial Statutory School Fees to be imposed or paying the commercial/industrial Statutory School Fees, pursuant to Education Code Section 17620, a party shall file a written request for a hearing regarding the imposition of commercial/industrial Statutory School Fees. The party shall state in the written request the grounds for opposing the imposition of commercial/industrial Statutory School Fees and said written request shall be served by personal delivery or certified or registered mail to the Superintendent of the School District.
- B. The possible grounds for that appeal include, but are not limited to, the inaccuracy of including the project within the category pursuant to which the commercial/industrial Statutory School Fees are to be imposed, or that the employee generation or pupil generation factors utilized under the applicable category are inaccurate as applied to the project.
- C. Within ten (10) calendar days of receipt of the written request for a hearing regarding the imposition of commercial/industrial Statutory School Fees, the Superintendent of the School District, or his designee, shall give notice in writing of the date, place and time of the hearing to the party appealing the imposition of commercial/industrial Statutory School Fees. The Superintendent, or his designee, shall schedule and conduct said hearing within thirty (30) calendar days of receipt of the written request. The Superintendent, or his designee, shall render a written decision within ten (10) days following the hearing on the party's appeal and serve it by certified or registered mail to the last known address of the party.
- D. The party against whom the commercial/industrial Statutory School Fees are imposed may appeal the Superintendent's, or his designee's, decision to the Board of the School District.
- E. The party appealing the Superintendent's, or his designee's decision, shall state in the written appeal the grounds for opposing the imposition of the commercial/industrial Statutory School Fees and said written appeal shall be served by personal delivery or certified or registered mail to the Superintendent of the School District.
- F. The possible grounds for that appeal to the Board of the School District include, but are not limited to, the inaccuracy of including the project within the category pursuant to which the commercial/industrial Statutory School Fees are to be imposed, or that the employee generation or pupil generation factors utilized under the applicable category are inaccurate as applied to the project.

- G. Within ten (10) calendar days of receipt of the written request for a hearing regarding the imposition of commercial/industrial Statutory School Fees, the Superintendent of the School District, or his designee, shall give notice in writing of the date, place and time of the hearing to the party appealing the imposition of commercial/industrial Statutory School Fees. The Board of the School District shall schedule and conduct said hearing at the next regular meeting of the Board, provided that the party is given notice at least five (5) working days prior to the regular meeting of the Board. The Board shall render a written decision within ten (10) days following the hearing on the party's appeal and serve the decision by certified or registered mail to the last known address of the party.
  
- H. The party appealing the imposition of the commercial/industrial Statutory School Fees shall bear the burden of establishing that the commercial/industrial Statutory School Fees are improper.

**Section 19.** That the Superintendent is authorized to cause a certificate of compliance to be issued for each development project, mobile home and manufactured home for which there is compliance with the requirement for payment of the Statutory School Fees in the amount specified by this Resolution. In the event a certificate of compliance is issued for the payment of Statutory School Fees for a development project, mobile home or manufactured home and it is later determined that the statement or other representation made by an authorized party concerning the development project as to square footage is untrue, then such certificate shall automatically terminate, and the appropriate City shall be so notified.

**Section 20.** That no statement or provision set forth in this Resolution, or referred to therein shall be construed to repeal any preexisting fee previously imposed by the School District on any residential or nonresidential development.

**Section 21.** That the School District's Statutory School Fees will become effective sixty (60) days from the date of this Resolution unless a separate resolution increasing the fees immediately on an urgency basis is adopted by the Board.

APPROVED, ADOPTED, AND SIGNED ON OCTOBER 19, 2016

BOARD OF EDUCATION OF THE SOUTH MONTEREY  
COUNTY JOINT UNION HIGH SCHOOL DISTRICT

By:

\_\_\_\_\_  
President of the Board of Education of the South  
Monterey County Joint Union High School District

ATTEST:

By:

\_\_\_\_\_  
Clerk of the Board of Education of the South Monterey  
County Joint Union High School District

STATE OF CALIFORNIA    )  
  ) ss.  
COUNTY OF MONTEREY    )  
COUNTY OF SAN BENITO    )

I, Paulette Bumbalough, do hereby certify that the foregoing Resolution No. 08:16/17 was adopted by the Board of Education of the South Monterey County Joint Union High School District at a meeting of said Board held on the 19<sup>th</sup> day of October, 2016, and that it was so adopted by the following vote:

AYES:            \_\_\_\_\_

NOES:            \_\_\_\_\_

ABSTAIN:        \_\_\_\_\_

ABSENT:         \_\_\_\_\_

\_\_\_\_\_  
Clerk of the Board of Education of the  
South Monterey County Joint Union High School  
District

STATE OF CALIFORNIA    )  
  ) ss.  
COUNTY OF MONTEREY    )  
COUNTY OF SAN BENITO    )

I, Joe Santibanez, do hereby certify that the foregoing is a true and correct copy of Resolution No. 08:16/17 which was duly adopted by the Board of Education of the South Monterey County Joint Union High School District at a meeting thereof on the 19<sup>th</sup> day of October, 2016.

\_\_\_\_\_  
Clerk of the Board of Education of the  
South Monterey County Joint Union High School  
District

STATE OF CALIFORNIA     )  
  ) ss.  
COUNTY OF MONTEREY    )  
COUNTY OF SAN BENITO   )

I, Paulette Bumbalough, do hereby certify that the foregoing Resolution No. 08:16/17 was adopted by the Board of Education of the South Monterey County Joint Union High School District at a meeting of said Board held on the 19<sup>th</sup> day of October, 2016, and that it was so adopted by the following vote:

AYES:             \_\_\_\_\_

NOES:            \_\_\_\_\_

ABSTAIN:         \_\_\_\_\_

ABSENT:          \_\_\_\_\_

---

Clerk of the Board of Education of the  
South Monterey County Joint Union High School  
District

STATE OF CALIFORNIA     )  
  ) ss.  
COUNTY OF MONTEREY    )  
COUNTY OF SAN BENITO   )

I, Joe Santibanez, do hereby certify that the foregoing is a true and correct copy of Resolution No. 08:16/17 which was duly adopted by the Board of Education of the South Monterey County Joint Union High School District at a meeting thereof on the 19<sup>th</sup> day of October, 2016.

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Clerk of the Board of Education of the  
South Monterey County Joint Union High School  
District

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

**SUBJECT:** Approval of the \$2,000 Donation to Greenfield High School from Edwin Copley      **MEETING:** October 19, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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**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:

Mr. Edwin Copley donated \$2000.00 to Greenfield High School to use for students as the staff saw fit. The donation was made in October, 2015. An appropriate letter of appreciation will be sent to Mr. Copley.

Recommendation:

It is recommended that the Superintendent accept the donation of \$2000.00 for the benefit of students at Greenfield High School.

Fiscal Impact:

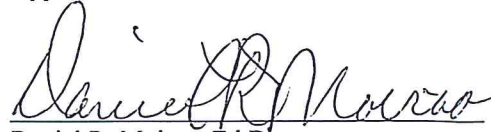
\$2000.00 increase to the Greenfield High School Budget.

Submitted By:



Daniel R. Moirao, Ed.D.  
Superintendent

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent

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

**GOVERNING BOARD**

**SUBJECT:** Approval of the \$4,000 Donation From the Mark & Carolyn Guidry Foundation to King City High School

**MEETING:** October 19, 2016

**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:

King City High School has received a generous check in the amount of \$4,000.00 from a grant from the Mark and Carolyn Guidry Foundation. The foundation had a successful music festival this year, as a result has been able to supplement the grant. Their request is to have \$3,000 used to support the math and science programs and \$1,000 to be used to support the music program at King City High School


Recommendation:

The recommendation is to approve the \$4,000 donation from the Mark and Carolyn Guidry Foundation.

Fiscal Impact:

None.

Submitted By:



Daniel R. Moirao, Ed.D.  
Superintendent

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent

**Mark & Carolyn Guidry Foundation**  
2654 W Horizon Ridge Pkwy Suite B588  
Henderson, NV 89054  
(702) 629 5503

September 4, 2016

Daniel Moirao, Administrator  
South Monterrey County High School District  
800 Broadway Avenue  
King City, CA 93930

Dear Mr. Moirao:

It is our pleasure to enclose a check for four thousand dollars (\$4,000.00) as a grant from the Mark and Carolyn Guidry Foundation. As we held our music festival this year, we are able to provide you with a supplemental grant. We will repeat our festival again in 2018 and look forward to its success. Please allow Principal Janet Sanchez Matos to use \$3,000 for support of her math and science programs. We have met Ms Matos and are pleased with the quality of her programs.

We have also met <sup>Ms Jillian Kline</sup> ~~Mr Bruce Graham~~ and we would like the remaining \$1,000 to be used to support <sup>her</sup> ~~his~~ music programs. We hope to have more local talent for our music festival when we hold it on 2018 Memorial Weekend.

Our mission is supporting education and we are pleased to support your schools. We feel a part of your community and feel that children are a community's most valuable asset.

Sincerely yours,



Gayle G. Dilley  
President

Cc: Ms Janet Sanchez Matos

~~Mr Bruce Graham~~

<sup>Ms Jillian Kline</sup>

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

**SUBJECT:** Approval for KCHS Boys and Girls Varsity Cross  
Country Team to Attend Two Overnight Events

**MEETING:** October 19, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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**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:

Fourteen runners from the KCHS Boys (7) and Girls (7) Varsity Cross Country team will be attending the Mount Sac High School Invitational which will require an overnight stay. Due to the distance, the student will leave Friday, October 21 for the event on Saturday, October 22, 2016 at Mt. San Antonio College in Walnut Creek.

The California Cross Country State Meet will be held in Fresno on Saturday, November 26 2016. It is anticipated there will be students qualifying for this event. The students would leave on Friday, November 25 to participate in the Saturday event.

Recommendation:

The recommendation is to approve the students to attend the Mount Sac High School Invitational and the California Cross Country State Meet, both requiring overnight stays

Fiscal Impact:

The cost will be covered through the Athletic Funds.

Submitted By:

Approved:



Ralph Rianda  
Athletic Director



Daniel R. Moirao, Ed.D.  
Superintendent



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

**SUBJECT:** Approval of Contract with Dave Long & Associates to Complete the Superintendent Search

**MEETING:** October 19, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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**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:

At the February 16, 2016 board meeting two potential firms, who conduct superintendent searches, were interviewed by the board. At that meeting the decision was made to have Dave Long & Associates conduct the search. Effective July 2016 the State returned local control to the district and I agreed to return for the 2016-2017 school year as the interim superintendent.

The board now wants to resume the services of Dave Long & Associates to conduct the superintendent search for the 2017-2018 school year.

Recommendation:


The recommendation is to approve the extended contract with Dave Long & Associates.

Fiscal Impact:

The amount will not exceed \$11,900.

Submitted By:

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent



Daniel R. Moirao, Ed.D.  
Superintendent

## **AGREEMENT FOR ASSISTANCE IN SELECTING A SUPERINTENDENT**

This agreement is entered into by the SOUTH MONTEREY COUNTY JOINT UNION HIGH SD School District (hereafter District) and Dave Long & Associates Executive Search Services (hereafter DLA).

### **DLA AGREES**

1. To meet with the governing board of the SOUTH MONTEREY COUNTY JOINT UNION HIGH SD School District (hereafter Board) as required to assist and advise it throughout the search.
2. To meet with individuals and groups, including board members, employees, community members, and others who express an interest in the selection process. In the interest of an orderly and timely process, DLA may, in its discretion and after consulting with the Board, limit the number and time of such meetings.
3. To develop for Board approval and electronically distribute a recruiting brochure announcing the position.
4. To recruit candidates that DLA believes are qualified for the position.
5. To answer inquiries from interested persons concerning the position.
6. To collect and process applications and communicate with persons applying for the position.
7. To recommend qualified people to aid in the recruitment and selection process as necessary.
8. To conduct employment and reference checks on candidates recommended to the Board for interviews.
9. To assist the Board in preparing for candidate interviews.
10. To notify all unsuccessful candidates and thank them for applying.
11. To request a criminal and related background check on the finalist selected by the Board as its prospective superintendent.
12. To facilitate a Board visit to the community of the Board's selected individual.
13. To hold the district harmless, indemnify and defend the district from any and all liability arising from the search and recruitment activity referred to herein, unless such liability resulted from negligence or malfeasance by the district or Board. The Board agrees to notify DLA within a reasonable time of receipt of any claim.

## **DISTRICT AGREES**

1. To have all board members present at all meetings regarding the selection.
2. To have at least one or two members of the Board visit the community of the prospective superintendent to obtain satisfactory assurance of the individual's acceptability.
3. To pay any and all expenses incurred by the district board members in connection with the superintendent selection process.
4. To pay the travel expenses of second round candidates to be interviewed.
5. To make appropriate facilities available for conducting interviews and other business related to the search in progress.
6. To complete the final employment process.
7. To have legal counsel develop or review any agreement between the Board and the prospective superintendent.
8. To hold DLA and advisers/professional screeners harmless, indemnify and defend DLA, its advisers/professional screeners from any and all liability arising from the search and recruitment activity referred to herein unless such liability resulted from negligence or malfeasance by DLA. DLA agrees to notify the district or Board within a reasonable time of the receipt of any claim.

## **MISCELLANEOUS**

1. This agreement may be terminated at any time by either party by giving written notice to the other. At such time, the district shall be invoiced by DLA for services and expenses incurred for work accomplished to date.

**CONSIDERATION**

1. In consideration for the above services, the district agrees to pay DLA an all-inclusive fee of **\$11,900 for the search described in this proposal.**
2. One-half of the fee, **\$5950. for the search** is due and payable upon execution of this agreement by both parties. The remainder of the fee is due and payable upon receipt of an invoice at the conclusion of the search.
3. DLA guarantees its services to District's satisfaction or DLA will conduct the search again (*within the first year of the superintendent's contract if the board members remain unchanged and providing the board selected one of the candidates the DLA professional screeners found to be professionally qualified and recommended to the board*) for expenses only. In the event the initial field of candidates is not satisfactory to the Board, DLA will continue the search process for expenses only.

For purposes of communication between the parties, the following shall be deemed to be representative of the parties

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

Paulette Bumbalough  
President of the Board  
Dr. Daniel Moirao, Superintendent

Dave Long  
President  
Executive Search Services

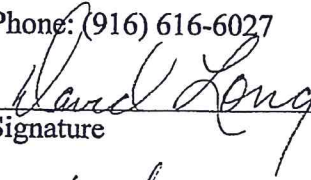
SOUTH MONTEREY COUNTY JUHSD  
800 Broadway St.  
King City, CA 93930

Dave Long & Associates  
Executive Search Services  
636 Loretta Drive  
Laguna Beach, CA 92651

Phone: (830) 385-0606

Phone: (916) 616-6027

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

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

**GOVERNING BOARD**

**SUBJECT:** Approval of Memorandum of Collaboration  
Between SMCJUHSD and Second Start Learning  
Disabilities Programs Inc.

**MEETING:** October 19, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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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:

Second Start Learning Disabilities Programs Inc. is a Non-Public School (NPS) that we may be partnering with us to bring a program to South Monterey County designed for high school level students with autism. This is a non-binding agreement to indicate good faith on both parties to collaborate together with this endeavor.

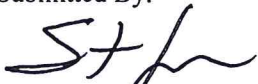
Recommendation:

The recommendation is being made for the Superintendent and the SMCJUHSD School Board to approve the Memorandum of Collaboration with Second Start Learning Disabilities Programs Inc.

Fiscal Impact:

The fiscal impact to the Special Education fund will be determined at a later date if both parties agree to move forward with this endeavor.

Submitted By:



Steve James, Ed.D.  
Director of Alternative Placement for Student Success

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent

## MEMORANDUM OF COLLABORATION

This Memorandum of COLLABORATION ("MOC") is entered into by and between the two parties listed subsequent:

**South Monterey County Joint Union High School District (SMCJUHSD) and Second Start Learning Disabilities Programs Inc. (Second Start)** regarding the delivery of School-based services.

This Memorandum of Collaboration memorializes the intent of each party to collaborate in good faith toward the objective of Second Start's initiative of bringing an NPS facility and services to the Monterey County-Greenfield area.

The purpose of the project is to create a functioning collaborative between the MCJUHSD and Second Start and to provide Special Education and/or related services to students referred by the afore mentioned parties.

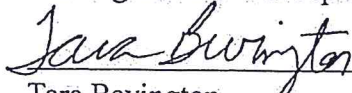
All parties hereby agree to collaborate on the development of a school-based program that includes the following:

- A fully certified NPS located within the SMCJUHSD, specifically located on the campus of Greenfield High School.
- Special Education Instruction
- Program will initially provide services to up to ten (10) students.
- Initial program will focus on the development of up to two classrooms.

Each Party will conduct at a minimum, a monthly administrative meeting (in person, via e-mail or telephonically) to discuss program development.

This MOC is for the period October 1, 2016 through June 30, 2017. No part of this MOC is intended to bind any of the parties to incur costs. This MOC may be terminated for cause by either party at any time. To terminate this MOC either party shall give a 15 day written notice prior to the date of the termination. Both parties agree that should a need for a MOU and/or Contract, Master Contract between Second Start and any or all of the parties arise, this MOC will cease immediately upon signing a new MOU and/or Contract, Master Contract.

This Agreement is accepted on this date, \_\_\_\_\_ by:

  
\_\_\_\_\_  
Tara Bevington  
Executive Director  
Second Start

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
South Monterey County Joint Union High School District

# SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Program Improvement Year 5 LEA Plan Evidence of Progress    **MEETING:** October 19, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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## 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 Program Improvement Year 5 LEA Plan Evidence of Progress (2015-16) documents the District's progress in implementing its Local Education Agency (LEA) Plan and in helping all students to meet or exceed grade level standards. The report has three parts:

1. Summary of the LEA Plan strategies and actions implemented during 2015-16, including a description of local evidence used to determine effective implementation
2. An analysis of the 2015-16 LEA performance on summative assessment data, including a description of progress toward student performance goals in ELA and mathematics
3. Evidence of annual communication with the local governing board regarding the implementation of the LEA Plan strategies and actions, and the progress towards student performance goals in the Plan.

The Program Improvement Year 5 LEA Plan Evidence of Progress (2015-16) will be reviewed by staff in the California Department of Education.

Recommendation:

The recommendation is to approve the Program Improvement Year 5 LEA Plan Evidence of Progress.


Fiscal Impact:

None.

Submitted By:

  
Diana Jiménez  
Director of Educational Services

Approved:

  
Daniel R. Moirao, Ed.D.  
Superintendent

## PI Year 3 LEA Plan Evidence of Progress (2015-16)

End-of-Year Submission: October 14, 2016

Local Educational Agency: South Monterey County Joint Union High School District Submitted by: Dr. Daniel Moirao, State Administrator

Prepared by: Diana Jimenez, Director of Educational Services

### 1. Summarize the LEA's progress towards implementation of the strategies and actions in the LEA Plan

During the 2015-16 school year the South Monterey County Joint Union High School District implemented the following strategies to improve the quality of the district's instructional program. The key initiatives were:

- The continued implementation of Math I and Math II and the initial implementation of Math III; an integrated approach to teaching the Common Core Standards in mathematics.
- The fourth year of implementation of Constructing Meaning which is a set of strategies designed to provide access to grade level curriculum for English Learners.
- The hiring of instructional coaches to support the implementation of Constructing Meaning and provide PD to teachers
- The hiring of EL Liaisons to increase the monitoring and support of English Learners.
- The continued use of our certificated collaboration time which we call our professional learning communities (PLC). We identified PLC Leads and provided them with ongoing training and support.
- Ongoing professional development provided to English language arts, mathematics and English language development teachers by a combination of outside consultants and our own instructional coaches
- Monitoring of the implementation of Constructing Meaning strategies and Math I, II, and III by district-site teams using Progress Adviser

#### ***1. Analyze the LEA's progress towards student achievement goals in the LEA Plan.***

Monthly Administrative Council (AdCo) meetings which include all site and district administrators to focus on curriculum, instruction and monitoring of progress instead of on operations. The Director of Education Services created school profiles with longitudinal data on school-wide and student subgroup performance. Throughout the year as new data become available (for example, when the 2015 CELDT scores were released) the profiles were updated. The profiles were used at Board, Ed Services and site meetings to help monitor progress.

#### **LEA Plan Goal 1.0 ALL STUDENTS WILL REACH HIGH STANDARDS: ENGLISH LANGUAGE ARTS**

STRATEGY IMPLEMENTED	EVIDENCE OF EFFECTIVENESS
1.1 ELA Pacing Guides for Grades 9 and 10 were revised.	Pacing guides are on file at the District Office



1.2 ELA writing and reading performance based assessments for Grades 9 -11 were developed and implemented	Benchmarks are on file at the District Office.  Benchmark and Analysis Day Calendar available at the sites and the District Office.
1.3 Students in need of ELA intervention (READ 180) were placed in the course.	2015-16 master schedules. Students' schedules. Summer School rosters.

LEA Plan Goal 1.0 **ALL STUDENTS WILL REACH HIGH STANDARDS: MATHEMATICS**

STRATEGY IMPLEMENTED	EVIDENCE OF EFFECTIVENESS
1.4 Math I, II and III were implemented. Math teachers use the Math Vision Project Math I and II pacing guides and benchmarks.	Math Vision Project Math I, II and III modules are on file at the District Office.  MVP Math I, II and III pacing guides and benchmarks are on file at District Office.
1.5 All administrators have been trained to identify the 8 mathematical practices in CCSS math during walkthroughs.	Progress Adviser reports are on file at the District Office.

LEA Plan Goal 2.0 **ALL ENGLISH LEARNERS WILL BECOME PROFICIENT IN ENGLISH AND REACH HIGH ACADEMIC STANDARDS**

STRATEGY IMPLEMENTED	EVIDENCE OF EFFECTIVENESS
2.1 Two full-time EL Liaisons were hired.	EL Liaison job description.  EL Liaison monthly schedules are on file at the District Office.
2.2 The placement chart for English Learners was revised and students were placed in appropriate content classes and ELD classes according to the chart.	2015-16 EL Placement Chart is on file at the District Office and in the EL Master Plan.  2015-16 master schedules. EL students' schedules.
2.3 ELD teachers in need of EDGE training received trained.	EDGE training agendas and sign in sheets are on file at the District Office.

<p>2.4 A functioning ELAC and DELAC were in place with an annual calendar of meeting topics to insure that all parent education requirements were met.</p>	<p>DELAC 2015-16 calendars of meetings with the planned topics for each meeting are on file at the District Office and at the sites.</p> <p>DELAC training materials are on file at the District Office.</p> <p>DELAC agendas, sign in sheets, and minutes on file at the District Office and at the sites.</p>
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STRATEGY IMPLEMENTED	EVIDENCE OF EFFECTIVENESS
	<p>DELAC made a Title III presentation to the Board of Trustees in May 2016 focused on:</p> <ul style="list-style-type: none"> <li>• The revised criteria for reclassification</li> <li>• EL students’ progress in achieving English proficiency</li> <li>• School Visits</li> <li>• Parent Education programs</li> <li>• Title III use of funds</li> </ul>

LEA Plan Goal 3.0 ALL STUDENTS WILL BE TAUGHT BY HIGHLY QUALIFIED TEACHERS

STRATEGY IMPLEMENTED	EVIDENCE OF EFFECTIVENESS
<p>3.1 Two full-time instructional coaches were hired to assist with the implementation of Constructing Meaning, the implementation of the CCSS in English and math, and with the ongoing improvement of the professional learning communities.</p>	<p>Instructional coach job description.</p> <p>Instructional coaches' monthly logs are on file at the District Office.</p> <p>Instructional Coaching meeting agendas of bimonthly meetings with the Director of Education Services.</p>
<p>3.2 Formal and informal professional development in Constructing Meaning, the CCSS in English and math, and in the development of effective PLCs was provided.</p> <p>For 2015-16 the focus for Constructing Meaning implementation was oral language and student collaboration practices. These areas of focus were selected based on teacher feedback and coaches' classroom observations at the end of the previous school year.</p>	<p>The instructional coaches' logs evidence the training and other types of support which were provided to classroom teachers such as co teaching and assistance with lesson plan development.</p> <p>Instructional coaches and administrators conducted walkthroughs together.</p>

<p>3.3 Full of implementation of the ELA CCSS continued. Pacing guides with writing and reading performance based assessments for ELA grades 9, 10 and 11 were revised. Benchmarks were administered and scored. Ongoing professional development was provided to ELA teachers in the form of a series of release days and during PLCs.</p>	<p>Pacing guides and performance based assessments are on file at the District Office.</p>
<p>3.4 The implementation of the math CCSS has continued. Math I, II and III were implemented. Math Vision Project curriculum for Math III was adopted. Student materials were copied by the district as MVP doesn't have a textbook. MVP pacing guides and benchmarks were used. Ongoing professional development was provided to Math I, II and III teachers in the form of:</p> <ul style="list-style-type: none"> <li>• Attendance at MVP training</li> <li>• Assistance from the Monterey County Office of education Math consultant for <ul style="list-style-type: none"> <li>- Professional Development</li> <li>- PLCS</li> <li>- District-wide collaboration during release days</li> </ul> </li> </ul>	<p>MVP Math Modules are on file at the District Office.</p> <p>Instructional coaches' logs are on file at the District Office.</p> <p>Pacing guides and benchmarks are on file at District Office.</p>
<p>3.5 Leads for PLCs were identified and provided ongoing training and support. All teachers were provided the opportunity to collaborate in PLCs at least once a month. Some departments used PLC time to develop and analyze the results of common formative assessments and to respond to the results with modified lesson plans.</p>	<p>Agendas of monthly PLC lead meetings are on file at the District Office.</p> <p>Note-taking sheets from each PLC are on file at the schools.</p> <p>2014-15 PLC calendars for each high school.</p>
<p>3.6 Advanced Placement teachers provided ongoing training and support. Teachers given the opportunity to attend summer AP Institutes.</p>	<p>Summer Professional Development calendar</p>

LEA Plan Goal 4.0 All students will be educated in learning environments that are safe, drug-free, and conducive to learning.

STRATEGY IMPLEMENTED	EVIDENCE OF EFFECTIVENESS
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<p>4.1 The schools continued with Link Crew and Freshman Seminar which is a high school transition program that welcomes freshmen and attempts to make them feel comfortable and successful throughout their high school years.</p>	<p>The results of a Freshmen Seminar survey and the California Healthy Kids Survey of students regarding their perception of school safety and culture are on file at the District Office.</p>
<p>4.2 The schools continued the partnership with CSU Monterey Bay and UC Santa Cruz GEAR UP programs to support students with</p>	<p>CSU MB Partnership Agreement UC Santa Cruz Partnership Agreement GEAR UP Parent Workshop calendars GEAR UP Tutoring Schedules</p>

LEA Plan Goal 5.0 **ALL STUDENTS WILL GRADUATE**

STRATEGY IMPLEMENTED	EVIDENCE OF EFFECTIVENESS
<p>5.1 Credit-deficient students in grades were provided with opportunities for credit recovery:</p> <ul style="list-style-type: none"> <li>• duringtheschoolday</li> <li>• before/after school, on Saturdays, and duringthesummer</li> </ul>	<p>Class rosters are on file at the schools.</p>
<p>5.2 Director of Alternative Education for Student Success was hired and oversees Special Education. Director analyzes the compliance and quality of services for all Students with Disabilities. Professional development training has been provided to all SPED and general education teachers and to administrators in procedures related to IEPs and the placement of SWDs into the least restrictive environment. Implementation of plan for the delivery of services for the students in the functional skills class.</p>	<p>Training agendas and sign in sheets on file at the District Office.</p> <p>Agendas and sign in sheets for monthly meetings with SPED teachers.</p> <p>2015-16 master schedules.</p> <p>SWDs' schedules.</p>
<p>5.3 Parent involvement was promoted by PIQE.</p>	<p>Sign in sheets on file at the sites.</p> <p>Contract for PIQE on file at the District Office.</p> <p>Parent Graduation Lists</p>
<p>5.4 Parent Coordinators were hired to make personal connections with families and inform parents of their student's progress</p>	<p>Meeting schedules</p> <p>Meeting agendas</p>

Analyze the 2015-16 LEA performance on summative assessment data, including a description of progress towards student performance goals in ELA and mathematics.

**A. Spring 2016 CAASPP Results**

**CAASPP**

School	English: Standard Met or Exceeded <b>2015</b>	English: Standard Met or Exceeded <b>2016</b>	English: Percentage Change:	Math: Standard Met or Exceeded <b>2015</b>	Math: Standard Met or Exceeded <b>2016</b>	Math Percentage Change:
All Students	40%	55%	+15%	9%	13%	4%
English Learners	6%	6%	+0%	1%	0%	-1%
Students with Disabilities	2%	15%	+13%	0%	0%	0%

From Spring 2015 to 2016 we had a 15% increase in ELA achievement. We had a 13% increase in ELA achievement in our SWD group. Overall math achievement grew by 4%. The number math achievement of English Learners and students with disabilities either declined slightly or remained the same. The District has made increasing math achievement a top priority.

**B. Services and outcomes for English Language Learners**

1. The district has not met its AMAOs for 10 years. The District has set goals for district-wide reclassification of English Learners.
2. English Learner achievement is a focus for the District and for the 16-17 school year has hired an EL Specialist. The EL Specialist will:
  - o oversee EL instructional programs and insure that appropriate interventions are provided for ELs and RFEPs, in particular long-term ELs
  - o insure that appropriate planning and delivery of services take place based on individual needs
  - o provide direct instructional support to teachers of English learners
  - o plan professional staff development for teachers of ELs with site administration
  - o assist teachers of ELs to conduct appropriate formal and informal diagnostic assessments of ELs
  - o monitor results of EL student learning, focused on core subject areas
  - o assist teaching staff in the use of EL data for instructional decisions
  - o assist site administration with EL parent involvement planning and ELAC meetings
  - o assist with the annual site/district EL program evaluation and needs assessment
  - o assist with the development and revision of the school plan sections, related especially to services for English learners

AMAO 1- Percent of ELs Making Annual Progress in Learning English

<i>School Year</i>	<b>Number in Cohort</b>	<b>AMAO Target</b>	<b>Percent Meeting AMAO</b>	<b>Met Target</b>
2013-14	504	59%	42.7%	No
2014-15	533	60.5%	55.6%	No
2015-16	423	62.0%	53.6%	NO

AMAO 2- Percent of ELs Attaining the English Proficient Level on the CELDT  
Less than 5 Years Cohort

<i>School Year</i>	<b>Number in Cohort</b>	<b>AMAO 2 Target</b>	<b>Number in Cohort Attaining English Proficiency</b>	<b>Percent Meeting AMAO</b>	<b>Met Target</b>
2013-14	90	22.8%	6	6.7%	No
2014-15	79	24.2%	8	10.1%	No
2015-16	82	25.4%			

5 Years or More Cohort

<i>School Year</i>	<b>Number in Cohort</b>	<b>AMAO 2 Target</b>	<b>Number in Cohort Attaining English Proficiency</b>	<b>Percent Meeting AMAO</b>	<b>Met Target</b>
2013-14	466	49.0%	128	27.5%	No
2014-15	477	50.9%	166	34.8%	No
2015-16	431	52.8%	130	30.2%	No

Reclassification Rates

<i>English Language Acquisition</i>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
<i>English Learners</i>	589	605	575
<i>Reclassified-FEP</i>	39	112	92
<i>Rate Reclassified RFEP</i>	6.4%	18.5%	15.2%

## C. Teacher Quality

### 1 Constructing Meaning strategies

- a. 100% of teachers and 100% of the administrators have been trained in Constructing Meaning.
- b. School administrators continue to monitor teachers' implementation of Constructing Meaning strategies through classroom observations. However, administrators are not consistently providing feedback to teachers following these walkthroughs (Spring 2015 FCMAT Report)]
- c. There is instructional coaching support for both comprehensive high school sites
- d. High teacher turn-over has made consistent implementation of Constructing Meaning strategies challenging

### 2 Data management system: Illuminate

During the 15-16 school year the Illuminate data and assessment system was adopted. It is the district's expectation that ELA and math benchmark results are housed in Illuminate. Student assessment data is analyzed and disaggregated to keep track of subgroup achievement. Another district expectation for the use of Illuminate is that all common formative assessments created in Professional Learning Communities are also housed in Illuminate. Common formative assessment data is analyzed during PLC/Wednesday Collaboration time. All teachers and instructional coaches have received professional development training on Illuminate.

### 3 Professional Learning Communities need to continue to use their time to analyze and respond to the results of common formative assessments.

The District is working to ensure that all Professional Learning Communities function equally effectively. Instructional Coaches conduct monthly PLC Lead meeting to provide professional development and coaching to PLC lead teachers and ensure a unifying central message of the purpose of PLCs.

## D. Graduation from High School

### Graduates and Dropouts

<i>Year</i>	<i>Cohort Students</i>	<i>Cohort Graduates</i>	<i>Cohort Graduation Rate</i>	<i>Cohort Dropouts</i>	<i>Cohort Dropouts Rate</i>
2012-13	482	398	82.6%	69	14.3%
2013-14	473	401	84.8%	48	10.1%
2014-15	471	400	84.9%	46	9.8%

## EL Graduates and Dropout Rates

<i>School Year</i>	<b>Graduate Cohort</b>	<b>EL Graduate Cohort</b>	<b>Graduation Rate</b>	<b>Drop Cohort</b>	<b>Dropout Rate</b>
2012-13	163	107	65.6%	47	28.8%
2013-14	161	116	72.1%	32	19.9%
2014-15	163	115	70.6%	33	20.2%

Overall graduation rates continue to remain stable and dropout rates continue to decrease. While graduation rates for English Learners are increasing, substantial work needs to be done to increase these rates to those of the general student population.

<i>Year</i>	<b>Graduates</b>	<b>Number of A-G Completion</b>	<b>Percentage</b>
2014	408	58	14.2%
2015	393	59	17.6%

The number of graduates who have met A-G college entrance requirements from 2014 to 2015 has improved by 3.4% but remains low compared to the countywide and statewide averages. In 2015 the county A-G completion rate was 33.9% and the State A-G completion rate was 43.4%.

### 3. Provide documentation of annual communication with the local Governing Board regarding the end-of-year evidence of progress.

In May 2016 DELAC made a Title III presentation to the Board of Trustees focused on:

- The revised criteria for reclassification
- EL students' progress in achieving English proficiency
- School Visits
- Parent Education programs
- Title III use of funds

Throughout the school year, instructional decisions and action items were taken to the Board of Trustees for approval for implementation within our district. This communication included:

- a. Approval of the Updated LEA Plan
- b. Approval of the SPSAs
- c. Annual Progress Report on Student Achievement including CAASPP and CELDT Results

End-of-year Evidence of Progress for 15-16 will be reported to the Governing Board on October 19, 2016.



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

**SUBJECT:** Approval of Contract for Chief Business Official

**MEETING:** October 19, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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**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
- X \_\_\_\_\_ Develop/Sustain Fiscal Crisis Long-Term Solution
- \_\_\_\_\_ Ensure Board and Administrator Participation in CSBA's Masters in Governance and Other Trainings
- \_\_\_\_\_ Ensure that Facilities are Safe for Staff and Students
- X \_\_\_\_\_ Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

The Superintendent in collaboration with staff have done a thorough search for a new Chief Business Official (CBO). After completing a review of references and assessing the technical skills of the individual, the Superintendent is recommending the hiring of Ms. Sherrie Castellano as the Chief Business Official.

Attached is the contract for hiring the CBO. This contract has been reviewed by legal services for completeness of all necessary Ed and Civil Codes. For the most part this contract is similar to the contract entered with the prior CBO.

The contract will begin November 1, 2016 and has an ending date of June 30, 2018.

Recommendation:

It is recommended that the Board approve the Employment Contract with Ms. Sherrie Castellano to serve as CBO.

Fiscal Impact:

\$159,000 annually (prorated for the 2016-2017 fiscal year). This is inclusive of salary and benefits.

Submitted by:



Daniel R. Moirao Ed.D.  
Superintendent

Approved:



Daniel R. Moirao Ed. D.  
Superintendent

## SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

### Employment Agreement between Sherrie S. Castellanos, Chief Business Official and the South Monterey County Joint Union High School District

This Agreement is entered into as of this nineteenth (19) day of October, 2016, between the Superintendent, on behalf of the Governing Board (hereinafter "the Board") of the South Monterey County Joint Union High School District (hereinafter "the District"), and Sherrie S. Castellanos (hereinafter "the CBO").

1. **Term:** The Superintendent, executes this agreement on behalf of the Board to employ Sherrie S. Castellanos as Chief Business Official of the District for beginning November 1, 2016 and ending June 30, 2018. This Agreement is subject to renewal annually at the discretion of the Superintendent on behalf of the Board of Education.
2. **Chief Business Official, Superintendent:** The CBO works under the direction of the Superintendent. As such, the CBO shall have the primary responsibility for creation, revision and maintenance of the budget, whereas the Superintendent and the Board, shall retain the primary responsibility for formulating District goals and adopting the Budget. The CBO is the chief financial officer of the District and a part of the management team that provides leadership for the District in the area of school and district finances.
3. **Salary Payment:** The salary of the CBO shall be consistent with the adopted Classified Management/Confidential Salary Schedule starting at Column 5 on November 1, 2016. This annual salary is based on twelve (12) months of full-time service. The annual salary shall be payable in twelve (12) equal monthly installments on the last day of each month. When only a portion of any month or year is served, the CBO's salary shall be prorated to reflect such service.
4. **Senior Management:** The CBO position is a senior management position of the classified service pursuant to Education Code sections 45100.5. The CBO shall not have any property interest in the position that would entitle her to permanent status as an employee of the District; her employment rights based solely upon this Agreement and as may be provided for in Education Code sections 45104.5 and 35031.
5. **Work Year, Vacation and Holidays:** The CBO shall serve as a full-time employee of the District based on rendering twelve (12) months of full and regular service to the District during each annual period covered by this Agreement, prorated for less than a full year of service. The Chief Business Official shall be entitled to fifteen (15) days of paid vacation during any complete year of this Agreement, prorated for less than a year of service. Vacation days may be accumulated from year to year, provided, however, that such accumulated vacation shall at no time during the term of this Agreement exceed a total of six (6) days. Upon the accumulation of twenty (20) days of vacation, the CBO shall cease to earn vacation until the number of days accumulated is twenty (20) or fewer days. At the discretion of the District, once the CBO has accumulated six (6) days, the

District may pay off at the end of the fiscal year at the CBO's then per diem rates all days in excess of six (6). If this Agreement should be terminated or expire before all earned and accrued vacation is taken, the CBO shall be entitled to receive compensation, at the per diem rate based on her then current salary, for accumulated and unused vacation days up to but not to exceed the maximum provided herein.

The CBO shall receive the same holidays allowed other District employees on which the District office is closed pursuant to the District's approved work year calendar.

6. **Other Duties:** The CBO shall be responsible for duties as outlined in the most recent adopted job description.
7. **Benefits:**
  - a. During the term of this employment agreement the District will pay up to \$12,250 per year, prorated for less than a full year of employment, toward medical costs through the prevailing medical provider to all management positions, and the District will pay employee only benefits for dental and vision.
  - b. During the term of this employment agreement the District will pay one hundred and seventy dollars (\$170) a month for the use of her personal vehicle, and personal cellular phone.
  - c. The CBO shall receive all statutory benefits provided to other classified management employees of the District, including PERS.
  - d. Earned sick leave may be cumulative as provided by State law and Board rules and regulations.
8. **Expense Reimbursement:** The CBO shall be reimbursed for actual and necessary expenses that may be incurred in the performance of her duties in accordance with District policies and regulations. All claims for reimbursement shall be supported by receipts.
9. **Conference Attendance:** Pre-approved conference expenses shall be paid by the District.
10. **Leaves:** The CBO shall receive all leaves as stated in Board policy.
11. **Review:** The Superintendent shall review the CBO's work performance annually with periodic updates.
12. **Termination of Agreement**
  - a. Mutual Consent. This Agreement may be terminated at any time by mutual consent of the Superintendent, on behalf of the Governing Board.

- b. Resignation. The CBO may resign and terminate this Agreement provided that she has given the Superintendent on behalf of the Governing Board written notice at least sixty (60) calendar days in advance of the effective date of termination, unless otherwise agreed by the Superintendent and the Board of Education.
- c. Non-Renewal of Agreement by District. The Superintendent on behalf of the Governing Board may elect not to renew this Agreement upon its expiration by providing written notice to the CBO in accordance with Education Code section 35031 (currently 45-days prior notice) or other applicable provisions of law.
- d. Disability of the CBO. If, as a result of a physical or mental disability, the CBO is unable to perform the essential functions of his position, even with reasonable accommodations, this Agreement may, at the Board's election, be terminated three (3) months from the date the Governing Board issues a written notice of termination.
  - i. Physician's Report. Prior to terminating this Agreement based upon the CBO's disability, the Superintendent on behalf of the Board of Education must receive a written report from a licensed physician establishing that the CBO is unable to perform the essential functions of his position. The Physician's report may be from a District appointed physician.
  - ii. Notice from CBO. If the CBO is informed by a physician that she is unable to perform the essential functions of her position, the CBO shall immediately request the physician to furnish the CBO with a written report containing those findings and these shall be shared with the Superintendent on behalf of the Board of Education.
  - iii. PERS. If a physician issues a report indicating the CBO cannot perform the essential functions of his position, the CBO may apply for PERS disability benefits or PERS retirement.
- e. Death. Death of the CBO shall immediately terminate this Agreement. In such event, all salary and other monetary amounts due to the CBO up to the time of death, if any, shall be paid to the CBO's estate unless otherwise declared in writing by the CBO or directed by the executor of her estate.
- f. Termination for Cause. The Superintendent on behalf of the Board of Education may terminate the CBO for: (1) acts done in bad faith to the detriment of the District; (2) refusals or failures to act in accordance with specific provisions of this agreement or Board directives; (3) breach of this Agreement; (4) unsatisfactory performance; (5) misconduct or dishonest behavior; or (6) conviction of or the entry of a plea of "nolo contendere" to any crime involving dishonesty, fraud, theft, physical violence, or the entry of a civil judgment against the CBO for fraud, breach of trust, or physical or emotional harm to any person. The existence of such cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties of the parties under this Agreement. If such cause exists, the Superintendent on behalf of the Board of Education shall

meet with the CBO and shall submit to the CBO a written statement of the grounds for termination and copies of written documents the Superintendent on behalf of the Board of Education believes support the termination. If the CBO disputes the charges, the CBO shall then be entitled to a conference before the Board in a closed session meeting. The CBO and the Board shall each have the right to be represented by counsel at their own expense. The CBO shall have a reasonable opportunity to respond to all matters raised in the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Superintendent and the Board of Education, after considering all evidence presented, decides to terminate this Agreement, it shall provide the CBO with a written decision. The decision of the Board shall be final. The CBO's conference between the Board shall be deemed to satisfy the CBO's entitlement to due process of law and shall be the CBO's exclusive right to any conference or hearing otherwise required by law. The CBO waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts the CBO's administrative remedies and then authorizes the CBO to contest the Board's determination in a court of competent jurisdiction.

- g. Termination Without Cause. The Superintendent on behalf of the Board of Education may, for any reason, without cause or a hearing, terminate this Agreement at any time. In consideration for the exercise of this right, the District shall pay to CBO a monthly sum equal to the difference between the CBO's salary in effect during her last month of service and the amount earned after the effective date of termination for the remainder of this Agreement or up to three months, whichever is less. Payments to CBO shall be made on a monthly basis unless the Superintendent on behalf of the Board of Education agrees otherwise. As a condition of payment, the CBO must file a written statement with the Superintendent on behalf of Board of Education no later than the tenth (10<sup>th</sup>) day of each month listing his earnings for the previous month. Failure to file the statement by the tenth (10) day of each month shall result in the District having no duty to pay for that month.

For purposes of this Agreement, the term "salary" shall include only the CBO's regular monthly base salary and shall not include the value of any other form of compensation or benefit, or reimbursements received under this Agreement. Payments made pursuant to this termination without cause provision may be subject to applicable payroll deductions and treated compensation for state and federal as purposes. No payments made pursuant to this early termination provision shall constitute creditable service or creditable compensation for retirement purposes. Payments made pursuant to this termination without cause provision shall be considered as final settlement pay and shall not count for any retirement purposes; accordingly, no deductions shall be made for retirement purposes. The parties agree that any damages to the CBO that may result from the Board's early termination of this Agreement cannot be readily ascertained. Accordingly, the parties agree that the payments made pursuant to this termination

without cause provision constitute reasonable liquidated damages for the CBO, fully compensate the CBO for all tort, contract and other damages of any nature whatsoever, whether in law or equity, and do not result in a penalty. The parties agree that the District's completion of its obligations under this provision constitutes the CBO's sole remedy to the fullest extent provided by law. Finally, the parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code sections 53260, et seq.

Notwithstanding any other provision of this Agreement to that contrary, if the Superintendent on the behalf of the Board believes, and subsequently confirms through an independent audit, that the CBO has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Superintendent on behalf of the Board may terminate the CBO and the CBO shall not be entitled to the cash, salary payments, health benefits or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260, subdivision (b).

- h. Appointment of State Administrator or Trustee. In the event that the District requires an emergency apportionment from the state resulting in the appointment of a state administrator or trustee under Education Code section 41326, this Agreement shall terminate upon the appointment of the administrator or trustee and his or her assumption of the duties of the position of the CBO.
- i. Cash Settlement Related to Termination. If this contract is terminated, any cash settlement related to the termination that the CBO may receive from the District shall be fully reimbursed to the District if the CBO is convicted of a crime involving an abuse of her office or position. "An abuse of office" means either an abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority or a crime against public justice, including, but not limited to, a crime described in Title 7 of the California penal Code starting it section 92 et seq.

- 13. **Work Records:** All documents, daily logs, and any other written work product the CBO generates while working under the terms of this Agreement shall be the District's sole and exclusive property.
- 14. **Severability:** If any provision of this contract is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the contract shall continue in full force and effect.
- 15. **Modification of Agreement:** This Agreement may be modified at any time with joint consent of the Superintendent, on behalf of the Board, and the Chief Business Official.

\_\_\_\_\_ Date: \_\_\_\_\_  
Daniel R. Moirao, Ed.D.  
Superintendent

I accept the above Agreement of employment and the terms and conditions thereof and will perform faithfully all of the duties of employment of Chief Business Official of the South Monterey County Joint Union High School District.

\_\_\_\_\_ Date : \_\_\_\_\_  
Sherrie S. Castellanos, Chief Business Official  
South Monterey County Joint Union High School District

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

**SUBJECT:** Approval of Agreement with CSUMB for Students  
to be able to do Service Learning at GHS

**MEETING:** October 19, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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

Summary:

This MOU is between the SMCJUHSD and CSUMB for students to come to Greenfield High School and work with our students to assist with our STEM, CTE, and Core Programs.

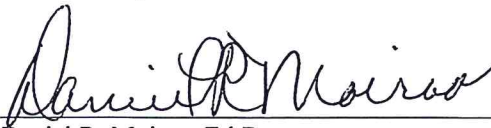
Recommendation:

The recommendation is to approve the Agreement with CSUMB.

Fiscal Impact:

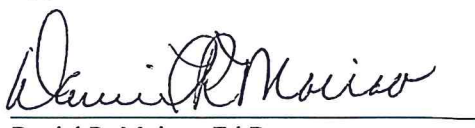
There is no cost to the district, the CSUMB students will be volunteering their time.

Submitted By:



Daniel R. Moirao, Ed.D.  
Superintendent

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent





CALIFORNIA STATE UNIVERSITY  
Monterey Bay

UNIVERSITY-AGENCY AGREEMENT FOR PLACEMENT OF STUDENTS

This agreement entered into this \_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year) between CALIFORNIA STATE UNIVERSITY  
MONTEREY BAY referred to as "CSUMB," and SMCJUHSD / GREENFIELD HIGH SCHOOL referred to as  
AGENCY [Complete Address] 225 S. EL CAMINO REAL, GREENFIELD, CA 93927

**I. STATEMENT OF PURPOSE**

**A. California State University Monterey Bay**

California State University Monterey Bay is committed to service in the community, and applied learning experiences for students. This is accomplished through field education, service learning, internships, research, and other activities that integrate the STUDENT(S)'s academic study with practical experience. Through reflective activities, service, research, and field seminars, students enhance their knowledge of their academic discipline and deepen their sense of civic responsibility, self-awareness, and professional development.

**B. Name of Agency** \_\_\_\_\_

Mission Statement (attach additional sheet / brochure if available) \_\_\_\_\_

**C. AGENCY and CSUMB** recognize the opportunity for meaningful learning experiences for CSUMB on AGENCY and STUDENTS. CSUMB supports the goals and objectives of the AGENCY program in which students will participate.

**II. STUDENT(S) LEARNING**

**A. Program Activities**

Activities will be accomplished in accordance with the student's Learning Agreement, reviewed and agreed upon by the STUDENT, CSUMB and AGENCY prior to the start of the experience.

The STUDENT will:

1. Participate in all relevant trainings by the AGENCY as stated in Section III-A-2, Training and Orientation of this document.
2. Model professional, ethical and appropriate behavior when working with clients and when on AGENCY site.
3. Support AGENCY that is a part of the student's learning experience as specified by the Learning Agreement.
4. Meet the goals of the AGENCY and the related University program in which the STUDENT is enrolled.
5. Fulfill the specific scope of work duties, identified in the student's Learning Agreement.

**B. Safe and Productive Environment**

The AGENCY is committed to providing a safe and productive environment for STUDENTS in the field program.

**1. The AGENCY will:**

- a. Give STUDENT a complete tour of the site, and ensure that STUDENT is aware of all relevant safety policies and emergency procedures and is able to act responsibly in case of an emergency.
- a. California law may require the AGENCY to obtain fingerprints of STUDENT and submit them to the Department of Justice, and/or the Federal Bureau of Investigation, for a criminal background check. It is the AGENCY's

- responsibility to: 1) Determine whether such fingerprinting is required; 2) obtain the STUDENT'S fingerprints; and 3) obtain criminal background clearance from the appropriate agency.
  - b. California law may require the AGENCY to require STUDENT to submit results of a Tuberculosis (TB) Test. It is the AGENCY's responsibility to: 1) Determine whether such TB testing is required; (2) to notify CSUMB in writing of this requirement in advance of the student's placement at the worksite and; (3) obtain results from STUDENT.
  - c. The AGENCY representative will notify the appropriate CSUMB program coordinator in writing, within 24 hours of any health & safety hazards and/or incidents of violence that occur at the AGENCY worksite during the contract period.
2. **CSUMB will ensure that STUDENT agrees to the following:**
- a. Abide by AGENCY rules and regulations while on site and working with AGENCY clients and staff.
  - b. Ensure that his or her actions with the AGENCY are safe, positive, productive and ethical.
  - c. Advance the program and its objectives by providing support for the AGENCY and/or its staff as necessary and agreed upon in Section II-A, Program Activities, of this document.

### III. STRUCTURE AND SUPPORT OF STUDENT LEARNING AT THE AGENCY

#### A. AGENCY

1. **Site Supervision** - The AGENCY will provide a supervisor, who has been identified in the student's Learning Agreement to be responsible for the safety and supervision of STUDENT while on site. The Supervisor will meet with the STUDENT regularly, as specified in the Learning Agreement, to facilitate the learning experience for the STUDENT, provide support, and to review progress on assignments and/or activities. All AGENCY program staff will support the STUDENT as they interact with him/her and provide guidance and advice as necessary and appropriate. A secondary supervisor will be responsible for the STUDENT in the absence of primary supervision.
  - a. The AGENCY supervisor will communicate at least twice per semester with the appropriate CSUMB staff or faculty member.
  - b. The AGENCY and/or his or her designee, shall meet with the appropriate CSUMB staff or coordinator, in order to facilitate the most mutually beneficial experience for all parties involved, or at the request of any of the parties involved.
2. **Training and Orientation** – The AGENCY supervisor will provide specific training needed by the STUDENT to achieve the work identified in the Learning Agreement.
3. **Work Space** - STUDENT will have an appropriate space at the AGENCY site in which to conduct his/her assigned work. AGENCY will provide access and training for any and all equipment necessary for STUDENT to fulfill his/her role.
4. **Evaluation/Field Assessment**
  - a. The AGENCY supervisor will complete and return the required student evaluation regarding quality of service, research and/or work that the STUDENT provided to the AGENCY at the end of each semester, or as agreed upon in the student's Learning Agreement.
  - b. The AGENCY supervisor will complete and return any required evaluations of the overall quality of service provided by CSUMB community engagement programs (e.g. research, service-learning, field study, etc.), but not more than twice annually.

#### B. CSUMB

1. **Site Placement:** CSUMB will assign STUDENT to the AGENCY through CSUMB academic departments, institutes and other University programs.
2. **Training and Reflection** – Staff of the appropriate CSUMB academic department, institute or program and/or CSUMB faculty will provide training for STUDENT regarding responsibilities in Section II and will provide opportunities for STUDENT to reflect upon his/her experience working at the AGENCY worksite.

3. Supervision and Accountability - The appropriate CSUMB program coordinator will work closely with the STUDENT, AGENCY and CSUMB faculty to meet the expectations and priorities of the AGENCY site.

**IV. LENGTH OF AGREEMENT TERM**

A. **Initial Term** – CSUMB and AGENCY have reached this agreement for a five (5) year period beginning with the date of execution of this agreement.

This agreement shall become effective upon execution. Either party may terminate this agreement after giving the other party 30 days advance written notice of the intention to terminate. In the case of early termination, a student may be allowed to complete their assignments as indicated in their Learning Agreement.

B. **Renewal Process** – This agreement may be renewed every five years upon written mutual agreement, and is based on STUDENT feedback, AGENCY evaluations and CSUMB faculty desire to continue this relationship under the conditions that:

1. The CSUMB and AGENCY continue to be committed to actively supporting the goals of the other.
2. The STUDENT work is meaningful and of benefit to the AGENCY.
3. The relationship is consistent with the goals of the AGENCY, CSUMB, STUDENT and FACULTY.

The attached General Provisions, consisting of one page, is incorporated by reference and made a part of this agreement. This document reflects my understanding of the relationship.

**AGENCY**

**CALIFORNIA STATE UNIVERSITY MONTEREY BAY**

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Program Director/Chair

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department/Program

**Email address:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Art Evjen, Director, Business Support Services**

\_\_\_\_\_  
Date

## **GENERAL PROVISIONS**

### **Indemnification**

The AGENCY shall be responsible for damages caused by the negligence of its directors, agents, employees and duly authorized volunteers occurring in the performance of this agreement. CSUMB shall be responsible for damages caused by the negligence of its directors, officers, employees and duly authorized volunteers occurring in the performance of this agreement. It is the intention of the AGENCY and CSUMB that the provision of this paragraph be interpreted to impose on each party responsibility for the negligence of their respective directors, officers, employees and duly authorized volunteers.

### **Insurance**

The AGENCY shall procure and maintain General Liability insurance, comprehensive or commercial form with \$1,000,000 minimum limit for each Occurrence and minimum limit of \$2,000,000 General Aggregate, as mutually agreed upon for this placement agreement. (If not available for STUDENT(S), please attach a note stating such).

The California State University system has elected to be insured for its General Liability exposure through the self-insured CSU Risk Management Authority.

The State of California has elected to be self-insured for its vehicle liability and property exposures. As a State agency, the California State University, Office of the Chancellor, the Trustees, and the CSU system of campuses are included in this self-insured program.

### **Status of Student**

Students shall at no time throughout this agreement be considered officers, employees, agents or volunteers of CSUMB.

### **Governing Law**

All contracts and purchase orders shall be construed in accordance with, and their performance governed by, the laws of the State of California. Further, the AGENCY shall comply with any state or federal law applicable to AGENCY's performance under this Contract.

### **Assignments**

Without written consent of CSUMB, this agreement is not assignable by the AGENCY either in whole or in part.

### **Agreement Alternations and Integration**

No alternation or variation of the terms of the agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

### **Endorsement**

Nothing contained in this Agreement shall be construed as conferring on any party hereto any right to use the other party's name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore, nothing in this Agreement shall be construed as endorsement of any commercial product or service by CSUMB its officers or employees.

### **Survival**

Upon termination of this contract for any reason, the terms, provisions, representations and warranties contained in this agreement shall survive expiration or earlier termination of this agreement.

### **Severability**

If any provision of this agreement is held invalid by any law, rule, order of regulation of any government, or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.

### **Entire Agreement**

This agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof, and supercedes all prior agreements, arrangements, and understandings with respect thereto. No representative, promise, inducement, or statement of intention has been made by any party hereto that is not embodied herein, and no party shall be bound by or liable for any alleged representation, promise, inducement, or statement not set forth herein.

Rev 3.19.14 by am/SLI



Official Use:	
Dbase date entered:	_____
Dbase entered by:	_____
Profile date approved:	_____
Approved by:	_____

## Community Partner Site Assessment Site Visit Checklist

Check all that apply: *What types of learning opportunities does your organization offer?*

- Service Learning     
  UROC (Undergraduate Research)     
  Capstone (Senior Year Research)  
 CHHS (Health/Human Services field placements)     
  Course-based Internships (eg. Business)  
 MSW/MS/MA (Graduate program field placements)     
  OTHER: (describe below or attach)

PLACEMENT TYPE (Service Learning, UROC, Business internship, etc.)	PLACEMENT CONTACT (NAME, TITLE)	PHONE	EMAIL
SERVICE LEARNING	FRANK LYNCH (PRINCIPAL)	<sup>831</sup> 674-2757	flynch@smejuhd.org

1. Community Based Organization (CBO): GREENFIELD H.S. Yr. Established: 1999  
 Street Address: 225 S. EL CAMINO REAL State CA Zip Code 93927  
 Mailing Address: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 General Phone #: (831) 674-2757 Fax#: (831) 674-2646  
 CBO Website: http:// greenfieldhs.org  
 Has anyone from CBO attended a CSUMB orientation workshop?  Yes  No  
 If so, for which program (Internship, CHHS, SL, Research, CHHS or other): \_\_\_\_\_  
 Month/Year: \_\_\_\_\_ / \_\_\_\_\_ Attendee: \_\_\_\_\_

2. Provide a brief description of CBO purpose or mission (or attach brochure):  
PUBLIC HIGH SCHOOL

3. Hours of Operation

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-4	8-4	8-4	8-4	8-4	—	—

## Community Site Visit Checklist

### 4. Organization Type

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Government           | <input type="checkbox"/> For Profit                      | <input type="checkbox"/> Non-Profit                      | <input type="checkbox"/> Faith-Based        |
| School: <input type="checkbox"/> Elementary   | <input type="checkbox"/> Middle <input type="checkbox"/> | <input checked="" type="checkbox"/> High                 | <input type="checkbox"/> College/University |
| <input type="checkbox"/> Technical/Vocational | <input type="checkbox"/> Alternative Education           | <input type="checkbox"/> Post Secondary/ Adult Education | <input type="checkbox"/>                    |

### 5. Population(s) Served

- |  |  |   |   |
|--|--|---|---|
| <input checked="" type="checkbox"/> Disabled                   | <input checked="" type="checkbox"/> Gay, Lesbian, Bi-Sexual, Transgender | <input type="checkbox"/> Seniors                      | <input checked="" type="checkbox"/> Youth |
| <input checked="" type="checkbox"/> English as Second Language | <input checked="" type="checkbox"/> Homeless                             | <input checked="" type="checkbox"/> Special Education | <input type="checkbox"/> Other: _____     |
| <input type="checkbox"/> Families                              | <input checked="" type="checkbox"/> Low Income                           | <input type="checkbox"/> Veterans                     |   |
| <input type="checkbox"/> Farm workers                          | <input type="checkbox"/> Men   | <input type="checkbox"/> Women                        |   |

### 6. Issues Addressed

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Advocacy                            | <input checked="" type="checkbox"/> Education – Literacy    | <input type="checkbox"/> Health- Sub. Abuse                | <input type="checkbox"/> Public Safety                       |
| <input type="checkbox"/> Aging & Adult Services              | <input checked="" type="checkbox"/> Education - Mathematic  | <input type="checkbox"/> HIV/ AIDS                         | <input type="checkbox"/> Self – Sufficiency                  |
| <input type="checkbox"/> Agriculture                         | <input type="checkbox"/> Education - Middle School          | <input type="checkbox"/> Homelessness                      | <input type="checkbox"/> Sexual Orientation                  |
| <input type="checkbox"/> Animal Welfare                      | <input checked="" type="checkbox"/> Edu- Physical Education | <input type="checkbox"/> Housing                           | <input type="checkbox"/> Social Services - Adults            |
| <input type="checkbox"/> Arts                                | <input type="checkbox"/> Environmental Sustainability       | <input type="checkbox"/> Hunger/Food Insecurity            | <input type="checkbox"/> Social Services Children & Youth    |
| <input type="checkbox"/> Arts/Museums                        | <input type="checkbox"/> Family Services                    | <input type="checkbox"/> Immigration & Naturalization      | <input type="checkbox"/> Social Services Children & Youth    |
| <input checked="" type="checkbox"/> Before/ After School     | <input type="checkbox"/> Food Security                      | <input type="checkbox"/> Juvenile Justice                  | <input type="checkbox"/> Suicide Prevention                  |
| <input type="checkbox"/> Behavioral Health                   | <input type="checkbox"/> Food/Gardening                     | <input type="checkbox"/> Labor/ Employment Development     | <input checked="" type="checkbox"/> Technology               |
| <input type="checkbox"/> Child Abuse                         | <input type="checkbox"/> Foster Care/ Adoptions             | <input type="checkbox"/> Law & Legal Services              | <input type="checkbox"/> Transportation                      |
| <input type="checkbox"/> Child Welfare                       | <input type="checkbox"/> Gerontology                        | <input type="checkbox"/> Legal Assistance / Social Justice | <input type="checkbox"/> Urban Planning & Development        |
| <input type="checkbox"/> Community Gardening                 | <input type="checkbox"/> Global                             | <input type="checkbox"/> Media / TV/ Radio                 | <input type="checkbox"/> Veterans                            |
| <input type="checkbox"/> Comm./Economic Development          | <input type="checkbox"/> Global Issues                      | <input type="checkbox"/> Medical & Hospital                | <input type="checkbox"/> Voter Registration                  |
| <input type="checkbox"/> Conflict Resolution/Peace & Justice | <input type="checkbox"/> Health/Human Services              | <input type="checkbox"/> Museum                            | <input type="checkbox"/> Women’s Issues                      |
| <input type="checkbox"/> Crime Prevention/ Support           | <input type="checkbox"/> Health – Aging & Hospice           | <input type="checkbox"/> Music/ Performance Art            | <input type="checkbox"/> Women’s Rights                      |
| <input type="checkbox"/> Day Care                            | <input type="checkbox"/> Health - Chronic Disease           | <input type="checkbox"/> Parenting/ Education              | <input checked="" type="checkbox"/> Youth - At Risk          |
| <input type="checkbox"/> Disabilities                        | <input type="checkbox"/> Health – Comm. Wellness            | <input type="checkbox"/> Poverty                           | <input checked="" type="checkbox"/> Youth Career Exploration |
| <input type="checkbox"/> Domestic Violence                   | <input type="checkbox"/> Health – Mental Wellness           | <input type="checkbox"/> Probation / Parole                | <input checked="" type="checkbox"/> Youth – Rec. Prog.       |
| <input type="checkbox"/> Economic Development                | <input type="checkbox"/> Health – Nutrition                 | <input type="checkbox"/> Public Administration             | <input type="checkbox"/> Other: _____                        |
| <input type="checkbox"/> Education – Early Childhood         | <input type="checkbox"/> Health – Physical Fitness          |  |  |
| <input checked="" type="checkbox"/> Education – High School  | <input type="checkbox"/> Health – Policies & Practices      |  |  |
| <input type="checkbox"/> Education K-6                       | <input type="checkbox"/> Health – Public Health             |  |  |

### 7. Demographics

Total number served annually: 1160

<u>    </u> % African American	<u>    </u> % Asian American	<u>  1  </u> % Bicultural/Multicultural	<u>    </u> % Caucasian
<u>  98  </u> % Latina/o	<u>    </u> % Native American	<u>    </u> % Other (please describe)	<u>    </u>

### 8. Logistics

- What is the maximum number of CSUMB students site can accept/supervise?   15
- Is there a public transportation route available?  Yes  No
- What do CSUMB students need to do to check in at the site?   ✓ IN AT FRONT DESK
- How will students track their hours at the site?  CSUMB Activity Time Log  Other: \_\_\_\_\_

### 9. Special Requirements & Preferences

- |                            |  |  |  |
|----------------------------|--|--|--|
| California Drivers License | <input type="checkbox"/> Required            | First Aid Certification                                    | <input type="checkbox"/> Required  |
| Computer Literacy          | <input type="checkbox"/> Required            | Fingerprinting   | <input checked="" type="checkbox"/> Required <b>(WE DO NOT PAY COST OF THIS)</b> |
| CPR Certification          | <input type="checkbox"/> Required            |  |  |
| Background Check           | <input type="checkbox"/> Required            | If Required, is Background Check paid for by organization? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No              |
| TB test                    | <input checked="" type="checkbox"/> Required | If Required, is TB test paid for by organization?          | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No              |

## Community Site Visit Checklist

### 10. Language Needs/ Preferences

	Required	Preferred		Required	Preferred		Required	Preferred
American Sign Language	<input type="checkbox"/>	<input type="checkbox"/>	Japanese	<input type="checkbox"/>	<input type="checkbox"/>	Vietnamese	<input type="checkbox"/>	<input type="checkbox"/>
Cambodian	<input type="checkbox"/>	<input type="checkbox"/>	Korean	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	Spanish	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
German	<input type="checkbox"/>	<input type="checkbox"/>	Tagalog	<input type="checkbox"/>	<input type="checkbox"/>			

### 11. Ongoing Opportunities:

- a. Course-based Internships: \_\_\_\_\_
- b. Service Learning: CTE CLASSROOMS, CORE CLASSROOMS
- c. Undergraduate Research: \_\_\_\_\_
- d. Capstone Projects: \_\_\_\_\_
- e. Special/Other: \_\_\_\_\_

### 12. Hours/days CSUMB students can perform each activity (i.e. internships, service learning, research, etc.)

Type of Placement (internship, service learning, etc)	Monday am/pm	Tuesday am/pm	Wednesday am/pm	Thursday am/pm	Friday am/pm	Saturday am/pm	Sunday am/pm
<b>SERVICE LEARNING</b>	<b>8-4</b>	<b>8-4</b>	<b>8-4</b>	<b>8-4</b>	<b>8-4</b>	—	—

### 13. Training and Orientation

Is there any specific training that the CBO will provide?

*IN SOME CASES.*  
 Yes    No

Will training be provided to CSUMB students in the following areas?

**Community Overview**       Yes    No

**Confidentiality**             Yes    No

**Emergencies**                 Yes    No

**Mandatory Reporting on Abuse/Neglect**    Yes    No

**Safety Policies/Procedures**             Yes    No

**Sexual Harassment**                     Yes    No

If No to any of these, has CSUMB staff has discussed its inclusion with CBO?

Yes    No

Briefly describe any additional special training CBO will provide: \_\_\_\_\_

## Community Site Visit Checklist

### 14. Site Tour

- a. Has CBO given CSUMB staff and/or faculty a tour of facilities where students will be working?  Yes  No  
 Describe site(s): \_\_\_\_\_
- b. Is site wheelchair accessible?  Yes  No
- c. Has CSUMB staff and/or faculty member been introduced to CBO staff who will supervise students?  Yes  No
- d. Will CSUMB students be participating in field trips?  Yes  No
- e. Will CBO ask CSUMB students to sign a waiver?  Yes  No
- f. Will CBO send CSUMB students to a sites other than at the primary address?  Yes  No

**IF YES**, list addresses and descriptions of additional areas CSUMB students will serve:

Address:	Description:

### 15. Risk Identification

- a. Does your organization have a formal volunteer process in place?  Yes  No
- b. Are CSUMB students eligible to sign-up as volunteers?  Yes  No
- c. Will CSUMB students ever work unsupervised with clients?  Yes  No
- d. Will the CBO maintain CSUMB student's emergency contact info?  Yes  No
- e. Does CBO have general liability insurance policy? If Yes, please supply a copy.  Yes  No
- f. Will the CBO cover worker's compensation for CSUMB students?  Yes  No
- g. Are there specific health and/or safety risks associated with the student's specific work assignment?  Yes  No

If Yes, Please Explain: \_\_\_\_\_

- h. Is there any history of violence, environmental hazards or other health and safety risks on the site?  Yes  No

If Yes, Please Explain: \_\_\_\_\_

i. Describe any specific recommended precautions for students working at your site:

### 16. Additional Information

- a. Will CSUMB student travel for CBO business in company car?  Yes  No
- b. Will CSUMB student travel for CBO business in student's own car?  Yes  No

**Note: Service learners are NOT to use personal vehicles to provide services for the CBO.**

- c. Are CSUMB students allowed to take photographs?  Yes  No
- d. Will CSUMB students be asked to bring any materials for orientation or during service hours?  Yes  No

If Yes, please describe materials required: \_\_\_\_\_

e. **Appropriate Attire: Please note any requirements, dress codes and/or policies regarding appropriate attire (examples: cover tattoos; wear close toed shoes; no red or blue clothing):**

PROFESSIONAL DRESS, WORK CASUAL



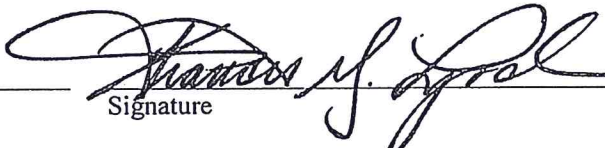
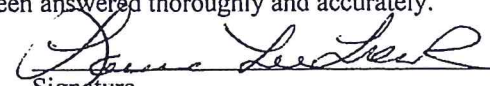
## Community Site Visit Checklist

17. CBO-Student Supervision Contacts: Please list staff responsible for direct supervision of CSUMB students, by placement type (eg. service learning, UROC research, CHHS, etc.). Attach additional sheets if necessary.

Name & Title	Phone & Ext	Email	Placement Type	Semester / Date
	831-674-2751			
TOBY LOPEZ TEACHER	ex 1614	tlopez@smcjuksd.org	SERVICE LEARN.	2016-2017 SCHOOL YEAR
ROSALBA GUZMAN TEACHER	ex 1006	rguzman@smcjuksd.org		
JEFFERY FRASE ASST. PRINCIPAL	ex 3343	jfrase@ " "		
JOSE FAUSTO DEAN OF STUD.	ex 3332	jfausto@ " "		

18. PROOF (copy) or EXPLANATION OF INSURANCE COVERAGE ATTACHED?  YES  NO

ATTENTION- REQUIRED: Proof and/or explanation of insurance coverage must be attached to this form OR submitted with your signed University Agency Agreement for Placement of Students (UAAPS) in order to place CSUMB students with your agency.

<b>CBO Supervisor – Primary Contact &amp; Signature</b>		
I have met and/or discussed with this CSUMB representative to discuss the items above. Information in this Site Visit Checklist is accurate.		
<u>FRANCIS M. LYNCH</u>		<u>10/04/2016</u>
Name (Print)	Signature	Date
Title: <u>PRINCIPAL</u>		
<b>CSUMB representative interviewer:</b>		
I have made sure that all of the questions have been answered thoroughly and accurately.		
<u>Laura Lee Liemt</u>		<u>10/4/2016</u>
Name (Print)	Signature	Date
Title: <u>Coordinator</u>		

R-1. Renewal date: \_\_\_\_\_

R-2. Renewal site check: Please note all changes to site since last visit: (attach additional forms if necessary)

R-3. Renewal – CBO Contact Name & Signature:

Print \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

R-4. Renewal - CSUMB Representative Name & Signature:

Print \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**SUBJECT:** Approval of Resolution #09:16/17 National Bullying Month      **MEETING:** October 19, 2016

**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:

October is National Bullying Prevention Month. Bullying is a national problem that must be addressed both at home and in school. The South Monterey County Joint Union High School District is committed to working with our community to stop bullying and cyberbullying by increasing awareness of the prevalence and impact of bullying on the individual.

To that end, we join the nation in recognizing October as National Bullying Month. To that end we will provide parent and student education in our schools on the topic. We will initiate campaigns to stop bullying and make everyone aware of the issue.

Recommendation:

It is recommended to approve Resolution #09:15/16 Proclaiming National Bullying Prevention Month.


Fiscal Impact:

None

Submitted By:

  
\_\_\_\_\_  
Daniel R. Moirao, Ed.D.  
Superintendent

Approved:

  
\_\_\_\_\_  
Daniel R. Moirao, Ed.D.  
Superintendent

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT  
800 Broadway Street, King City, CA 93930 • 831-385-0606 • FAX 831-385-0695

RESOLUTION #09:16/17

Proclaiming

***National Bullying Prevention Month***

**WHEREAS**, the South Monterey County Joint Union High School District Board of Education supports the rights of students and staff to attend schools that are safe and free from violence, harassment, all forms of bullying and discrimination and encourages our community to work together to stop bullying and cyberbullying by increasing awareness of the prevalence and impact of bullying; and

**WHEREAS**, October is **National Bullying Prevention Month** where we observe the need for development, implementation, and monitoring of policies and programs that address all forms of bullying including physical, verbal, covert and cyberbullying, and encourage our schools and communities to educate students, parents and others about their role in bullying prevention; and

**WHEREAS**, various researchers have concluded that bullying is the most common form of violence affecting children and has devastating effects such as school avoidance, loss of self-esteem, increased anxiety and depression; and

**WHEREAS**, it is essential to achieving the mission of public education that students are provided a safe and healthy school environment that ensures both the physical and emotional safety of students and staff and creates the conditions necessary to foster academic achievement; and

**WHEREAS**, our county office of education and our school districts have a responsibility to ensure a safe school environment that is free of intimidation and harassment and to create safe school communities by implementing training and ongoing strategies and programs that address all forms of bullying; and

**WHEREAS**, cyberbullying is on the rise due to the increased use of technology and includes harassment, impersonation, denigration, and exclusion, and can have a harmful impact on the school environment; and

**WHEREAS**, the most effective approach to creating safe school environments requires a comprehensive, coordinated effort where districts, schools and communities accept responsibility for their critical roles and collaborate to establish a positive environment for teaching and learning:

**NOW, THEREFORE, BE IT RESOLVED** that the South Monterey County Joint Union High School District Board of Education does hereby adopt Resolution #09:16/17 in support of **National Bullying Prevention Month** and encourages local schools and community stakeholders to develop, implement, and monitor policies and programs that foster and support a positive, respectful school climate free from harassment, bullying, discrimination, and violence.

Passed and adopted on October 19, 2017.



---

Paulette Bumbalough, Board President

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

**SUBJECT:** Board Policies -Second Reading

**MEETING:** October 19, 2016

**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 first reading/revision for the Governing's Board Consideration:

- BP 0450 Comprehensive Safety Plan (revised)
- AR 0450 Comprehensive Safety Plan (revised)
- BP 0520.2 Title I Program Improvement School (revised)
- AR 0520.2 Title I Program Improvement School (revised)
- BP 0520.3 Title I Program Improvement District (revised)
- BP 3513.3 Tobacco – Free Schools (revised)
- AR 3516.3 Earthquake Emergency Procedure System (revised)
- BP 3553 Free and Reduced Price Meals (revised)
- AR 3553 Free and Reduced Price Meals (revised)
- BP 3555 Nutrition Program Compliance (revised)
- BP 4112.2 Certification (revised)
- BP 4113 Personnel (new)
- AR 4113 Personnel (new)

**Recommendation:**

All suggested changes have been made from the first reading. The recommendation is to approve the policies second reading.

**Fiscal Impact:**

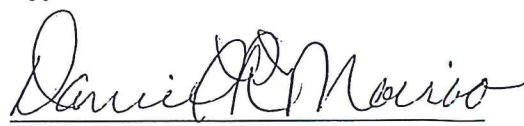
No fiscal impact

Submitted By:



Daniel R. Moirao Ed. D.  
Superintendent

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent

## Philosophy, Goals, Objectives and Comprehensive Plans

### Comprehensive Safety Plan

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 1312.3 - Uniform Complaint Procedures)*  
*(cf. 3515 - Campus Security)*  
*(cf. 3515.2 - Disruptions)*  
*(cf. 3515.3 - District Police/Security Department)*  
*(cf. 5131 - Conduct)*  
*(cf. 5131.4 - Student Disturbances)*  
*(cf. 5131.7 - Weapons and Dangerous Instruments)*  
*(cf. 5136 - Gangs)*  
*(cf. 5137 - Positive School Climate)*  
*(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. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*  
*(cf. 5145.9 - Hate-Motivated Behavior)*

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 1220 - Citizen Advisory Committees)*

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

Each school shall forward its comprehensive safety plan to the Board for approval. (Education Code 32288)

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year. (Education Code 32286)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

*(cf. 0500 - Accountability)*  
*(cf. 9320 - Meetings and Notices)*

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

#### Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 9011 - Disclosure of Confidential/Privileged Information)*  
*(cf. 9321 - Closed Session Purposes and Agendas)*  
*(cf. 9321.1 - Closed Session Actions and Reports)*

#### Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

*(cf. 1340 - Access to District Records)*

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

35294.10-35294.15 School Safety and Violence Prevention Act  
 48900-48927 Suspension and expulsion  
 48950 Speech and other communication  
 49079 Notification to teacher; student act constituting grounds for suspension or expulsion  
 67381 Violent crime  
 PENAL CODE  
 422.55 Definition of hate crime  
 626.8 Disruptions  
 11164-11174.3 Child Abuse and Neglect Reporting Act  
 CALIFORNIA CONSTITUTION  
 Article 1, Section 28(c) Right to Safe Schools  
 CODE OF REGULATIONS, TITLE 5  
 11987-11987.7 School Community Violence Prevention Program requirements  
 11992-11993 Definition, persistently dangerous schools  
 UNITED STATES CODE, TITLE 20  
 7111-7122 Student Support and Academic Enrichment Grants  
 7912 Transfers from persistently dangerous schools  
 UNITED STATES CODE, TITLE 42  
 12101-12213 Americans with Disabilities Act

#### Management Resources:

##### CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

Safe Schools: Strategies for Governing Boards to Ensure Student Success, October 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

##### FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

##### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

##### U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004

##### WEB SITES

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

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

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

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

Federal Bureau of Investigation: <http://www.fbi.gov>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

National School Safety Center: <http://www.schoolsafety.us>

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

U.S. Secret Service, National Threat Assessment Center: <http://www.secretservice.gov/protection/ntac>

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Policy

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: October 19, 2016

King City, California



Philosophy, Goals, Objectives and Comprehensive Plans

Comprehensive Safety Plan

Development and Review of Comprehensive School Safety Plan

The school site council shall consult with local law enforcement in writing and developing the comprehensive school safety plan. When practical, the school site council also shall consult with other school site councils and safety committees. (Education Code 32281, 32282)

*(cf. 0420 - School Plans/Site Councils)*

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee. This committee shall be composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. School Resource Officer (SRO) or other law enforcement representatives
6. Other members, if desired

*(cf. 1220 - Citizen Advisory Committees)*

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

Before adopting its comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. The local mayor
2. A representative of the local school employee organization

3. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs

*(cf. 1230 - School-Connected Organizations)*

4. A representative of each teacher organization at the school

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

5. A representative of the school's student body government
6. All persons who have indicated that they want to be notified

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations
2. Local civic leaders
3. Local business organizations

*(cf. 1700 - Relations Between Private Industry and the Schools)*

#### Content of the Safety Plan

Each comprehensive safety plan shall include an assessment of the current status of school crime committed on campus and at school-related functions. (Education Code 32282)

The plan also shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

2. Routine and emergency disaster procedures including, but not limited to:
  - a. Adaptations for students with disabilities in accordance with the Americans with Disabilities Act

*(cf. 6159 - Individualized Education Program)*

- b. An earthquake emergency procedure system in accordance with Education Code 32282

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

*(cf. 3516.3 - Earthquake Emergency Procedure System)*

- c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

*(cf. 1330 - Use of School Facilities)*

*(cf. 3516.1 - Fire Drills and Fires)*

*(cf. 3516.2 - Bomb Threats)*

*(cf. 3516.5 - Emergency Schedules)*

*(cf. 3543 - Transportation Safety and Emergencies)*

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

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

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

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

*(cf. 4158/4258/4358 - Employee Security)*

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

*(cf. 5132 - Dress and Grooming)*

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

*(cf. 5142 - Safety)*

8. A safe and orderly school environment conducive to learning

*(cf. 5137 - Positive School Climate)*

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

*(cf. 5144 - Discipline)*

10. Hate crime reporting procedures

*(cf. 5145.9 - Hate-Motivated Behavior)*

Among the strategies for providing a safe environment, the school safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

*(cf. 5113 - Absences and Excuses)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

*(cf. 5131 - Conduct)*

*(cf. 5136 - Gangs)*

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

*(cf. 6142.3 - Civic Education)*

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

*(cf. 6142.8 - Comprehensive Health Education)*

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

*(cf. 1240 - Volunteer Assistance)*

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 6020 - Parent Involvement)*

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.62 - Tobacco)*

*(cf. 5131.63 - Steroids)*

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

*(cf. 1020 - Youth Services)*

7. Procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of the school

*(cf. 3514.1 - Hazardous Substances)*

*(cf. 3514.2 - Integrated Pest Management)*

8. Procedures for receiving verification from law enforcement that a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

*(cf. 5116.1 - Intradistrict Open Enrollment)*

9. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3515 - Campus Security)*

*(cf. 3515.3 - District Police/Security Department)*

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 5112.5 - Open/Closed Campus)*

*(cf. 5131.5 - Vandalism and Graffiti)*

10. Crisis prevention and intervention strategies, which may include the following:

- a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

*(cf. 3515.2 - Disruptions)*

*(cf. 3515.5 - Sex Offender Notification)*

*(cf. 5131.4 - Student Disturbances)*

- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
- c. Assignment of staff members responsible for each identified task and procedure
- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media

*(cf. 1112 - Media Relations)*

*(cf. 9010 - Public Statements)*

- f. Development of a method for the reporting of violent incidents
- g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

11. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

12. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on school campuses. Guidelines may include, but are not limited to, the following:

- a. Strategies to create and maintain a positive school climate, promote school safety, and increase student achievement
- b. Strategies to prioritize mental health and intervention services, restorative and transformative justice programs, and positive behavior interventions and support
- c. Protocols to address the mental health care of students who have witnessed a violent act at any time, including, but not limited to, while on school grounds, while coming or going from school, during a lunch period whether on or off campus, or during or while going to or coming from a school-sponsored activity

13. Strategies for suicide prevention and intervention

*(cf. 5141.52 - Suicide Prevention)*

14. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

(cf. 3515.2 - Disruptions)

15. Crisis prevention and intervention strategies, which may include the following:

- a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.4 - Student Disturbances)

- b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
- c. Assignment of staff members responsible for each identified task and procedure
- d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan
- e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

- f. Development of a method for the reporting of violent incidents
- g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

16. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

17. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

(cf. 3510 - Green School Operations)  
(cf. 3513.3 - Tobacco-Free Schools)  
(cf. 3514 - Environmental Safety)  
(cf. 3514.1 - Hazardous Substances)  
(cf. 3514.2 - Integrated Pest Management)

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Regulation SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: October 19, 2016

King City, California



## Philosophy, Goals, Objectives and Comprehensive Plans

### Title I Program Improvement Schools

The Governing Board is committed to enabling all district students to meet state academic achievement standards and to narrowing the achievement gap among student groups. To that end, the district shall provide support and assistance to increase student achievement in any school that receives federal Title I funding and has been identified by the California Department of Education as a program improvement (PI) school.

(cf. 6011 - Academic Standards)  
(cf. 6162.5 - Student Assessment)  
(cf. 6162.51 - State Academic Achievement Tests)  
(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that school improvement strategies developed for any PI school are coordinated, aligned, and effectively implemented in accordance with administrative regulation and the Board-approved school improvement plan.

(cf. 0420 - School Plans/Site Councils)  
(cf. 0460 - Local Control and Accountability Plan)  
(cf. 5116.1 - Intradistrict Open Enrollment)  
(cf. 6179 - Supplemental Instruction)

As necessary, the Board shall determine corrective actions for schools in Year 3 of PI and/or restructuring options for schools in Year 4 of PI or beyond.

Whenever a school is identified for Year 4 PI but is not identified as a "persistently lowest achieving school" pursuant to Education Code 53201, the parents/guardians of students attending that school may petition the Board to implement an intervention for the purpose of improving academic achievement or student safety, provided that the state limit on the number of such schools has not yet been reached. To be considered by the Board, the petition shall contain all required content and signatures and specify one of four intervention models (i.e., turnaround model, restart model, school closure, or transformation model) or an alternative governance arrangement, as described in 5 CCR 4803-4807. The district shall implement the option requested by the parents/guardians unless, at a regularly scheduled public hearing, the Board makes a finding in writing stating the reason it cannot implement the recommended option and instead designates one of the other options to be implemented. (Education Code 53300-53303; 5 CCR 4800-4808)

The Superintendent or designee shall develop an annual report card that includes the information specified in 20 USC 6311 for each district school and for the district as a whole. The required information may be incorporated into each school's school accountability report card. (20 USC 6311)

(cf. 0510 - School Accountability Report Card)  
(cf. 6190 - Evaluation of the Instructional Program)

The report card shall be concise, presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand. It shall be made accessible to the public on the district's web site. (20 USC 6311)

(cf. 1113 - District and School Web Sites)

As necessary based on the results of this evaluation, the Board may require the Superintendent or designee to review and revise any of the school's reform plans, including the school's Single Plan for Student Achievement, allocate additional resources toward the implementation of the plan, and/or require more frequent monitoring of the school's progress in order to raise student achievement.

Legal Reference:

EDUCATION CODE

35256 School accountability report card

53200-53203 Persistently lowest achieving schools

53300-53303 Parent Empowerment Act

64000 Categorical programs included in consolidated application

64001 Single school plan for student achievement, consolidated application programs

CODE OF REGULATIONS, TITLE 5

11992-11994 Persistently dangerous schools, definition

4800-4808 Parent Empowerment petitions

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

6301 Title I program purpose

6311 State plan; state and local educational agency report cards

6312 Local educational agency plan

6313 Eligibility of schools and school attendance areas; funding allocation

7912 Persistently dangerous schools

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

200.49-200.51 State responsibilities

200.52-200.53 District improvement

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

FEDERAL REGISTER

Final Rule and Supplementary Information, October 29, 2008. Vol. 73, No. 210, pages  
64436-64513

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May  
4, 2016

WEB SITES

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

California Department of Education, Program Improvement:

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

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

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Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: October 19, 2016

King City, California

Philosophy, Goals, Objectives and Comprehensive Plans

Title I Program Improvement Schools

Year 1 Program Improvement

For any district school in its first year of program improvement (PI), the Superintendent or designee shall implement a school improvement plan that was approved by the Governing Board.

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that the school receives technical assistance from the district, California Department of Education (CDE), an institution of higher education, a private organization, an educational service agency, or another entity with experience in helping schools improve academic achievement, including assistance in:

1. Analyzing data from state assessments and other examples of student work to identify and address problems in instruction and/or problems in implementing Title I requirements pertaining to parent involvement, professional development, or school and district responsibilities identified in the school plan
2. Identifying and implementing professional development, instructional strategies, and methods of instruction that are derived from scientifically based research and that have proven effective in addressing the specific instructional issues that caused the school to be identified for PI
3. Analyzing and revising the school's budget so that the school's resources are more effectively allocated to the activities most likely to increase student achievement and remove the school from PI status

(cf. 3100 - Budget)

Year 2 Program Improvement

For any district school in its second year of PI, the Superintendent or designee shall continue to implement the school improvement plan and to provide for technical assistance in accordance with the section "Year 1 Program Improvement" above.

In addition, the Superintendent or designee shall arrange for the provision of alternative supports to eligible students from low-income families, as described below in the section "Alternative Supports."

Year 3 Program Improvement: Corrective Action

After the second full school year after identification for PI, the Superintendent or designee shall continue to implement all elements of Year 1 and Year 2 PI specified above, as well as the corrective action(s) determined by the Board, which may include:

1. Replacing school staff relevant to the failure

(cf. 4113 - Assignment)

(cf. 4114 - Transfers)

(cf. 4314 - Transfers)

2. Implementing a new curriculum and related professional development

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6141 - Curriculum Development and Evaluation)

3. Significantly decreasing management authority at the school level

4. Appointing an outside expert to advise the school

5. Extending the school year or school day for the school

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

6. Restructuring the internal organization of the school

#### Year 4 Program Improvement and Beyond: Restructuring

For any school in Year 4 of PI or beyond, the Superintendent or designee shall continue to implement all elements of Year 1 and Year 2 PI specified above, as well as one of the following options for alternative governance and restructuring, as determined by the Board:

1. Reopening the school as a charter school

2. Replacing all or most of the school staff relevant to the failure

3. Entering into a contract with an entity with a demonstrated record of effectiveness to operate the school

4. Turning the operation of the school over to the CDE

5. Instituting any other major restructuring of the school's governance arrangements that

makes fundamental reforms

Alternative Supports .

In any school identified for Year 2 PI or beyond, eligible students from low-income families shall be offered district-selected alternative supports designed to improve their academic achievement. Alternative supports may include, but are not limited to, any of the following:

1. Academic support offered during school hours, before school, after school, during intercession, and/or during summer learning programs

(cf. 5148.2 - Before/After School Programs)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer Learning Programs)

(cf. 6179 - Supplemental Instruction)

2. Small group instruction and/or pull-out interventions offered during the regular school day

3. Interventions offered during After School Education and Safety or 21st Century Community

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: October 19, 2016

King City, California

## Philosophy, Goals, Objectives and Comprehensive Plans

### Title I Program Improvement Districts

The Governing Board desires to continuously improve educational programs and district operations to enable all students to achieve proficiency. The Superintendent or designee shall ensure the implementation and coordination of all district improvement plans and shall annually report to the Board regarding the district's performance in making progress toward student achievement standards.

(cf. 0460 - Local Control and Accountability Plan)  
(cf. 0500 - Accountability)  
(cf. 0520.2 - Title I Program Improvement Schools)  
(cf. 6011 - Academic Standards)  
(cf. 6162.51 - State Academic Achievement Tests)

The district shall implement all actions required for Title I program improvement (PI) as required by law and the California Department of Education (CDE).

The development of district improvement strategies shall be based upon the results of a self-assessment conducted with state program assessment tools that identify specific problems contributing to low student achievement.

Each year that the district is in PI status, it shall:

1. Review the Title I local educational agency (LEA) plan and, as needed, revise the plan. Revisions may be made in an addendum to the existing plan. The revised LEA plan or plan addendum shall be approved by the Board and electronically submitted to the CDE.

(cf. 6171 - Title I Programs)

2. Reserve and spend at least 10 percent of its Title I, Part A allocation to provide high-quality professional development for instructional staff

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

In addition, during Year 3 of PI or beyond, the Board shall cooperate with the Superintendent of Public Instruction and the State Board of Education (SBE) in the identification and implementation of appropriate corrective actions. As applicable, the district shall implement the recommendations of the district assistance and intervention team (DAIT) that has been assigned to assist the district pursuant to Education Code 52055.57.

The Superintendent or designee shall submit to the CDE an annual report regarding the **district's**

evidence of progress, including a summary description of the district's progress toward implementing the strategies in the LEA plan, an analysis of the district's progress toward student achievement goals in the LEA plan based on state or local assessment data, and documentation that the Board has been notified of the report.

In the event that the district is required to appear before the SBE within Year 3 of PI to review the district's progress, the Superintendent or designee, the DAIT, and/or the County Superintendent of Schools shall provide testimony and written data sufficient for the SBE to determine whether an alternative corrective action is needed. (Education Code 52055.57)

Legal Reference:

EDUCATION CODE

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

52059 Statewide system of school support

UNITED STATES CODE, TITLE 20

6301 Title I program purpose

6311 State plan

6312 Local educational agency plan

6321 Fiscal responsibilities

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

Local Educational Agency Program Improvement Plan Addendum Template, rev. April 2016

WEB SITES

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

California Department of Education, Program Improvement:

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

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

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Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: October 19, 2016

King City, California



## Business and Noninstructional Operations

### Tobacco-Free Schools

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

(cf. 3514 - Environmental Safety)  
(cf. 4159/4259/4359 - Employee Assistance Programs)  
(cf. 5030 - Student Wellness)  
(cf. 5131.62 - Tobacco)  
(cf. 5141.23 - Asthma Management)  
(cf. 6142.8 - Comprehensive Health Education)  
(cf. 6143 - Courses of Study)

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

(cf. 1330 - Use of School Facilities)  
(cf. 1330.1 - Joint Use Agreements)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah

3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

BUSINESS AND PROFESSIONS CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions

HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

104559 Tobacco use prohibition

119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health; use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

7111-7122 Student Support and Academic Enrichment Grants

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

PUBLIC EMPLOYMENT AND RELATIONS BOARD RULINGS

Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

<http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>

California Department of Public Health, Tobacco Control:

<http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

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Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: October 19, 2016

King City, California

Business and Noninstructional Operations

Earthquake Emergency Procedure System

Earthquake Preparedness

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive safety plan. (Education Code 32282)

*(cf. 0450 - Comprehensive Safety Plan)*

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

The Superintendent or designee may work with the California Governor' Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

Drop procedures shall be practiced at least once each semester in secondary schools.

3. Protective measures to be taken before, during, and following an earthquake
4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

The Superintendent or designee shall consider the danger of a post-earthquake tsunami when developing evacuation routes and locations, including the need to evacuate to higher ground.

The Superintendent or designee shall identify at least one individual within each building to determine if an evacuation is necessary, the best evacuation location, and the best route to that location when an earthquake occurs.

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other district facilities, including, but not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, dangers presented by such potential hazards shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

#### Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished, if possible, before taking cover.

3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects or furniture that may fall.
4. After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other staff.
5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly manner.

#### Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

#### Earthquake While on the Bus

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.

*(cf. 3543 - Transportation Safety and Emergencies)*

#### Subsequent Emergency Procedures

After an earthquake episode has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if safe.
2. Staff shall provide first aid to any injured students, take roll, and report missing students to the principal or designee.

3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.
6. The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.
7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.
8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.

*(cf. 1112 - Media Relations)*

Legal Reference:

EDUCATION CODE  
32280-32289 School safety plans  
GOVERNMENT CODE  
3100 Public employees as disaster service workers  
8607 Standardized Emergency Management System  
CODE OF REGULATIONS, TITLE 19  
2400-2450 Standardized Emergency Management System

Management Resources:

CALIFORNIA EMERGENCY MANAGEMENT AGENCY PUBLICATIONS  
The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty  
Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003  
School Emergency Response: Using SEMS at Districts and Sites, June 1998  
FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS  
Guidebook for Developing a School Earthquake Safety Program, 1990  
WEB SITES  
American Red Cross: <http://www.redcross.org>  
California Emergency Management Agency: <http://www.calema.ca.gov>  
California Seismic Safety Commission: <http://www.seismic.ca.gov>

AR 3516.3 (e)

Federal Emergency Management Agency: <http://www.fema.gov/hazards/earthquakes>  
National Incident Management System: <http://www.fema.gov/emergency/nims>  
(11/04 7/07) 3/11

Regulation

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: October 19, 2016

King City, California



## Business and Noninstructional Operations

### Free And Reduced Price Meals

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

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

*(cf. 3552 - Summer Meal Program)*

*(cf. 5030 - Student Wellness)*

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 6177 - Summer School)*

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

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

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

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

*(cf. 3555 - Nutrition Program Compliance)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

### Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meals program shall be confidential except as provided by law. (Education Code 49558)

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meals program for the purposes of: (Education Code 49558)

1. Disaggregation of academic achievement data

2. Identification of students eligible for alternative supports in any school identified as a Title I program improvement school

(cf. 0520.2 - Title I Program Improvement Schools)  
(cf. 6171 - Title I Programs)

If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations. (Education Code 49558)

The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding. (Education Code 49558)

The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. He/she also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)

(cf. 5141.6 - School Health Services)

Legal Reference:

EDUCATION CODE

48980 Notice at beginning of term

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition  
49530-49536 Child Nutrition Act of 1974  
49547-49548.3 Comprehensive nutrition service  
49550-49562 Meals for needy students  
CODE OF REGULATIONS, TITLE 5  
15510 Mandatory meals for needy students  
15530-15535 Nutrition education  
15550-15565 School lunch and breakfast programs  
UNITED STATES CODE, TITLE 20  
1232g Federal Educational Rights and Privacy Act  
6301-6514 Title I programs  
UNITED STATES CODE, TITLE 42  
1751-1769j School lunch program  
1771-1791 Child nutrition, especially:  
1773 School breakfast program  
CODE OF FEDERAL REGULATIONS, TITLE 7  
210.1-210.31 National School Lunch Program  
220.10-220.21 National School Breakfast Program  
245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk  
WELFARE AND INSTITUTIONS CODE  
14005.41 Basic health care

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

NSD SNP-12-2015 Updated Guidance on Sharing of School Meal Applications and the Passing of Assembly Bill 1599, July 2015

USDA-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, September 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

WEB SITES

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

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

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Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: October 19, 2016

King City, California

## Business and Noninstructional Operations

### Free And Reduced Price Meals

#### Applications

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. In addition, the application packet may include the notifications and information listed in Education Code 49557.2.

The application form and related information shall be distributed to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 3551 - Food Service Operations/Cafeteria Fund)*  
*(cf. 3552 - Summer Meal Program)*  
*(cf. 5145.6 - Parental Notifications)*

The form and information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

*(cf. 1112 - Media Relations)*

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant, and comply with other requirements specified in Education Code 49557.

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

## Eligibility

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meals program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

When authorized by law, participants in other federal or state programs may be directly certified, without further application, for enrollment in the free and reduced-price meals program. (Education Code 49561; 42 USC 1758)

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6175 - Migrant Education Program)*

## Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change

2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

#### Confidentiality/Release of Records

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced-price meals program for the purpose of disaggregation of academic achievement data or for the identification of students in any program improvement school eligible for school choice and supplemental educational services pursuant to 20 USC 6316: Chief Business Official

In using the records for such purposes, the following conditions shall be satisfied: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meals program shall be maintained in the permanent records of any student if not otherwise allowed by law.

*(cf. 5125 - Student Records)*

2. Information regarding individual student participation in the free and reduced-price meals program shall not be publicly released.

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

3. All other confidentiality provisions required by law shall be met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meals program shall be destroyed when no longer needed for its intended purpose.

#### Nondiscrimination Plan

The district's plan for students receiving free or reduced-price meals shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or for milk.

4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

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

*(cf. 3555 - Nutrition Program Compliance)*

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

#### Prices

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)

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Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: October 19, 2016

King City, California



## Business and Noninstructional Operations

### Nutrition Program Compliance

The Governing Board recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her because of on any basis prohibited by law.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 3550 - Food Service/Child Nutrition Program)
- (cf. 3552 - Summer Meal Program)
- (cf. 3553 - Free and Reduced Price Meals)
- (cf. 5030 - Student Wellness)

### Coordinator

The Board designates the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the district's civil rights coordinator to ensure compliance with the laws governing its nutrition programs and to investigate any related complaints.

The responsibilities of the compliance officer/coordinator include, but are not limited to:

1. Providing the name of the civil rights coordinator, Section 504 coordinator, and Title IX coordinator, if different from the civil rights coordinator, to the California Department of Education and other interested parties

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

2. Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff

The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

3. Establishing admission and enrollment procedures that do not restrict enrollment of students on the basis of race, ethnicity, national origin, or disability, including preventing staff from incorrectly denying applications and ensuring that such persons have equal access to all programs

(cf. 6159 - Individualized Education Program)

4. Sending a public release announcing the availability of the child nutrition programs and/or changes in the programs to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants

5. Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in the section "Notifications" below

6. Providing appropriate translation services when a significant number of persons in the surrounding population have limited English proficiency

7. Ensuring that every part of a facility is accessible to and usable by persons with disabilities and that participants with disabilities are not excluded from the benefits or services due to inaccessibility of facilities

8. Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet

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

9. Implementing procedures to process and resolve civil rights (discrimination) complaints and program-related complaints, including maintaining a complaint log and working with the appropriate person to resolve any complaint

10. Developing a method, which preferably uses self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants

(cf. 5022 - Students and Family Privacy Rights)

(cf. 5125 - Student Records)

#### Notifications

The U.S. Department of Agriculture's (USDA) "And Justice for All" civil rights poster or a substitute poster approved by the USDA's Food and Nutrition Service shall be displayed in areas visible to the district's nutrition program participants, such as food service areas and school offices.

The coordinator shall notify the public, all program applicants, participants, and potentially eligible persons of their program rights and responsibilities and steps necessary for participation. Applicants, participants, and the public also shall be advised of their right to file a complaint, how to file a complaint, the complaint procedures, and that a complaint may be file anonymously or by a third party.

(cf. 5145.6 - Parental Notifications)

In addition, all forms of communication available to the public regarding program availability shall contain, in a prominent location, the following statement:

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider."

Forms of communication requiring this nondiscrimination statement include, but are not limited to, web sites, public information releases, publications, and posters, but exclude menus. The nondiscrimination statement need not be included on every page of program information on the district's or school's web site, but the statement or a link to the statement shall be included on the home page of the program information.

A short version of the nondiscrimination statement, stating "This institution is an equal opportunity provider," may be used on pamphlets, brochures, and flyers in the same print size as the rest of the text.

## Complaints

Any complaint concerning the district's nutrition programs shall be investigated using the process identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When a complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability is unresolved at the district level, the coordinator shall notify the complainant of the option to contact and/or forward his/her complaint to one of the following agencies:

1. Child Nutrition Program Civil Rights and Program Complaint Coordinator, California Department of Education, Nutrition Services Division, 1430 N Street, Room 4503, Sacramento, CA 95814-2342 or call (916) 323-8531 or (800) 952-5609
2. U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, (866) 632-9992, (800) 877-8339 (Federal Relay Service - English), (800) 845-6136 (Federal Relay Service - Spanish), fax (202) 690-7442, or email [program.intake.usda.gov](mailto:program.intake.usda.gov).

### Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination  
48985 Notices to parents in language other than English  
49060-49079 Student records  
49490-49590 Child nutrition programs

#### PENAL CODE

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

1400-1482 Individuals with Disabilities in Education Act  
1681-1688 Discrimination based on sex or blindness, Title IX

#### UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

#### UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964  
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended  
2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.23 National School Lunch Program, district responsibilities

215.7 Special Milk Program, requirements for participation

215.14 Special Milk Program, nondiscrimination

220.7 School Breakfast Program, requirements for participation

225.3 Summer Food Service Program, administration

225.7 Summer Food Service Program, program monitoring

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Civil Rights and Complaint Procedures for the U.S. Department of Agriculture Child Nutrition Programs, rev. November 2015

U.S. DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE

PUBLICATIONS

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

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

Notice of Non-Discrimination, August 2010

WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

U.S. Department of Agriculture, Food and Nutrition Services: <http://www.fns.usda.gov>

U.S. Department of Agriculture, Office for Civil Rights: <http://www.ascr.usda.gov>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

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Policy

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: October 19, 2016

King City, California

## Personnel

### Certification

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed in positions requiring certification qualifications possess the appropriate credential or permit from the Commission on Teacher Credentialing (CTC) authorizing their employment in such positions.

*(cf. 4111/4211/4311 - Recruitment and Selection)*  
*(cf. 4112.21 - Interns)*  
*(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)*  
*(cf. 4112.23 - Special Education Staff)*  
*(cf. 4112.5/4312.5 - Criminal Record Check)*  
*(cf. 4113 - Assignment)*  
*(cf. 4121 - Temporary/Substitute Personnel)*  
*(cf. 5148 - Child Care and Development)*  
*(cf. 6178 - Career Technical Education)*  
*(cf. 6178.2 - Regional Occupational Center/Program)*  
*(cf. 6200 - Adult Education)*

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

*(cf. 4131 - Staff Development)*  
*(cf. 4131.1 - Teacher Support and Guidance)*

When a credentialed teacher or intern is not available, the district may request that the CTC issue a short-term staff permit, provisional internship permit (PIP), visiting faculty permit, emergency permit, or credential waiver under the conditions and limitations provided in state or federal law.

When requesting a PIP, the Board shall approve, as an action item at a public Board meeting, a notice of intent to employ the applicant in the identified position. (5 CCR 80021.1)

Before requesting a visiting faculty permit or emergency permit, the Board shall annually approve a Declaration of Need for Fully Qualified Educators as an action item at a regularly scheduled public Board meeting. (Education Code 44300.1; 5 CCR 80026)

The Superintendent or designee shall provide support and guidance to noncredentialed teachers in accordance with law to ensure the quality of the instructional program. He/she also may provide assistance and support to staff holding preliminary credentials to help them meet the qualifications required for the professional clear credential.

*(cf. 4131 - Staff Development)*

*(cf. 4131.1 - Beginning Teacher Support/Induction)*  
*(cf. 4138 - Mentor Teachers)*

### Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher for each assignment. Whenever a teacher with a clear or preliminary credential is not available, the Superintendent or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who enrolls in an approved intern program in the region of the district and possesses an intern credential
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a provisional internship permit (PIP) or short-term staff permit issued by the CTC

The Board shall approve, as an action item at a public Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

3. An individual who holds an emergency permit or for whom a credential waiver has been granted by the CTC

Prior to requesting that the CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

### National Board for Professional Teaching Standards Certification

The Board encourages district teachers to voluntarily seek additional certification from the National Board for Professional Teaching Standards which demonstrates advanced knowledge and teaching skills.

The Superintendent or designee shall inform all teachers about the program and how to acquire the necessary application and information materials. The Superintendent or designee may provide release time fee support, a stipend upon completion, or other support to teachers participating in the program contingent upon funding.

*(cf. 4161.3 - Professional Leaves)*

### Parental Notifications

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Is teaching in the field of discipline of his/her certification

*(cf. 5145.6 - Parental Notifications)*

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

### Legal Reference:

#### EDUCATION CODE

8360-8370 Qualifications of child care personnel

32340-32341 Unlawful issuance of a credential

35186 Complaints regarding teacher vacancy or misassignment

44066 Limitations on certification requirements

44200-44399.1 Teacher credentialing, especially:

44250-44277 Credential types; minimum requirements

44300-44302 Emergency permit



44325-44328 District interns  
44330-44355 Certificates and credentials  
44420-44440 Revocation and suspension of credentials  
44450-44468 University intern program  
44830-44929 Employment of certificated persons; requirement of proficiency in basic skills  
56060-56063 Substitute teachers in special education  
CODE OF REGULATIONS, TITLE 5  
80001-80674.6 Commission on Teacher Credentialing  
UNITED STATES CODE, TITLE 20  
6312 Title I local educational agency plans; notifications regarding teacher qualifications  
CODE OF FEDERAL REGULATIONS, TITLE 34  
200.61 Parent notification regarding teacher qualifications  
COURT DECISIONS  
Association of Mexican-American Educators et al. v. State of California and the Commission on  
Teacher Credentialing, (1993) 836 F.Supp. 1534

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

CL-667 Basic Skills Requirement

CL-856 Provisional Internship Permit

CL 858 Short-Term Staff Permit

13-01 Hiring Hierarchy in Education Code 44225.7, Coded Correspondence, January 30, 2013

Subject Matter Authorization Guideline Book, 2012

Supplementary Authorization Guideline Book, 2012

California Standards for the Teaching Profession, 2009

The Administrator's Assignment Manual, rev. September 2007

WEB SITES

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

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

Commission on Teacher Credentialing, Credential Information Guide (for employers' use only):  
<http://www.ctc.ca.gov/credentials/cig>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

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

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Policy

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: October 19, 2016

King City, California

## Personnel

### Assignment

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which their preparation, certification, professional experience, and aptitude qualify them.

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board policy.

(cf. 4141/4241 - Collective Bargaining Agreement)

### Assignment to Courses/Classes

The Superintendent or designee shall assign teachers to courses based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare him/her to provide instruction in that subject.

When specifically authorized by law or regulation, the Superintendent or designee may assign a teacher, with his/her consent, to a position outside his/her credential authorization in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. Assignments made pursuant to Education Code 44256, 44258.2, and 44263 shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

(cf. 3580 - District Records)

The Superintendent or designee shall periodically report to the Board on teacher assignments and vacancies, including the number and type of assignments made outside a teacher's credential authorization through a local teaching assignment option. Whenever district misassignments and vacancies are reviewed by the County Superintendent of Schools or CTC, as applicable, the Superintendent or designee shall report the results to the Board and shall provide recommendations for remedying any identified issues.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

#### Equitable Distribution of Qualified Teachers

The Superintendent or designee shall ensure that highly qualified and experienced teachers are equitably distributed among district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students. He/she shall annually report to the Board comparisons of teacher qualifications across district schools, including the number of teachers serving under a provisional internship permit, short-term staff permit, intern credential, emergency permit, or credential waiver.

(cf. 0520.2 - Title I Program Improvement Schools)

Strategies for ensuring equitable access to experienced teachers may include, but are not limited to, incentives for voluntary transfers, provision of professional development, and/or programs to recruit and retain effective teachers.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 4111 - Recruitment and Selection)

(cf. 4114 - Transfers)

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

(cf. 6171 - Title I Programs)

#### Legal Reference:

##### EDUCATION CODE

33126 School accountability report card

35035 Additional powers and duties of superintendent

35186 Complaint process

37616 Assignment of teachers to year-round schools

44225.6 Commission report to the legislature re: teachers

44250-44277 Credentials and assignments of teachers

44314 Subject matter programs, approved subjects

44824 Assignment of teachers to weekend classes

44955 Reduction in number of employees

##### GOVERNMENT CODE

3543.2 Scope of representation

##### CODE OF REGULATIONS, TITLE 5

80003-80005 Credential authorizations

80020-80020.5 Additional assignment authorizations

80335 Performance of unauthorized professional services

80339-80339.6 Unauthorized certificated employee assignment

##### UNITED STATES CODE, TITLE 20

6311 State plan

6312 Local educational agency plans  
6601-6651 Teacher and Principal Training and Recruiting Fund

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California State Plan to Ensure Equitable Access to Excellent Educators

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Administrator's Assignment Manual - Updates and Revisions, May 2014

The Administrator's Assignment Manual, rev. September 2007

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016

Improving Teacher Quality State Grants: ESEA Title II, Part A, rev. October 5, 2006

WEB SITES

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

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

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

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

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Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: October 19, 2016

King City, California

## Personnel

### Assignment

#### Assignment to Departmentalized Classes Outside Credential Authorization

Any holder of a credential other than an emergency permit may be assigned, with his/her consent, to teach departmentalized classes in grades K-12 regardless of the designations on his/her teaching credential, provided that their subject matter knowledge is verified prior to the assignment. (Education Code 44258.3)

Procedures for verifying a teacher's subject matter knowledge shall be developed and implemented by the Superintendent or designee with the involvement of appropriate subject matter specialists, including curriculum specialists, resource teachers, classroom teachers certified to teach the subject, staff assigned to regional subject matter projects or curriculum institutes, or college faculty. (Education Code 44258.3)

Procedures to be used for this purpose shall specify: (Education Code 44258.3)

1. One or more of the following ways in which subject matter competence shall be assessed:
  - a. Observation by subject matter specialists
  - b. Oral interviews
  - c. Demonstration lessons
  - d. Presentation of curricular portfolios
  - e. Written examinations
2. Specific criteria and standards for verifying subject matter knowledge by any of the above methods. These criteria shall include, but need not be limited to, evidence of the individual's knowledge of the subject matter to be taught, including demonstrated knowledge of the curriculum framework for the subject and the specific content of the district's course of study for the subject at the grade level to be taught.

(cf. 4115 - Evaluation/Supervision)

Whenever a teacher is assigned to teach departmentalized classes pursuant to Education Code 44258.3, the Superintendent or designee shall notify the exclusive representative of the district's certificated employees. (Education Code 44258.3)

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

### Assignment to Elective Courses Outside Credential Authorization

A full-time teacher with special skills and preparation outside his/her credential authorization may, with his/her consent and the prior approval of a district committee on assignments, be assigned to teach an elective course in the area of the special skills or preparation, excluding a course in English, mathematics, science, or social studies. (Education Code 44258.7)

The Superintendent or designee shall establish a committee on assignments, consisting of an equal number of teachers selected by teachers and school administrators selected by school administrators, to approve such assignments. (Education Code 44258.7)

Committee members shall serve a two-year term but may be reappointed using the same procedure as the initial appointment.

When determining whether a teacher is qualified for an assignment pursuant to Education Code 44258.7, the committee may consider the teacher's education, prior experience, observation by subject matter specialists, oral interviews, demonstration lessons, presentation of curricular portfolios, and/or written examinations.

Assignments approved by the committee shall be for a maximum of one school year, but may be extended by action of the committee upon application by the principal and teacher. (Education Code 44258.7)

### Assignment to Special Schedules

The Superintendent or designee shall make every reasonable effort to accommodate the preferences of certificated staff when assigning them to schools with year-round or regular schedules. (Education Code 37616)

(cf. 6117 - Year-Round Schedules)

Full-time probationary or permanent classroom teachers employed by the district prior to implementation of weekend classes shall not, without their written consent, be required to teach for more than 180 full days during a school year or for more than the number of full days during the preceding school year, whichever is greater. No teacher shall be assigned to work on a Saturday or Sunday if he/she objects in writing that such assignment would conflict with his/her religious beliefs or practices. (Education Code 44824)

(cf. 6176 - Weekend/Saturday Classes)

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Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT  
Adopted: October 19, 2016 King City, California