

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

Tuesday, December 13, 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: 5:30 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: 5:35 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. ANNUAL ORGANIZATIONAL MEETING**

- 1. Election of Board President (Pages 1-2)
- 2. Election of Clerk of the Board
- 3. Election of Board Representative to ROP
- 4. Election of Board Representative to the Monterey County School Boards Association (MCSBA)
- 5. Adoption of Board Policies and Bylaws for 2017
- 6. Determine Dates, Times and Locations of the 2017 Regular Board Meetings (Pages 3-4)

E. STUDENT BOARD MEMBER REPORT

F. BOARD MEMBERS COMMENT

- G. 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 específico entonces habrá un limite de 20 minutos en total para cada asunto. Para asuntos que no estén enlistados en la agenda, La Mesa Directiva podrá referir ese asunto al Superintendente o su designado o poner ese asunto en sobre aviso, pero no se tomara ninguna acción en ese momento excepto cuando la ley lo permita.*

H. REPORT FROM SUPERINTENDENT

I. APPROVAL OF AGENDA

J. PRESENTATION

1. King City High School Student

K. EMPLOYEE ORGANIZATIONS

L. CONSENT AGENDA

1. Approval of Minutes: November 9, 2016 (Pages 5-13)
2. Approval of Personnel Report Dated November 9, 2016 (**Claudia Arellano, Sr. Director Human Resources**)
3. Approval of Williams Second Quarterly Report (**Claudia Arellano, Sr. Director Human Resources**) (Pages 14-15)
4. CBEDS ORA Report (**Sherrie Castellanos, CBO**) (Pages 16-27)
5. Approval of Contracts: (Page 28)
  1. Felice Consulting Services (**Sherrie Castellanos, CBO**) (Pages 29-41)
  2. Language Line Solutions (**Steve James, Ed.D., Director of Alternative Placement for Student Success**) (Pages 42-48)
  3. Monarch Behavior Solutions, Inc. (**Steve James, Ed.D., Director of Alternative Placement for Student Success**) (Pages 49-52)
  4. Avila Construction Company (**Sherrie Castellanos, CBO**) (Pages 53-65)
  5. Disaster Kleenup Specialists (**Sherrie Castellanos, CBO**) (Pages 66-84)

M. CONSENT ITEMS REMOVED FOR COMMENT/QUESTIONS

N. INFORMATION ITEMS

1. KCHS WASC Update (**Megan Munoz, Instructional Coach**)
2. GHS Boys and Girls Varsity Cross Country Team Competed in two Overnight Events (**Frank Lynch, Principal**) (Page 85)
3. P-1 ADA Report (**Sherrie Castellanos, CBO**) (Page 86-91)
4. P-1 ADA Report – Pinnacle Academy Charter (**Sherrie Castellanos, CBO**) (Pages 92-98)

5. Annual and Five Year Developer Fee Report (*Sherrie Castellanos, CBO*) (Pages 99-110)
6. The Essential School Board Book – Chapters 4, 5, and 6 (*Daniel Moirao, Ed.D., Superintendent*) (Page 111)
7. Board Policies – First Reading (*Daniel Moirao, Ed.D., Superintendent*) (Pages 112-205)
  - AR 4157.1, 4257.1, 4357.1 – Work Related Injuries (new)
  - AR 5125 – Student Records (revised)
  - AR 6142.4 – Service Learning Community Services Classes (new)
  - BP 6142.94 – History Social Science Instruction (revised)
  - AR 6143 – Courses of Study (revised)
  - BP 6173 – Education for Homeless Children (revised)
  - AR 6173 – Education for Homeless Children (revised)
  - E 6173 – Education for Homeless Exhibit 1 (revised)
  - BP 6185 – Community Day School (new)
  - AR 6185 – Community Day School (new)
  - E 9323.2 – Action By the Board Requiring a Super Majority (revised)

O. ACTION ITEMS

1. Approval of 2016-2017 First Interim Budget Revision Reporting (*Sherrie Castellanos, CBO*) (Pages 206-318)
2. Approval to Surplus Items from the Warehouse (*Sherrie Castellanos, CBO*) (Page 319)
3. Approval of Resolution #13:16/17 Rescheduling of Governing Board Member Elections from Odd-Numbered Years to Even-Numbered Years (for Monterey County) (*Daniel Moirao, Ed.D., Superintendent*) (Pages 320-325)
4. Approval of Resolution #14:16/17 Rescheduling of Governing Board Member Elections from Odd-Numbered Years to Even-Numbered Years (for San Benito County) (*Daniel Moirao, Ed.D., Superintendent*) (Pages 326-331)
5. Approval of Resolution #15:16/17 District Representative to Joint Powers Authority (*Sherrie Castellanos, CBO*) (Pages 332-333)
6. Approval of Resolution #16:16/17 Annual and Five Year Report for Fiscal Year 2015/2016 for Developer Fees (*Sherrie Castellanos, CBO*) (Pages 334-341)
7. Approval of Employment of Jennifer Jones on the Basis of a Provisional Internship Permit (*Claudia Arellano, Sr. Director of Human Resources*) (Page 342)
8. Approval of Revised Reclassification of English Learners Criteria (*Diana Jimenez, Director of Educational Services*) (Page 343)
9. Board Policies – Second Reading (*Daniel Moirao, Ed.D., Superintendent*) (Pages 344-410)
  - BP 0410 – Nondiscrimination (revised)
  - BP 0420.41 – Charter School Oversight (revised)
  - BP 1312.3 – Uniform Complaint (revised)
  - AR 1312.3 – Uniform Complaint (revised)
  - BP 3230 – Federal Funds (new)
  - AR 3230 – Federal Funds (new)
  - BP 3270 – Sale and Disposal of Books, Equipment and Supplies (revised)
  - BP 4151, 4251, 4351 – Employee Compensation (new)
  - BP 5145.3 – Non Discrimination/Harassment (revised)
  - AR 5145.3 – Non Discrimination/Harassment (revised)
  - BP 5145.7 – Sexual Harassment (revised)
  - AR 5145.7 – Sexual Harassment (revised)

P. PROMOTING DISTRICT

Q. FUTURE AGENDA ITEMS/MEETING DATES

R. SIGNING OF PAPERS

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

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

**GOVERNING BOARD**

**SUBJECT:** Annual Organizational Meeting

**MEETING:** December 13, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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Board Goals:

- Improve, Monitor and Sustain Student Achievement
- Improve School Climate in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Solvency
- Ensure that Facilities are Safe for Staff and Students
- Ensure Compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Each December at the organizational portion of the board meeting the election of the Board President, Clerk of the Board, Board Representative to ROP, and Board Representative to the Monterey County School Boards Association needs to be selected.

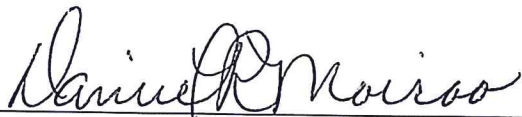
Recommendation:

It is recommended that the Board of Education approve the organization portion of the board meeting.

Fiscal Impact:

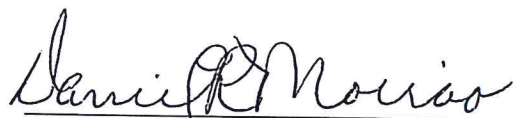
None

Submitted By:



Daniel R. Moirao, Ed.D.  
Superintendent

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent



# Monterey County Office of Education

Dr. Nancy Kotowski  
County Superintendent of Schools

November 1, 2016

TO: District Superintendent/Chief Business Official

FROM: Dr. Nancy Kotowski, Monterey County Superintendent of Schools

Garry P. Bousum, Associate Superintendent Finance and Business Services

SUBJECT: ANNUAL ORGANIZATIONAL MEETING

This is a reminder that Education Code Sections 35105 and 35143 require the governing board of each school district to hold an annual organizational meeting no later than 15 days after the first Friday in December. For 2016 this period is between December 3 and December 17.

After your organizational meeting has been held, please complete the resolution and the information form below, and return originals of both documents, along with a copy of the approved minutes from the meeting.

Thank you.

- A. Date of Organizational Meeting \_\_\_\_\_
- B. President \_\_\_\_\_
- C. Clerk \_\_\_\_\_
- D. Schedule of Board Meetings \_\_\_\_\_  
Time \_\_\_\_\_
- E. Selection of Board Representative to the Executive Council of the Monterey County School Boards Association \_\_\_\_\_

School District \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

PLEASE COMPLETE AND RETURN THE ORIGINAL SIGNED DOCUMENTS TO:  
CINDY DUNN, FINANCE AND BUSINESS SERVICES  
**BY THURSDAY, JANUARY 13, 2017.**

Rev. 10-28-15

901 Blanco Circle ♦ P.O. Box 80851 ♦ Salinas, CA 93912-0851 ♦ www.montereycoe.org  
Salinas: 831.755.0300 ♦ Monterey - 2 - 373.2955 ♦ Fax: 831.754.3658

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

**SUBJECT:** Schedule of Board Meetings and Study Sessions for  
2017

**MEETING:** December 13, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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**GOVERNING BOARD**

Board Goals:

- \_\_\_\_\_ Improve, Monitor and Sustain Student Achievement
- \_\_\_\_\_ Improve School Climate in Support of Teaching, Learning and Student Safety
- \_\_\_\_\_ Develop/Sustain Fiscal Solvency
- \_\_\_\_\_ Ensure that Facilities are Safe for Staff and Students
- X   Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

As part of the organizational meeting it is required to establish the board meeting dates for 2017. The regular board meetings for the 2017 year will be held on the 4<sup>th</sup> Wednesday of the month, with board study session held on the 4<sup>th</sup> Tuesday of the month. After the Board of Education approves the dates BB 9320 will be revised to reflect the change.

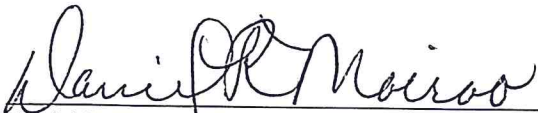
If Board of Trustees are not able to meeting on these dates further discussion and the meeting dates will need to be established at this meeting for 2017.

Recommendation:

It is recommended that the Board of Education approve the 2017 board meetings and study sessions schedule.

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. 25, 2017 GHS	Tues.	Jan. 24, 2017 KC
Wed.	Feb. 22, 2017 KC	Tues.	Feb. 21, 2017 KC
Wed.	Mar. 22, 2017 GHS	Tues.	Mar. 21, 2017 KC
Wed.	Apr. 26, 2017 KC	Tues.	Apr. 25, 2017 KC
Wed.	May. 24, 2017 GHS	Tues.	May. 23, 2017 KC
Wed.	June.28, 2017 KC	Tues.	June. 27, 2017 KC
Wed.	<b>July. 26, 2017</b> GHS	Tues.	<b>July 25 2017</b> KC
Wed.	Aug. 23, 2017 KC	Tues.	Aug. 22, 2017 KC
Wed.	Sept. 27, 2017 GHS	Tues.	Sept. 26, 2017 KC
Wed.	Oct. 25, 2017 KC	Tues.	Oct. 24, 2017 KC
Wed.	Nov. 15, 2017 GHS	Tues.	Nov. 14, 2017 KC
Wed.	Dec. 13, 2017 KC	Tues.	Dec. 12, 2017 KC

*July meetings are "if necessary"*

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

Wednesday, November 9, 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 5:25 PM.

Public Comment

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

CLOSED SESSION:

- A. Public Employment
- B. Employee Discipline/Dismissal/Release/Complaint
- C. Negotiations with Employee Organizations and Litigation Settlements
- D. Threatened/Potential Litigation
- E. Student Matters – Transfer/Discipline  
Recommendation to Expel Student #01:16/17

OPEN SESSION:

Call to Order

Paulette Bumbalough called the meeting to order at 6:01 PM.

Flag Salute

Paulette Bumbalough led in the flag salute.

Report of Closed Session Actions

Paulette Bumbalough reported approval of the stipulated expulsion for Student #01:16/17.

Student Board Member Report

Daniela Cervantes said several pass events had occurred. There was a blood drive, students donated 45 pints of blood. October 3 through 7 was homecoming week. They are currently promoting a popcorn fundraiser. Plans are being made for their Christmas spirit week which will be from December 5 through 9. The winter dance will take place on December 10, the theme will be the Bruins Who Stole Christmas.

Board Members Comment

Leslie Girard said she finished the Masters in Governance training sessions 3 and 4 at the end of October. When she attended session 1 and 2 she met a number of people. They have been able to network, these same individuals attended the last two sessions with her. It was great sharing information.

She attended the anti-bullying event at GHS on November 4. It was a great program and she particularly liked the fact that the high school district and the Greenfield Union School District worked together on the program. Greenfield has an amazing community.



Paul Dake said he also attended the anti-bullying program, Michael Prichard was an inspirational speaker. Mr. Dake felt there was a lot of participation from the community, the program was put together well. He also attended the Greenfield Rotary when a student from GHS was recognized as well as a student from Vista Verde.

David Gaboni said he also attended the anti-bullying program at GHS. It was a very good presentation; t-shirts were given to individuals who attended. He saw individuals wearing the t-shirts in the community several days after the program.

He also met with the WASC team on Sunday, October 23 and attended their exit presentation on October 26.

Joe Santibanez said he has talked to individuals in the community who referee GHS sports, they have commented they have seen good changes over the years with the GHS students. He was very pleased with the information and wanted to let the board, GHS administration and students aware of the comment, he is proud of them.

Paulette Bumbalough welcomed Sherrie Castellanos to the district and thanked the board members for attending the many activities. She also attended the WASC exit meeting, she felt KCHS should have a good report. It is great being able to recognize students along with the parents at board meetings.

#### Public Comment

There were not any comments from the public.

#### Report from Superintendent

Dr. Moirao said we are delighted to have Sherrie Castellanos join the district as the CBO. He added, the open session of the meeting is starting earlier this evening because of the KCHS Sober Grad Banquet. He knew there were individuals who had purchased tickets and would like to attend the event. Dr. Moirao thanked the board members who attended the anti-bullying program on November 4.

Dr. Moirao said the shade structure has been installed at Portola-Butler. The construction of the shade structure at KCHS has started.

Dr. Moirao asked the board if they would like to meet with the firm who is doing the superintendent search in December or January. Dr. Moirao suggested if the board wanted to meet in December, that meeting could take place rather than a study session. After some discussion it was decided to have the meeting in January. Mike Crass, from Dave Long and Associates, the firm conducting the superintendent search, contacted the office today. He would like to send a questionnaire out to the community regarding the qualities they would like to have in a superintendent. He will be holding community meetings on November 21 and 22.

It was felt the questions should go out to all of the community. If there were specific individuals the board would like to have Mr. Crass talk to, names and addresses or emails can be given to Shirley. She would give the information to Mr. Crass.

Dr. Moirao said there was good news as a result from the election propositions which passed that would benefit education. Proposition 55 was passed; this will allow the continued funding to schools from Proposition 30. This was being phased out, as a result districts would not lose this segment of funding. This board passed a resolution in support of the proposition.

Proposition 58 also passed, this will ease some of the restrictions to multilingual education and encourages students to become proficient in a language in addition to English.

The tobacco proposition also passed, there will be some money trickle down to education as a result of the passing.

Dr. Moirao announced the second edition of Bruins Eye was included in the Greenfield News today. The students are doing a great job. Dr. Moirao also pointed out, on the front page of the Greenfield News, was Leslie Girard, Paul Dake and David Gaboni attending the anti-bullying program.

Approval of Agenda

Motion made by David Gaboni and seconded by Joe Santibanez to approve the agenda.

All board members said aye.

PRESENTATION

Greenfield High School Student

Mr. Lynch introduced Ernie Duarte, he said he attends the functional life skills class at Greenfield High School. Ernie's mother, his aunt, and Ms. Torres, his teacher was present.

Ernie said he decided to run for homecoming king at GHS, he was very nervous that evening but was very proud he was selected. It was the best day of his life to receive the honor. He thanked everyone for supporting him. He wants to graduate and receive more honors.

Each board member shook Ernie's hand and expressed their appreciation of his presentation.

Employee Organizations

There were not any members of the employee organizations present.

CONSENT AGENDA

1. Approval of Minutes: October 18, 2016 and October 19, 2016
2. Approval of Personnel Report Dated November 9, 2016
3. Approval of Accounts Payable Warrants – October, 2016
4. Approval of Purchase Orders – October, 2016
5. Approval to Surplus Books from GHS
6. Approval of GHS Prom – A Night in the Bay

Motion made by Paul Dake and seconded by Leslie Girard to approve the consent agenda.

All board members said aye.

Consent Items Removed for Comment

There were not any items removed for comment.

PUBLIC HEARING

Increase Developer Fees

Paulette Bumbalough opened the public hearing at 6:21 PM. There were not any comments, Ms. Bumbalough closed the public hearing at 6:21 PM.

INFORMATION ITEMS

Revenue and Expense Report for 2016-2017

The board did not have questions on the revenue and expense report.

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

The board did not have questions on the cash flow summary report.

Site Enrollment, Attendance and Referral Statistics

The board did not have questions on the site enrollment, attendance, or referral statistics.

Paulette Bumbalough said she did not see the advantage of the site enrollment on every board agenda. Dr. Moirao said this information could be included in the Friday Update. David Gaboni agreed to the change.

Nominations for CSBA Delegate Assembly

Dr. Moirao said this is the opportunity for board members to nominate an individual to the CSBA's Delegate Assembly. David Gaboni asked if we were region 9. Dr. Moirao responded yes.

Discussion of SB 415 Rescheduling of Governing Board Members Elections from Odd-Numbered Years to Even-Numbered Years

Dr. Moirao distributed a schedule of the elections he had compiled from the information MCOE had provided. There are three options. Option 1 would change the elections from November 7, 2017 to November 6, 2018. The term of office for incumbent board members would be extended to 2018. Option 2 would change the elections from November 5, 2019 to November 3, 2020. Option 3 would change the election from November 2, 2021 to November 8, 2022.

Leslie Girard said she would be willing to serve another year. She added, it is a huge burden financially to taxpayers for a school board election in an odd year. She would be in favor of Option 1.

David Gaboni also emphasized it is financially costly to a district to have elections in an odd year. He added the board is starting to gain momentum with the current board and felt it would be cohesive to the board to have the members extend their terms by one year. Mr. Gaboni said he was in favor of Option 1.

Dr. Moirao added it would not preclude any board member to resign a position early, should they choose to do so. A new board member could be appointed should a member resign.

Paul Dake felt the sooner we make the change the better. He too felt it was in the best interest of the district to have elections in even years so the district does not have to encumber the cost of an election in an odd year. He felt there does not seem to be a benefit to put the change off for 3 more years.

Joe Santibanez said he is in favor of Option 1.

Paulette Bumbalough said she wanted what is in the best interest of the district and board. She added, currently we have two new board members; it would give them an additional year of experience which would add more continuity to the entire board. Ms. Bumbalough said she was in favor of Option 1.

Dr. Moirao said the majority of the districts seem to be in favor of Option 1, this seems to be more beneficial to districts.

Dr. Moirao added this will be coming back at the December meeting as an action resolution. At that time the public will have an opportunity to make comment.

The Essential School Board Book – Review Chapters 1 through 3

Dr. Moirao asked the board members for feedback from the chapters they reviewed. He asked what is similar and different between our district and those referenced in the book.

Joe Santibanez said the experiences from other boards in the book are similar of what we are going through. Each chapter correlates to this board. It talks about how to set goals; their process was no different than ours.

David Gaboni said the books supports we have come a long way. The board Masters in Governance training and hiring of a superintendent was emphasized in the book. The Friday Updates from Dr. Moirao to the board is a way to keep the board informed and involved. We have a lot of similarities of a good board, according to the book. We do not do a lot of data analyzing as some boards mentioned or board retreats.

Paul Dake said from the experience he has had on other boards; we are going in the right direction. There have been boards he has been on where the goals were not being met and boards were broken. We are on the right side of the coin.

Leslie Girard said having gone through 4 of the Masters in Governance courses, there was a lot of talk about the light house project. Some board members practice this and felt there was success. Policies can bog you down. It is important to stay focused and emphasize student learning. How do you stay focused on student learning? This was one area, as a board member, it may be difficult to know how to help. There may be a feeling of being powerless. It is important to set goals with the superintendent to achieve what is wanted for student achievement. All members have a role in achieving the goal.

Paulette Bumbalough said she would like to see on the board agendas the goals on student learning. She is proud of our achievements and felt this was because of the leadership from Dr. Moirao and appreciates how we are moving forward.

Dr. Moirao said there may be some information in the book when looking for a future superintendent.

Paulette Bumbalough said she feels we are not a rubber stamp as may be implied in the book. It was implied some boards could articulate the goals, there should be a conscious conversation about it. One thing she felt was emphasized was student achievement is number one, she would like to work more on that. She would like to have students or teachers address the board at each board meeting. She felt this would give the board a better idea of what is happening. The board receives information from Dr. Moirao of what is happening in the district, she would like to know what is happening in the classroom.

Both Paulette Bumbalough and Leslie Girard commented the A-G classes are low and felt we should see what can be done to increase the percentage. It was acknowledged our graduation rate had increased.

Dr. Moirao said he would like the board to finish reading the book by the next board meeting.

Paulette Bumbalough said she would like to make a list of goals and highlights for next year.

Dr. Moirao said he will be organizing the agenda differently and have contracts listed as all one board item. He would like to have the focus of the board meeting more about student achievement.

David Gaboni said he would support the reading of the mission statement before each meeting.

Dr. Moirao said he would like to have the mission and vision statements that are posted in the board room revised.

#### Board Policies – First Reading

- BP 0410 – Nondiscrimination (revised)
- BP 0420.41 – Charter School Oversight (revised)
- BP 1312.3 – Uniform Complaint (revised)
- AR 1312.3 – Uniform Complaint (revised)
- BP 3230 – Federal Funds (new)
- AR 3230 – Federal Funds (new)
- BP 3270 – Sale and Disposal of Books, Equipment and Supplies (revised)
- BP 4151, 4251, 4351 – Employee Compensation (new)
- BP 5145.3 – Non Discrimination/Harassment (revised)
- AR 5145.3 – Non Discrimination/Harassment (revised)
- BP 5145.7 – Sexual Harassment (revised)
- AR 5145.7 – Sexual Harassment (revised)

David Gaboni said on page 102, the third paragraph, the wording seems to be the same that is on page 101. Dr. Moirao said he would delete the old version. Dr. Moirao said there were only minor changes in the policy.

#### ACTION ITEMS

##### Approval of Agreement Between SMCJUHSD and Hartnell Community College

Motion made by Leslie Girard and seconded by Joe Santibanez to approve the agreement between SMCJUHSD and Hartnell Community College.

Dr. Moirao said Hartnell College is the fiscal agent for the Salinas Valley Adult Education Consortium Block Grant which funds our adult education courses. We need to have the agreement approved in order for them to reimburse the adult education program.

All board members said aye.

Approval of Contract with Michelle Steiner Abbott – School Psychologist

Motion made by Paul Dake and seconded by David Gaboni to approve the contract with Michelle Steiner Abbott.

Dr. Moirao said this individual will assist our current psychologist to get caught up with our triennial reviews. This is only a temporary service.

All board members said aye.

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

Motion made by David Gaboni and seconded by Paul Dake to approve Resolution 08:16/17 Adoption of School Facilities Fees.

Paulette Bumbalough said there was a public hearing on this subject earlier in the meeting.

Paul Dake asked if we were the agency who collected the money. Dr. Moirao said yes we were, except for one district. We collect the money and then distribute it to the appropriate feeder district.

All board members said aye.

Approval of Resolution 10:16/17 to Designate Specified Position as Senior Management of the Classified Service

Motion made by Paul Dake and seconded by Leslie Girard to approve Resolution 10:16/17 to Designate Specified Position as Senior Management of the Classified Service.

Dr. Moirao said this resolution is according to Ed Code, it is in Sherrie Castellanos' contract.

Paulette Bumbalough asked if it is always a senior management position. Dr. Moirao said only when a resolution is adopted by the board.

All board members said aye.

Approval of Resolution 11:16/17 Designating Authorized Agent to Sign Orders

Motion made by Leslie Girard and seconded by Paul Dake to approve Resolution 11:16/17 Designating Authorized Agent to Sign Orders.

Dr. Moirao said this resolution now included Sherrie Castellanos as the CBO to sign orders.

All board members said aye.

Approval of the District Carl Perkins Career and Technical Education Improvement Act of 2006

Motion made by Joe Santibanez and seconded by David Gaboni to approve the district Carl Perkins Career and Technical Education Improvement Act of 2006.

Dr. Moirao said this grant will give us our allocation.

Paul Dake asked where the money is spent. Dr. Moirao said Debbie Benson is currently managing it with the teachers. It is based on teachers input.

All board members said aye.

Approval of Resolution 12:16/17 Establishment of Charter School Fund 09

Motion made by David Gaboni and seconded by Joe Santibanez to approve Resolution 12:16/17 establishment of Charter School Fund 09.

Dr. Moirao said we established a charter school for independent study, we now need to establish a fund where the charter school dollars are funneled. This allows for efficient management of those dollars.

Paul Dake said he understands we are funded according to the ADA. Is it paying for itself?

Dr. Moirao said the district had a charter school several years ago, it started to make money but the bookkeeping became problematic and there was not a good process in place. The CBO at that time recommended closing the charter school, which we did.

We now have better controls; the program tends to generate money. We wanted to have a program in which students who are under a stipulated agreement would have a place to enroll in the district to continue to receive ADA. Before the charter school was established a parent could take the student out of the regular independent study program if they wanted to, therefore we would lose the ADA. Establishing the charter school, parents must dis-enroll their child out of the program, which may violate the conditions for returning to the regular program.

Any money made can be carried over to the next year.

All board members said aye.

Approval of Employment of Oscar Anaya on the Basis of a Provisional Internship Permit

Motion made by Joe Santibanez and seconded by Paul Dake to approve the employment of Oscar Anaya on the Basis of a Provisional Internship Permit.

Dr. Moirao said currently Mr. Anaya is teaching at Portola-Butler. By this approval it will formally take the necessary action to fulfil the state requirement to allow him to continue to teach. He will be leaving us at the end of December to obtain his full credential.

All board members said aye.

Approval of Contract to Purchase Two Portable Classrooms from American Modular Systems for KCHS

Motion made by Paul Dake and seconded by Joe Santibanez to approve the contract to purchase two portable classrooms from American Modular Systems for KCHS.

Dr. Moirao said KCHS is requesting two identical portables with accordion doors down the middle. Half of the relocatable would be for classrooms the other would be for Special Education teacher offices. This would free up 3 to 4 classrooms which are now being used for offices for Special Education teachers.

Joe Santibanez asked where the portables would be located. Dr. Moirao replied behind F Wing and the KCHS auditorium.

All board members said aye.

Approval of Contract to Purchase Two Portable Classrooms from American Modular Systems for GHS

Motion made by Leslie Girard and seconded by David Gaboni to approve the contract to purchase two portable classrooms from American Modular Systems for GHS.

Dr. Moirao said these will be two full regular classrooms for GHS. One will be in the area where Ventana is, the other will be on the GHS campus.

All board members said aye.

Approval of Contract with TETER Architects to Provide Architectural and Engineering Services at GHS for New Relocatable Classrooms

Motion made by Joe Santibanez and seconded by Paul Dake to approve the contract with TETER Architects for architectural and engineering services for the relocatable classrooms at GHS.

Dr. Moirao said the contract is needed to comply with state regulations with the installation of the relocatable classrooms.

All board members said aye.

Approval of the Ratification of Contract with TETER Architects to Provide Architectural and Engineering Services at KCHS for Two New Relocatable

Motion made by Paul Dake and seconded by David Gaboni to approve the contract with TETER Architects for architectural and engineering services for the relocatable classrooms at KCHS.

Dr. Moirao said this is the same need that GHS has for their relocatable.

Joe Santibanez asked when were the relocatable expected to be delivered. Dr. Moirao said in late April or early May.

All board members said aye.

Approval of the Ratification of Contract with TETER Architects to Provide Architectural and Engineering Services for the Keyless Entry Access Control Project

Motion made by David Gaboni and seconded by Leslie Girard to ratify the contract with TETER Architects to provide the architectural and engineering services for the keyless entry access control project.

Dr. Moirao said the eventual goal is to have all keyless locks in the district. With this type of access, the district will have total control who has access of the buildings day and night. We can also set controls to only allow staff enter during certain time periods. The change will start at King City High School, the gym, the warehouse and the district office.

Joe Santibanez asked who will control the keyless entry access. Dr. Moirao said the IT Department.

All board members said aye.

Board Policies – Second Reading

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)

Motion made by Joe Santibanez and seconded by Paul Dake to approve the second reading of the board policies.

Dr. Moirao said all corrections have been made which were pointed out from the first reading.

All board members said aye.

Promoting District

Paulette Bumbalough recommended Ernie Duarte, the student who gave the presentation this evening, be promoted.

Joe Santibanez recommended the achievements of the GHS cross country team should be emphasized.

David Gaboni recommended the additions of two more relocatable classrooms on each campus be promoted.

Leslie Girard asked how Proposition T, which was on the ballot for Hartnell, was doing. The comment was made it passed. She felt this was something which should be promoted since our students would benefit from it.

Future Agenda Items/Meeting Dates

December 14, 2016 – Regular Board Meeting – King City

Dr. Moirao said both he and Paulette Bumbalough have a conflict on Wednesday, December 14. He asked the board if they would be available on Tuesday, December 13 for the regular board meeting. All board members confirmed they would be available to meet on Tuesday, December 13.

Signing of Papers

Dr. Moirao, Paulette Bumbalough, and Joe Santibanez signed the appropriate papers.

Adjournment

Paulette Bumbalough adjourned the meeting at 7:30 P.M.

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Paulette Bumbalough, Board President

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Date



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

**SUBJECT:** Approval of Second Quarterly Williams Report

**MEETING:** December 13, 2016

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

---

**GOVERNING BOARD**

Board Goals:

- Improve, Monitor and Sustain Student Achievement
- Improve School Climate in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Solvency
- Ensure that Facilities are Safe for Staff and Students
- Ensure Compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

By law, the South Monterey County Joint Union High School District must report quarterly during every academic year to the Board its compliance with the Williams lawsuit. Attached is the second report for the 2016-2017 school year.

Recommendation:

It is recommended that the Board of Education approve the second quarterly Williams Report.

Fiscal Impact:

No cost to the district.

Submitted By:



Claudia Arellano  
Sr. Director Human Resources

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent

Academic School Year 2016-2017

## Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: South Monterey County Joint Union High School District

Person completing this form: Claudia Arellano Title: Sr. Human Resources Director

Quarterly Report Submission Date:  October 2016  
(Please check one)  January 2017  
 April 2017  
 July 2017

Date for information to be reported publicly at governing board meeting: December 13, 2016

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	0	0	0
<b>TOTALS</b>	0	0	0

Daniel R. Moirao, Ed.D.  
Print Name of District Superintendent

\_\_\_\_\_  
Signature of District Superintendent

December 13, 2016

Date

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

**SUBJECT:** CBEDS/ORA Report

**MEETING:** December 13, 2016

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

---

Board Goals:

- \_\_\_\_\_ Improve, Monitor and Sustain Student Achievement
- \_\_\_\_\_ Improve School Climate in Support of Teaching, Learning and Student Safety
- X   Develop/Sustain Fiscal Solvency
- \_\_\_\_\_ Ensure that Facilities are Safe for Staff and Students
- X   Ensure Compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

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

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

Recommendation:

This is an information item only.

Fiscal Impact:

None

Submitted By:



Sherrie S. Castellanos  
Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.  
State Administrator

### CDIF Completed

District: South Monterey County Joint Union High

CD Code: 2766068

#### Section A. Full-Time Equivalent of Classified Staff

Description	American Indian or Alaska Native not Hispanic Male	Asian not Hispanic Male	Pacific Islander not Hispanic Male	Filipino not Hispanic Male	Hispanic or Latino of Any Race Male	African American not Hispanic Male	White not Hispanic Male	Two or More Races not Hispanic Male	American Indian or Alaska Native not Hispanic Female	Asian not Hispanic Female	Pacific Islander not Hispanic Female	Filipino not Hispanic Female	Hispanic or Latina of Any Race Female	African American not Hispanic Female	White not Hispanic Female	Two or More Races not Hispanic Female	Totals
FTE Paraprofessionals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FTE Office/Clerical Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.75	0.00	0.00	0.00	6.75
FTE Other Classified Staff	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00	0.00	5.00

**Section B. Estimated Number of Teacher Hires (2017-18)**

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



## 2016-17 CBEDS - Online Reporting Application (CBEDS-ORA)

### Certification Receipt

LEA Name: South Monterey County Joint Union High

CD Code: 2766068

**Congratulations! You have completed your 2016-2017 CBEDS-ORA submission.**

This local educational agency (LEA) certified on 10/31/2016 at 3:32:54 PM

You have entered School Information Form (SIF) data for 4 school(s).

You have entered County/District Information Form (CDIF) data for 1 district office record(s).

### SIF Completed

District: South Monterey County Joint Union High  
 School: Pinnacle Academy Charter - Independent Study  
 CDS Code: 27660680134254

#### Section A. Full-Time Equivalent of Classified Staff

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

#### Section B. Kindergarten Program Type

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

**Section D. Educational Calendar**

Traditional		True
Year-round	Single-track	
	Multitrack	
Single-track or multitrack only, the year-round calendar type	60/20	
	90/30	
	Concept 6	
	Custom	
	60/15	
	45/15	
	Modified Concept	
School start date		08/08/2016
School end date		06/01/2017

**Section E. Parental Exception Waiver from English-Language Classrooms**

Number of waivers requested	0
Number of waivers granted	0



**SIF Completed**

District: South Monterey County Joint Union High

School: Portola-Butler Continuation High

CDS Code: 27660682730083

**Section A. Full-Time Equivalent of Classified Staff**

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

**Section B. Kindergarten Program Type**

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

**Section C. Truancy (2015-16)**

Number of truants	38
Explanation of zero truants	

**Section D. Educational Calendar**

Traditional		True
Year-round	Single-track	
	Multitrack	
Single-track or multitrack only, the year-round calendar type	60/20	
	90/30	
	Concept 6	
	Custom	
	60/15	
	45/15	
	Modified Concept	
School start date		08/08/2016
School end date		06/01/2017

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**Section E. Parental Exception Waiver from English-Language Classrooms**

Number of waivers requested	0
Number of waivers granted	0

### SIF Completed

District: South Monterey County Joint Union High

School: Greenfield High

CDS Code: 27660682730174

#### Section A. Full-Time Equivalent of Classified Staff

Description	American Indian or Alaska Native not Hispanic Male	Asian not Hispanic Male	Pacific Islander not Hispanic Male	Filipino not Hispanic Male	Hispanic or Latino of Any Race Male	African American not Hispanic Male	White not Hispanic Male	Two or More Races not Hispanic Male	American Indian or Alaska Native not Hispanic Female	Asian not Hispanic Female	Pacific Islander not Hispanic Female	Filipino not Hispanic Female	Hispanic or Latina of Any Race Female	African American not Hispanic Female	White not Hispanic Female	Two or More Races not Hispanic Female	Totals
FTE Paraprofessionals	0.00	0.00	0.00	0.00	2.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.18	0.00	0.00	0.00	8.62
FTE Office/Clerical Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00	6.00
FTE Other Classified Staff	0.00	0.00	0.00	0.00	7.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	10.00

#### Section B. Kindergarten Program Type

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

**Section C. Truancy (2015-16)**

Number of truants	746
Explanation of zero truants	

**Section D. Educational Calendar**

Traditional		True
Year-round	Single-track	
	Multitrack	
Single-track or multitrack only, the year-round calendar type	60/20	
	90/30	
	Concept 6	
	Custom	
	60/15	
	45/15	
	Modified Concept	
School start date		08/08/2016
School end date		06/01/2017

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**Section E. Parental Exception Waiver from English-Language Classrooms**

Number of waivers requested	0
Number of waivers granted	0

**SIF Completed**

District: South Monterey County Joint Union High

School: King City High

CDS Code: 27660682732170

**Section A. Full-Time Equivalent of Classified Staff**

Description	American Indian or Alaska Native not Hispanic Male	Asian not Hispanic Male	Pacific Islander not Hispanic Male	Filipino not Hispanic Male	Hispanic or Latino of Any Race Male	African American not Hispanic Male	White not Hispanic Male	Two or More Races not Hispanic Male	American Indian or Alaska Native not Hispanic Female	Asian not Hispanic Female	Pacific Islander not Hispanic Female	Filipino not Hispanic Female	Hispanic or Latina of Any Race Female	African American not Hispanic Female	White not Hispanic Female	Two or More Races not Hispanic Female	Totals
FTE Paraprofessionals	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.38	0.00	0.75	0.00	7.69
FTE Office/Clerical Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.81	0.00	0.00	0.00	6.81
FTE Other Classified Staff	0.00	0.00	0.00	0.00	5.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	5.50	0.00	0.00	0.00	11.50

**Section B. Kindergarten Program Type**

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

**Section C. Truancy (2015-16)**

Number of truants	306
Explanation of zero truants	

**Section D. Educational Calendar**

Traditional		True
Year-round	Single-track	
	Multitrack	
Single-track or multitrack only, the year-round calendar type	60/20	
	90/30	
	Concept 6	
	Custom	
	60/15	
	45/15	
	Modified Concept	
School start date		08/08/2016
School end date		06/01/2017

**Section E. Parental Exception Waiver from English-Language Classrooms**

Number of waivers requested	0
Number of waivers granted	0

# SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

SUBJECT: Approval of Contracts

MEETING: December 13, 2016

AGENDA SECTION:

- ACTION
- INFORMATION
- ACTION/CONSENT

<u>Project</u>	<u>Company or Contractor Name:</u>	<u>Contract Description</u>	<u>Original Contract Amount</u>	<u>Additional Contract Amount</u>	<u>Funding Source (s)</u>	<u>Current Approval Amount</u>
Construction Projects – Multiple	Felice Consulting Services	Construction Management	\$25,110	N/A	Emergency Repair, General Fund, Capital Facilities Fund	\$25,110
Translation Services	Language Line Solutions	Translation Services families who speak indigenous languages	Not to Exceed \$5,000	N/A	Special Education	Not to Exceed \$5,000
Consultant Services	Monarch Behavior Consultants, Inc.	Functional Behavioral Analysis	Not to Exceed \$50,000	N/A	Special Education	Not to Exceed \$50,000
Construction	Avila Construction Company	Mechanical Upgrades at King City HS	\$185,000	N/A	Emergency Repair	\$185,000
Professional Services	Disaster Kleenup Specialist	Mold Remediation	\$10,148.50	N/A	General Fund	\$10,148.50

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

**SUBJECT:** Approval of Contract with Felice Consulting Services    **MEETING:** December 13, 2016

**AGENDA SECTION:**

- ACTION
- INFORMATION
- ACTION/CONSENT

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**GOVERNING BOARD**

Board Goals:

- \_\_\_\_\_ Improve, Monitor and Sustain Student Achievement
- \_\_\_\_\_ Improve School Climate in Support of Teaching, Learning and Student Safety
- \_\_\_\_\_ Develop/Sustain Fiscal Solvency
- X   Ensure that Facilities are Safe for Staff and Students
- X   Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Felice Consulting Services will provide oversight and help to ensure that the current construction projects remain on track while searching for a new MOTF Director.

Recommendation:

It is recommended that the Board of Education approve the contract with Felice Consulting Services.


Fiscal Impact:

The fiscal impact is \$25,110 for 2016/17.

Submitted By:

  
\_\_\_\_\_  
Sherrie S. Castellanos  
Chief Business Official

Approved:

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



**AGREEMENT FOR PROFESSIONAL SERVICES**

**Between**

**South Monterey County JUHSD  
&**

**Felice Consulting Services**

**On**

**NOVEMBER 1, 2016**

## AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement for the **South Monterey County JUHSD Construction Management Services** (this "Agreement") is dated as of the 1<sup>st</sup> of November 2016, between **Felice Consulting Services ("FCS")** and **South Monterey County JUHSD. ("CLI")**.

### WITNESSETH:

**WHEREAS**, FCS is skilled in the performance of all the Services (as defined below) and has offered to perform all said Services for **CLIENT** with respect to the Project known as **PROJECT**; and

**WHEREAS, CLIENT** desires to secure the performance of all the Services by FCS.

**NOW, THEREFORE**, in consideration of the promises, covenants and agreements of the parties set forth herein, **CLIENT** and FCS agree as follows:

I. FCS's Scope of Services

A. FCS shall perform the professional services ("Services") more fully described here and by this reference incorporated herein. FCS shall furnish all labor, materials, tools, equipment and supervision necessary to perform the Services. The Services may be modified or new professional services may be added to the Services by mutual written agreement in the form of a proposal by FCS to **CLIENT** referencing this Agreement.

• **See attached Exhibit I CLIENT**

B. FCS and all of its sub-consultants, affiliates, agents, employees and representatives (collectively, "Affiliates") shall at all times comply with all applicable federal, state and local laws, regulations, rules, ordinances, orders and decrees in the performance of FCS's duties under this Agreement. If any discrepancy or inconsistency should be discovered between Services and any law, regulation, rule, ordinance, order or decree, FCS shall immediately report such discrepancy or inconsistency to **CLIENT**.

C. FCS will notify **CLIENT** in writing if (a) FCS is served with any notice of violation of any law, regulation, permit or license which relates to the performance of the Services hereunder; (b) proceedings are commenced which could lead to revocation of permits, licenses or other governmental authorizations which relate to the performance of such Services; (c) permits, licenses or other governmental authorizations relating to the performance of such Services are revoked; (d) litigation is commenced against FCS which could affect the performance of the Services; or (e) FCS becomes aware that its equipment or facilities related to the performance of such Services are not in compliance with applicable laws, regulations, permits or licenses.

D. FCS will use personnel, equipment and materials qualified and/or suitable to perform the Services. Each person assigned to perform any part of FCS's obligations hereunder shall be qualified and, if required by law, licensed or certified to perform such obligations. FCS shall regularly communicate regularly with **CLIENT** in connection with the Services.

2. Compensation

**CLIENT** shall compensate FCS for the Services rendered per the attached Exhibit 2. FCS shall not bill **CLIENT** any mark-up on expenses, including the cost of any materials without prior written

approval. FCS shall obtain CLIENT's written consent in advance of performing any services ("Additional Services") which fall outside of the Scope of Services, and shall, at the time of seeking such consent, provide CLIENT with a written estimate of the cost of such Additional Services. If CLIENT approves the Additional Services, FCS will advise CLIENT thereafter if at any time it determines that the Scope of the Additional Services or the cost to CLIENT will be exceeded, and shall, again seek CLIENT's written consent in connection with the same. FCS shall not be entitled to compensation for any services which are not part of Services, or for which FCS has not obtained CLIENT's express written consent.

3. Invoices and Payment

A. Once a month FCS shall invoice CLIENT for its fee, expenses and costs incurred during that month. Each invoice shall include, if applicable, a detailed statement of all Services performed during the month, and list of all subconsultants and major suppliers with the itemized cost of their services detailed.

Unless otherwise directed in writing, all invoices shall be submitted for payment to the following address:

**CLIENT ADDRESS**

Final payment shall not be due until FCS has delivered to CLIENT (1) an affidavit that each and every Service hereunder has been fully and satisfactorily performed and (2) a complete release of all liens arising out of the Services or receipts in full covering all labor, materials and equipment for which a lien could be filed, or a bond satisfactory to CLIENT indemnifying it against any lien. If any lien remains unsatisfied after all payments are made, FCS shall refund to CLIENT all moneys that the latter may be compelled to pay in discharging such lien, including all costs and reasonable attorneys' fee.

4. No Payment for Deficiencies

Notwithstanding anything to the contrary herein contained, no compensation shall be paid to or claimed by FCS for Services required to correct deficiencies attributable to errors or omissions of FCS.

5. Withholding Payments

Notwithstanding anything to the contrary herein contained, CLIENT shall have the right to withhold from payment due FCS, such sums as are reasonably necessary to protect CLIENT against any loss or damage which may result from negligence of or by FCS or any of its Affiliates, failure by the FCS or its Affiliates to perform FCS's obligations hereunder, or claims filed against CLIENT relating to the Services. Any sums withheld from FCS as provided in this Paragraph 5 and subsequently determined to be due and owing to FCS, shall be immediately paid to FCS together with interest thereon at the legal rate of interest.

6. Representations, Warranties and Covenants

FCS hereby represents and warrants to CLIENT, with the intention that CLIENT rely thereon in entering into this Agreement, that:

A. FCS is experienced and has the expertise necessary to perform each Scope of Service. FCS acknowledges that its representatives have visited the project site and are familiar with all site conditions that may affect the Scope of Services.

B. FCS has the capability, experience, registrations, licenses, permits, and governmental approvals required to perform the Services. FCS shall submit copies of any required registrations, licenses, permits or governmental approvals required to perform the Services to CLIENT prior to the commencement of the Services.

7. Independent Consultant Status and Subconsultants

A. FCS will act solely as an independent Contractor in performing the Services, and nothing herein will at any time be construed to create the relationship of employer and employee, principal and agent, partners, or joint ventures between CLIENT and FCS, or CLIENT's and FCS's officers, directors, partners, managers, employees or agents. FCS and its Affiliates will have no right or authority to act for CLIENT, and will not attempt to enter into any contract, commitment, or other agreement, or incur any debt or liability of any nature in the name or on behalf of CLIENT. FCS shall be solely responsible for the compensation, benefits, contributions and taxes, if any, of its Affiliates.

B. FCS shall not subcontract any work without first securing CLIENT's written approval of the subconsultants and of the subcontract as to the price and other terms and conditions. Each subcontract shall (a) require such work to be performed in accordance with the requirements of this Agreement, including without limitation the requirements of all applicable laws, regulations, rules, ordinances, orders and decrees and (b) require the subconsultants to agree to be bound by all the terms and conditions of this Agreement applicable to FCS including the indemnification of CLIENT contained in Paragraph 9, and the insurance provisions.

8. Standard of Care

A. FCS will perform the Services in a manner consistent with the highest level of care and skill ordinarily exercised by other professionals providing similar services in similar circumstances at the time the Services are performed. FCS will exercise the highest degree of care when performing hazardous or dangerous activities. FCS will at all times perform the Services in such a manner as to avoid the risk of injury to persons and damage to property.

9. Indemnification

A. FCS agrees to defend, indemnify and hold harmless CLIENT and CLIENT's Agents and their officers, directors, employees, shareholders, partners, joint ventures, affiliates, successors and assigns from and against any and all liabilities, obligations, claims, demands, suits, losses, expenses, damages, penalties, including, without limitation, costs, expenses and attorneys' fees incident thereto ("Claims"), arising from, occasioned by, relating to or in connection with:

(i) FCS's performance (or failure to perform), to the extent such claims are attributable, in whole or in part, to the negligence, gross negligence or willful misconduct or strict liability of FCS or its Affiliates. Negligence, for purposes of this indemnity, refers to negligent acts or omissions;

(ii) a violation of any statute, law, regulation, rule, ordinance, order or decree by FCS or any of its Affiliates during performance of the Services;

(iii) a breach of this Agreement by FCS or any of its Affiliates.

FCS agrees to defend, indemnify and hold harmless CLIENT and CLIENT's Agents and their representatives from and against any claims for patent or copyright infringement or loss relating thereto, which pertain to the Services performed by FCS or its Affiliates.

10. Consequential Damages

In no event shall CLIENT be liable for consequential or punitive damages, including but not limited to, lost profits, incurred by FCS or its Affiliates in connection with this Agreement.

11. Insurance

A. At all times while performing the Services, and for a minimum of two years following completion of the Services, FCS shall maintain, at its sole cost and expense, at least the following insurance policies, from insurance companies with a Best's Rating of AX or better, and in a form satisfactory to CLIENT with limits of liability not less than stated below. CLIENT shall have the right to inspect and review the policies in their entirety and shall be provided with copies upon request. Certificates of insurance shall be in the name of CLIENT and CLIENT's Agents and, with respect to the coverages stated in Subparagraphs (i), (iii), (iv) and (v) below, such certificates shall evidence CLIENT and CLIENT's Agents as additional insured for all activities arising out of performance of the Services. Further, each such certificate shall evidence that the coverage shall be primary for all purposes as to other insurance coverage which may be carried by CLIENT or CLIENT's Agents, whether such other insurance is stated to be primary, contributory, excess, contingent or otherwise. Certificates of insurance shall be delivered to CLIENT ten (10) days prior to performance of any Services and any change or cancellation shall not be valid without thirty (30) days prior written notice to CLIENT. FCS shall provide to CLIENT, promptly upon receipt by FCS, with renewal notices regarding such insurance policies.

(i) Commercial General Liability

- combined single limit for bodily injury and property damage of not less than \$1,000,000 for each occurrence and not less than \$1,000,000 annual aggregate, providing:

- contractual liability coverage (including oral as well as written contracts)
- products and complete operations
- premises and operations
- bodily injury
- property damage
- personal injury
- advertising injury
- host liquor liability

(ii) Comprehensive Automobile Liability

- combined single limit for bodily injury, death and property damages of not less than **[\$1,000,000]** per occurrence and **[\$1,000,000]** per person.

(iii) Workers' Compensation Insurance and Employer's Liability Insurance

- with limits of liability for workers' compensation, of not less than those required by law, and;

- with limits of liability for employer's liability, of not less than \$1,000,000 each accident, **[\$1,000,000]** disease - policy limit, **[\$1,000,000]** disease - each employee.

(iv) Property Insurance

- FCS shall secure, pay for and maintain all-risk property insurance to protect FCS against loss of owned or rented capital equipment and tools. The requirements to secure and maintain such insurance may be fulfilled through a formal self insurance program.

(v) Professional Errors and Omissions Insurance

- not less than of **[\$1,000,000]**

- Such insurance shall be maintained at all times during FCS's performance under the applicable contract. If such insurance is on a claims made basis it shall: be maintained at all times during FCS's performance under the applicable contract and for a period of five (5) years following termination thereof; and shall have a retroactive date of the first date FCS commenced the performance of any Work at the Project.

FCS waives any and all rights of subrogation against CLIENT and CLIENT's Agent and each of their officers, directors, employees, shareholders, partners, joint venturers, affiliates, successors and assigns.

12. Permits

CLIENT shall have the right to inspect and obtain copies of all written licenses, permits or approvals issued by any governmental entity or agency to FCS or its Affiliates which are applicable to the performance of this Agreement. FCS shall deliver all such written licenses, permits or approvals to CLIENT upon request. The provisions of this Paragraph 12 shall not relieve FCS of its obligations identified in Paragraph 6 herein.

13. Confidentiality

FCS acknowledges that during the term of this Agreement, its employees and agents will produce or have access to confidential information, records, data, specifications, trade secrets, customer lists and secret inventions and processes of CLIENT.

All drawings, specifications, technical documents of any other nature, and copies thereof, prepared pursuant to this Agreement are the property of CLIENT and are to be treated as confidential. They are not to be disclosed to others without CLIENT's prior written approval and are to be delivered to CLIENT on request and in all events upon completion of the Services, or termination of this Agreement.

FCS shall hold all such information contained or derived from any of the sources described above in trust and confidence for CLIENT except as authorized by CLIENT, in writing. FCS shall advise its employees having access to said information of this obligation of confidentiality and bind said employees to this same obligation. No articles, papers or treatises related to or in any way associated with the Services performed shall be submitted for publication without CLIENT's prior written consent.

14. Retention of Records

FCS's records relating to the Services required hereunder shall be retained by FCS for a period of no less than five (5) years and shall be available to CLIENT or the authorized representative of CLIENT.

15. Stop Work Order

CLIENT may at any time, by written notice to FCS, require FCS to stop all or any part of the performance of Services required by this Agreement for a period of up to ninety (90) days after FCS receives the notice ("Stop Work Order"). Upon receipt of the Stop Work Order, FCS shall comply with its terms and take all reasonable steps to minimize the incurrence of cost applicable to the Services covered by the Stop Work Order during the period of work stoppage. Within a period of ninety (90) days after FCS's receipt of a Stop Work Order, or within any extension of that period to which FCS and CLIENT have agreed in writing, CLIENT shall either cancel the Stop Work Order, or terminate this Agreement. FCS shall resume work upon cancellation or expiration of any Stop Work Order. An equitable adjustment shall be made in any time schedule or in the contract sum if the Stop Work Order causes an increase in the time required for performance of the Services or in FCS's costs.

16. Term and Termination of Agreement

This Agreement shall remain in full force and effect from the date of its execution until (i) FCS's completion of the Services or (ii) termination of the Agreement pursuant to the provisions of Paragraph 15 or Subparagraphs A or B of this Paragraph 16. Termination of this Agreement shall discharge only those obligations that are executory by either party on and after the effective date of termination. Any right or duty of a party based on either performance or a breach of this Agreement, prior to the effective date of termination, shall survive, including without limitation, indemnity obligations hereunder.

A. CLIENT reserves the right to terminate this Agreement at any time upon written notice to FCS, even though FCS is not in default. After CLIENT has terminated this Agreement, CLIENT shall compensate FCS, as full and final payment hereunder, for all actual expenses and charges outstanding at the time of termination.

B. FCS shall have the right to terminate its obligations pursuant to this Agreement if one of the following conditions exists and it has not been remedied or cured within thirty (30) days of CLIENT's receipt of written notice of such condition:

(i) A substantial breach of any material obligation of CLIENT under this Agreement;  
or

(ii) If FCS is unable for any reason beyond its control to perform its obligations pursuant to this Agreement in a safe, lawful and professional manner.

Upon FCS's termination of its obligations, CLIENT shall pay all actual expenses and charges as of the date of termination. FCS shall thereafter cooperate with CLIENT in returning to CLIENT or delivering to another party designated by CLIENT all materials relating to its performance of the Services and shall, at CLIENT's expense, provide relevant information, and answer any questions CLIENT or any party designated party may have concerning the Services. In the event there is any future action or proceeding relating to the subject property or the Services or matters relating to them directly or indirectly, FCS shall, at CLIENT's request and CLIENT's sole expense, appear as a witness in such action or proceeding.

17. Waiver

Any waiver on the part of CLIENT or FCS of any term, provision or condition of this Agreement must be in writing and shall not constitute a precedent or bind either party to a waiver of any succeeding breach of the same or any other term, provision or condition of this Agreement.

18. Entire Agreement

This Agreement, including any Exhibits and any addenda thereto, constitutes the entire Agreement between FCS and CLIENT. It supersedes all prior or contemporaneous communications, representations or agreements, whether oral or written, relating to the Services set forth in this Agreement. This Agreement may be amended only by a written instrument signed by both parties. The captions in this Agreement are for the convenience of the Parties in identification of the several provisions and shall not constitute a part of this Agreement nor considered interpretative thereof.

19. Assignment

This Agreement shall be binding on the successors of the parties hereto. This Agreement shall not be assigned by FCS without first obtaining the written consent of CLIENT.

20. Severability

Every paragraph, part, term or provision of this Agreement is severable from others. If any paragraph, part, term or provision of this Agreement is construed or held to be void, invalid or unenforceable by order, decree or judgment of a court of competent jurisdiction, the remaining paragraphs, parts, terms and provisions of this Agreement shall not be affected thereby but shall remain in full force and effect.

21. Notices

Any information or notices required to be given in writing under this Agreement shall be deemed to have been sufficiently given if delivered either personally or by certified mail (return receipt requested, postage prepaid) or by facsimile to the address of the respective party set forth below, or to such other address for either party as that party may designate by written notice.

For the CLIENT:

South Monterey County Joint Unified High School District  
Attn: Ms. Sherrie Castellanos  
800 Broadway St.  
King City, CA 93930  
email: [scastellanos@smcjuhsd.org](mailto:scastellanos@smcjuhsd.org)

For the FCS:

Felice Consulting Services  
Attn: Damon Felice  
P O Box 1119  
Hollister, CA 95024  
email: [damon@felice-consulting.com](mailto:damon@felice-consulting.com)

22. Governing Law

This Agreement shall be governed and interpreted pursuant to the laws of the State of California.

23. Waiver of Jury Trial

If any action or proceeding between FCS and CLIENT to enforce the provisions of this Agreement (including an action or proceeding under any bankruptcy law) proceeds to trial, FCS and CLIENT hereby



waive their respective rights to a jury in such trial. In the event of any dispute between the parties here to, the exclusive jurisdiction and venue is vested in the Superior Court of California for the County of Monterey.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives, as follows:

**South Monterey County JUHSD**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Felice Consulting Services**

By:  \_\_\_\_\_

Date: 12/6/16 \_\_\_\_\_

Title: PRESIDENT \_\_\_\_\_

## **Exhibit I**

### **Scope of Work**

Scope of Work:

1. Hosting pre-bid "walks" as the District's representative
2. Running pre-construction meetings with winning-bid contractors prior to start of work
3. Once-weekly site inspection visits during the course of construction work
4. Being available via email to consult/answer questions from District personnel/Architects/contractors during the course of construction

On the following project:

1. Mechanical HVAC Replacements at Library and Cafeteria (Final ERP project)
2. Two New Portables at KCHS in Spring, 2017
3. One New Portable at GHS in Spring, 2017
4. One New Portable at Ventana Campus, ASAP  
(For Non-Public School SPED Program, to be leased to Second Start-Pine Hill School)
5. Prop 39 LED Lighting Retrofits

**Exhibit 2**

**Compensation**

**SEE ATTACHED**

# FEE PROPOSAL BREAKDOWN

DESCRIPTION	2016		2017					RATE (\$)	TOTAL HOURS
	11	12	1	2	3	4	5		
FELICE CONSULTING STAFF (DAMON FELICE)									
HOURS PER MONTH	10	24	32	24	24	24	24	155	162
NTE MONTHLY FEE	\$1,550	\$3,720	\$4,960	\$3,720	\$3,720	\$3,720	\$3,720		
								<b>TOTAL</b>	<b>\$25,110</b>

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

**SUBJECT:** Approve of Contract with Language Line Solutions

**MEETING:** December 13, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

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**GOVERNING BOARD**

Board Goals:

- \_\_\_\_\_ Improve, Monitor and Sustain Student Achievement
- \_\_\_\_\_ Improve School Climate in Support of Teaching, Learning and Student Safety
- \_\_\_\_\_ Develop/Sustain Fiscal Solvency
- \_\_\_\_\_ Ensure that Facilities are Safe for Staff and Students
- X   \_\_\_\_\_ Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Language Line Solutions is an organization that provides translation via the telephone. We would use language Line Solutions for our Special Education families who speak the indigenous languages we cannot find translators for (i.e.; Trique and Mixtec).

Recommendation:

It is recommended that the Board of Education approve the contract with Language Line Solutions to provide translation for the indigenous languages.

Fiscal Impact:

The fiscal impact is not to exceed \$5,000 for the 2016-17 school-year.

Submitted By:



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

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent

# SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

**SUBJECT:** Approval of Contracts

**MEETING:** December 13, 2016

**AGENDA SECTION:**

- ACTION
- INFORMATION
- ACTION/CONSENT

<u>Project</u>	<u>Company or Contractor Name:</u>	<u>Contract Description</u>	<u>Certificate of Insurance</u>	<u>Fingerprint Verification</u>	<u>Original Contract Amount</u>	<u>Additional Contract Amount</u>	<u>Funding Source (s)</u>	<u>Current Approval Amount</u>
Construction Projects - Multiple	Felice Consulting Services	Construction Management	On File	N/A	\$25,110	N/A	Emergency Repair, General Fund, Capital Facilities Fund	\$25,110
Translation Services	Language Line Solutions	Translation Services families who speak indigenous languages	N/A	N/A	Not to Exceed \$5,000	N/A	Special Education	Not to Exceed \$5,000

Contracts are available for review in the Business Department, Office of the Chief Business Official, per request.



## Attachment A1 Over-the-Phone Charges and Options

ENTERPRISE CONTRACT:       Yes       No

INITIAL TERM: Per CA Multiple Award Schedule (CMAS) 4-07-03-0249A Supplement No.2

CUSTOMER NUMBER: 1092 State of California – (eligible political subdivisions) AFFILIATE NAME: **South Monterey County Joint Union High School District**

**ENROLLMENT & SET-UP PACKAGES:**

- One time set up charge for each client ID number, which includes a detailed monthly electronic statement...\$275(waived)
- Each subsequent client identification number with corresponding statement.....\$125(waived)

**PER MINUTE USAGE CHARGES/RATES:**

- Price per minute for Language Line Services is rounded to the nearest minute

TIERS	LANGUAGES	PEAK*	NON-PEAK*
1	Spanish	\$ .97	\$ .97
2	Chinese (Mandarin and Cantonese), French, Japanese, Polish, Russian, Vietnamese	\$ .97	\$ .97
3	Armenian, Cambodian, German, Haitian Creole, Italian, Korean, Portuguese	\$ .97	\$ .97
4	Farsi, Tagalog, Thai, Urdu and <u>all other languages</u>	\$ .97	\$ .97

- \* Peak = 5 a.m. - 5 p.m. Monday – Friday
- \*\* Non-Peak = 5 p.m. - 5 a.m. Monday - Friday, weekends, and holidays (New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas).
- There is no charge for standard toll-free access to Language Line Services.
- Per minute rates do not include international calls.

**VOLUME SURGE:** Language Line Services reserves the right to assess a 15% surcharge for months in which defined surges in volume occur unless the customer has notified Language Line Services two weeks in advance of the anticipated increase. A volume surge is defined as a 10% increase in minutes of use from the previous day and the amount of increase is over 5,000 minutes per day.

Minimum charge per client identification number .....\$100 per client identification number(waived)

Platform access per call .....\$0.25 per call(waived)

**FCC SURCHARGE AND FEES:** Fees to third party telecommunications service providers that Language Line Services has or will pay to these third parties: surcharges, fees, taxes, payments to the Universal Service Administrative Company (USAC).

**FINANCE CHARGE:** Applied to any past due balances. Interest will accrue from the date on which payment is due at a rate equal to the lesser of 1.5% per month or the maximum rate permitted by applicable law.

PLEASE NOTE: This document is the sole document that reflects pricing for your account. This document must be signed by an authorized representative from your company. Pricing is only final upon a signature by an authorized officer of Language Line Services. Pricing changes will be made on next full monthly billing cycle.

**BILLING OPTIONS:**

- Electronic Bill (includes call detail and summary report in XL) ..... FREE
- Hierarchical Bill /Month.....\$30/month
- Custom billing fee (per invoice, per month) .....\$30/invoice/month



## Attachment A1 Over-the-Phone Charges and Options

- Historical Invoices over 90 days (per monthly invoice requested) .....\$30/invoice/month
- Paper Bill ..... \$1.75(waived)

**CUSTOM REPORTING OPTIONS: (Web based Password protected reporting available at no charge)**

- Custom Report Set-up (per hour) .....\$250/hour
- Custom report maintenance .....\$30/month

**SERVICE OPTIONS: (Standard 800 line and greeting provided at no charge)**

- Custom 800 line maintenance .....\$30/month
- Custom 800 line set-up.....\$150
- Custom greeting maintenance .....\$30/month
- Custom greetings set-up .....\$50
- Custom recording for redirection of old/abandoned number set-up.....\$50
- Custom recording for redirection of old/abandoned number.....\$10/month
- Long distance dial out charge: Applied per dial out (in addition to per minute charges) .....\$5

**OPTIONAL TRAINING ASSISTANCE AND MATERIALS:**

- Buddy Tags (50 tags per set) .....\$50(waived)
- Customized reference and support materials development (per hour) .....\$179
- Desk top displays (each) .....\$11(waived)
- Language identification cards (each set of 50).....\$49(waived)
- Posters (each) .....\$10(waived)
- Quick Reference Guides Wallet Cards (0-50) .....\$10(waived)
- Quick Reference Guide Postcards (0-50).....\$10(waived)
- Quick Reference Guides and Wallet Cards (each additional set of 50).....\$29(waived)
- Training / Awareness assistance (on site per day/per person) .....\$500 or actual costs
- Training / Awareness assistance (telephone/per session).....\$125(waived)

**OPTIONAL INTERPRETER APPOINTMENT AT SPECIFIC TIME:**

- Applied per appointment.....\$100
- Cancellation per appointment will be charge \$200 for any missed appointment .....\$200 per missed appointment

The person signing this agreement certifies that such person has read and acknowledged all terms and conditions, that he or she has read and understands all of the terms and conditions, and is fully authorized to execute this Agreement on behalf of and bind the Customer to all its terms and conditions. Both parties agree the delivery of the signed service agreement by facsimile or e-mail shall have the same force and effect of execution and delivery as the original signature.

**SIGNATURES**

Language Line Services, Inc. SECTION

Customer Name: **South Monterey County Joint Union High School District**

Accepted by (signature): LLS here

Accepted by (signature):

Name:

Name (type or print):

Title:

Title (type or print):

Date:

Date:

Prepared by and date: Rick Cummings November 4, 2016







ENTERPRISE CONTRACT:  Yes  No

INITIAL TERM: Per CA Multiple Award Schedule (CMAS) 4-07-03-0249A Supplement No.2 ... CUSTOMER NUMBER: 1092  
LLS Index number

CUSTOMER NAME (Parent Company): State of California (governmental agencies within CA)

CLIENT NAME (Affiliate): South Monterey County Joint Union High School District

Please complete both pages of this Attachment B and send a copy of it, the signed Agreement, a copy of your W-9 and if applicable a copy of your tax exempt certificate to Language Line Services, Inc, Attn: Contract Administration Department, 1 Lower Ragsdale Drive Building 2, Monterey, CA 93940.

**OPERATIONS CONTACT**

Name w/ Salutation: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City. State. Zip/Postal Code: \_\_\_\_\_

**BILLING CONTACT**  Same as operations contact

Name w/ Salutation: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City. State. Zip/Postal Code: \_\_\_\_\_

**TRAINING CONTACT (if applicable)**  Same as billing contact  Same as operations contact

Name w/ Salutation: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City. State. Zip/Postal Code: \_\_\_\_\_



The number of employees who will be trained to use the interpreter service (estimated):

Standard Industry Classification (SIC Code), if known

Tax Exempt:  No  Yes. If yes, please include a copy of tax exempt letter or certificate with application.

If applicable please include a copy of your Purchase Order and/or provide PO #:

Your prompt return of this form and the signed Service Agreement (if applicable) will ensure a speedy activation of your account

The person signing this agreement certifies that such person has read and acknowledged all terms and conditions, that he or she has read and understands all of the terms and conditions, and is fully authorized to execute this Agreement on behalf of and bind the Customer to all its terms and conditions. Both parties agree the delivery of the signed service agreement by facsimile or e-mail shall have the same force and effect of execution and delivery as the original signature.

**SIGNATURES**

South Monterey County Joint Union High School District    Language Line Services, Inc.

Accepted by (signature):

Accepted by (signature): LLS here

Name (type or print):

Name:

Title (type or print):

Title:

Date:

Date:

2016

Prepared by: Phone/Fax: Rick Cummings 888 898 1471 November 4,

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

**SUBJECT:** Approval of Contract with Monarch Behavior Solutions, Inc.

**MEETING:** December 13, 2016

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

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**GOVERNING BOARD**

Board Goals:

- \_\_\_\_\_ Improve, Monitor and Sustain Student Achievement
- \_\_\_\_\_ Improve School Climate in Support of Teaching, Learning and Student Safety
- \_\_\_\_\_ Develop/Sustain Fiscal Solvency
- \_\_\_\_\_ Ensure that Facilities are Safe for Staff and Students
- X   Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Monarch Behavior Solutions, Inc. will provide a Board Certified Behavior Analyst to provide Functional Behavior Assessments (FBA) to implement and train staff on behavior interventions as required per an Individual Education Plan (IEP) as needed throughout the 2016-17 school-year.

Recommendation:

It is recommended that the Board of Education approve the contract with Monarch Behavior Solutions, Inc. to provide the aforementioned services.

Fiscal Impact:

The fiscal impact is not to exceed \$50,000 for the remainder of the 2016-17 school-year.

Submitted By:



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

Approved:



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 Monarch Behavior Consultants, Inc. 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 December 13, 2016 and terminates June 30, 2017 unless sooner terminate as provided herein.

**II. PAYMENT LIMIT**

Consultant shall be compensated at the rate of \$110 per hour calculated at hourly rate for 1 consultant and \$200 per hour for two consultants plus travel expenses.

Total payment(s) to Consultant, under this contract shall not exceed \$50,000 for the term of this contract.

**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 include: 1) direct observations of students in various environments, 2) review of relevant student records, 3) meetings with IEP team members, 4) review of data, 5) providing recommendations to IEP team, including administrators, 6) email and phone correspondence, 7) participation in IEP meetings, 8) written reports, as needed, 9) staff training and fidelity checks, 10) Functional Behavior Analysis (FBA).

**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:

  
 \_\_\_\_\_  
 Lindsey Reifinger, M. Ed., BCBA  
 Director/Behavior consultant

\_\_\_\_\_  
 Daniel Moirao, Ed.D., Superintendent  
 South Monterey County Joint Union High School District

12/6/2016

Date

Date

45-4418579 (EIN)

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**

**SUBJECT:** Approval of Contract with Avila Construction Company

**MEETING:** December 13, 2016

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

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**GOVERNING BOARD**

Board Goals:

- Improve, Monitor and Sustain Student Achievement
- Improve School Climate in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Solvency
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

After completing the bid process for the Mechanical Upgrades at King City High School, Avila Construction Company was the lowest, most responsible bidder.

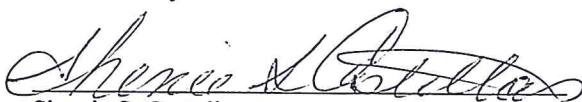
Recommendation:

It is recommended that the Board of Education approve the contract with Avila Construction Company for the Mechanical Upgrades at King City High School.

Fiscal Impact:

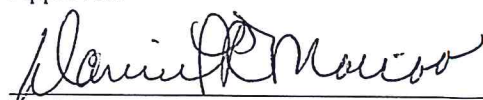
The fiscal impact is \$185,000 to be paid from Emergency Repair Program.

Submitted By:



Sherrie S. Castellanos  
Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent



## AGREEMENT BETWEEN OWNER AND CONTRACTOR

This Agreement effective Decemer 14, 2016, by and between South Monterey County Joint Union High School District, Monterey County, California, hereinafter called the "Owner" and Avial Construction Company, Inc. hereinafter called the "Contractor."

**WITNESSETH:** That the Contractor and the Owner for the consideration hereinafter named agree as follows:

**ARTICLE I. SCOPE OF WORK.** The Contractor agrees to furnish all labor, equipment and materials, including tools, implements, and appliances required, and to perform all the work in a good and workmanlike manner, free from any and all liens and claims from mechanics, material suppliers, subcontractors, artisans, machinists, teamsters, freight carriers, and laborers required for:

**Mechanical Upgrades at King City High School (720 Broadway Street, King City, CA 93930)**

all in strict compliance with the plans, drawings and specifications therefore prepared by:

**Teter, Architects & Engineers Connected, Fresno, CA  
559-437-0887, Contact Dustin Graef (dustin.graef@teterae.com)**

and other contract documents relating thereto.

**ARTICLE II. CONTRACT DOCUMENTS.** The Contractor and the Owner agree that all of the documents listed in Article 1.1.1 of the General Conditions form the Contract Documents which form the Contract.

**ARTICLE III. TIME TO COMPLETE AND LIQUIDATED DAMAGES.** Time is of the essence in this contract, and the time of completion for this Project shall be One Hundred Twenty (120) **calendar days** from the date established in the Owner's Notice to Proceed. Failure to complete the Project within the time and in the manner provided for by the Contract Documents shall subject the Contractor to liquidated damages. The actual occurrence of damages and the actual amount of the damages which the Owner would suffer if the Project were not completed within the specified times set forth are dependent upon many circumstances and conditions which could prevail in various combinations and, from the nature of the case, it is impracticable and extremely difficult

to fix the actual damages. Damages which the Owner would suffer in the event of delay include, but are not limited to, loss of the use of the Project, disruption of activities, costs of administration, supervision and the loss suffered by the public.

Accordingly, the parties agree that the amount herein set forth shall be the amount of damages which the Owner shall directly incur upon failure of the Contractor to complete the Project within the time specified: \$ 250.00, for each calendar day by which completion of the Project is delayed beyond the completion date.

If the Contractor becomes liable under this section, the Owner, in addition to all other remedies provided by law, shall have the right to withhold any and all retained percentages of payments and/or progress payments, and to collect the interest thereon, which would otherwise be or become due the Contractor until the liability of the Contractor under this section has been finally determined. If the retained percentages and withheld progress payments appear insufficient to discharge all liabilities of the Contractor incurred under this Article, the Contractor and its sureties shall continue to remain liable to the Owner for such liabilities until all such liabilities are satisfied in full.

If the Owner accepts any work or makes any payment under this Agreement after a default by reason of delays, the payment or payments shall in no respect constitute a waiver or modification of any Agreement provisions regarding time of completion and liquidated damages.

**ARTICLE IV. PAYMENT.** The Owner agrees to pay the Contractor in current funds for the performance of the Contract One Hundred, Eighty-Five Thousand Dollars and No Cents (\$185,000) and to make payments on account thereof as provided in the General Conditions.

**ARTICLE V. CHANGES.** Changes in this Agreement or in the Work to be done under this Agreement shall be made as provided in the General Conditions.

**ARTICLE VI. TERMINATION.** The Owner or Contractor may terminate the Contract as provided in the General Conditions.

**ARTICLE VII. PREVAILING WAGES.** Pursuant to the provisions of Section 1770 et seq. of the Labor Code of the State of California, which are hereby incorporated by reference and made a part hereof, the Director of Industrial Relations has determined the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which the work is to be performed, for each craft, classification or type of worker needed to execute this Contract. Per diem wages shall be deemed to include employer payments for health and welfare, pension, vacation, apprenticeship or other training programs, and similar purposes. Copies of the rates are on file at the Owner's principal office. The rate of prevailing wage for any craft, classification or type of workmanship to be employed on this Project is the rate established by the applicable collective bargaining agreement which rate so provided is hereby adopted by reference and shall be effective for the life of this Agreement or until

the Director of the Department of Industrial Relations determines that another rate be adopted. It shall be mandatory upon the Contractor and on any subcontractor to pay not less than the said specified rates to all workers employed in the execution of this Agreement.

The Contractor and any subcontractor under the Contractor as a penalty to the Owner shall forfeit not more than Fifty Dollars (\$50.00) for each calendar day or portion thereof for each worker paid less than the stipulated prevailing rates for such work or craft in which such worker is employed. The difference between such stipulated prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.

The Contractor and each Subcontractor shall keep or cause to be kept an accurate record for work on this Project showing the names, addresses, social security numbers, work classification, straight time and overtime hours worked and occupations of all laborers, workers and mechanics employed by them in connection with the performance of this Contract or any subcontract thereunder, and showing also the actual per diem wage paid to each of such workers, which records shall be open at all reasonable hours to inspection by the Owner, its officers and agents and to the representatives of the Division of Labor Law Enforcement of the State Department of Industrial Relations.

**ARTICLE VIII. WORKING HOURS.** In accordance with the provisions of Sections 1810 to 1815, inclusive, of the Labor Code of the State of California, which are hereby incorporated and made a part hereof, the time of service of any worker employed by the Contractor or a Subcontractor doing or contracting to do any part of the Work contemplated by this Agreement is limited and restricted to eight hours during any one calendar day and forty hours during any one calendar week, provided, that work may be performed by such employee in excess of said eight hours per day or forty hours per week provided that compensation for all hours worked in excess of eight hours per day, and forty hours per week, is paid at a rate not less than one and one-half (1½) times the basic rate of pay. The Contractor and every Subcontractor shall keep an accurate record showing the name of and the actual hours worked each calendar day and each calendar week by each worker employed by them in connection with the Work. The records shall be kept open at all reasonable hours to inspection by representatives of the Owner and the Division of Labor Law Enforcement. The Contractor shall as a penalty to the Owner forfeit Twenty-five Dollars (\$25.00) for each worker employed in the execution of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day, and forty hours in any one calendar week, except as herein provided.

**ARTICLE IX. APPRENTICES.** The Contractor agrees to comply with Chapter 1, Part 7, Division 2, Sections 1777.5 and 1777.6 of the California Labor Code, which are hereby incorporated and made a part hereof. These sections require that contractors and

subcontractors employ apprentices in apprenticeable occupations in a ratio of not less than one hour of apprentice's work for each five hours of work performed by a journeyman (unless an exemption is granted in accordance with Section 1777.5) and that contractors and subcontractors shall not discriminate among otherwise qualified employees as indentured apprentices on any public works solely on the ground of sex, race, religious creed, national origin, ancestry or color. Only apprentices as defined in Labor Code Section 3077, who are in training under apprenticeship standards and who have signed written apprentice agreements, will be employed on public works in apprenticeable occupations. The responsibility for compliance with these provisions is fixed with the Contractor for all apprenticeable occupations.

**ARTICLE X. INDEMNIFICATION AND INSURANCE.** The Contractor will defend, indemnify and hold harmless the Owner, its governing board, officers, agents, trustees, and employees against and from any and all liability for damages on account of injury to or death of persons or damage to property or delay or damage to another contractor resulting from or arising out of or in any way connected with the performance by the Contractor of this Agreement and reimburse the Owner for all costs, attorney's fees, expenses and loss incurred by it in consequence of any claims, demands, and causes of action which may be brought against it arising out of the performance by the Contractor of this Agreement. This indemnification shall be in addition to the other indemnification provisions contained in the Contract Documents.

By this statement the Contractor represents that it has secured the payment of Workers' Compensation in compliance with the provisions of the Labor Code of the State of California and during the performance of the work contemplated herein will continue so to comply with said provisions of said Code. The Contractor shall supply the Owner with certificates of insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive thirty (30) days' notice of cancellation.

Contractor shall provide the insurance set forth in the General Conditions. The amount of general liability insurance shall be \$1,000,000 per occurrence for bodily injury, personal injury and property damage and the amount of automobile liability insurance shall be \$1,000,000 per accident for bodily injury and property damage combined single limit.

**ARTICLE XI. ENTIRE AGREEMENT.** The Contract constitutes the entire agreement between the parties relating to the Project, and supersedes any prior or contemporaneous agreement between the parties, oral or written, including the Owner's award of the Project to Contractor, unless such agreement is expressly incorporated herein. The Owner makes no representations or warranties, express or implied, not specified in the Contract. The Contract is intended as the complete and exclusive statement of the parties' agreement pursuant to Code of Civil Procedure section 1856.

**ARTICLE XII. EXECUTION OF OTHER DOCUMENTS.** The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in

the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of the Contract.

**ARTICLE XIII. EXECUTION IN COUNTERPARTS.** This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

**ARTICLE XIV. BINDING EFFECT.** Contractor, by execution of this Agreement, acknowledges that Contractor has read this Agreement and the other Contract Documents, understands them, and agrees to be bound by their terms and conditions. The Contract shall inure to the benefit of and shall be binding upon the Contractor and the Owner and their respective successors and assigns.

**ARTICLE XV. SEVERABILITY.** If any provision of the Contract shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof. The Contract shall be governed by the laws of the State of California and venue shall be in the appropriate Superior Court in Monterey County, California.

**ARTICLE XVI. AMENDMENTS.** The terms of the Contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by the parties and approved or ratified by the Governing Board.

**ARTICLE XVII. ASSIGNMENT OF CONTRACT.** The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the surety on the payment bond, the surety on the performance bond and the Owner.

**ARTICLE XVIII. WRITTEN NOTICE.** Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or to an officer of the corporation for whom it was intended, or if delivered at or sent by registered or certified or overnight mail to the last business address known to the person who gives the notice.

**AVILA CONSTRUCTION COMPANY**

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

\_\_\_\_\_  
SIGNED BY (Contractor)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Title)

\_\_\_\_\_  
CONTRACTOR'S LICENSE NO.

\_\_\_\_\_  
LICENSE EXPIRATION DATE

**NOTE:** Contractor must give the full business address of the Contractor and sign with Contractor's usual signature. Partnerships must furnish the full name of all partners and the Agreement must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Corporations must sign with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

## AGREEMENT BETWEEN OWNER AND CONTRACTOR

This Agreement effective Decemer 14, 2016, by and between South Monterey County Joint Union High School District, Monterey County, California, hereinafter called the "Owner" and Avial Construction Company, Inc. hereinafter called the "Contractor."

**WITNESSETH:** That the Contractor and the Owner for the consideration hereinafter named agree as follows:

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**Mechanical Upgrades at King City High School (720 Broadway Street, King City, CA 93930)**

all in strict compliance with the plans, drawings and specifications therefore prepared by:

**Teter, Architects & Engineers Connected, Fresno, CA  
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and other contract documents relating thereto.

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to fix the actual damages. Damages which the Owner would suffer in the event of delay include, but are not limited to, loss of the use of the Project, disruption of activities, costs of administration, supervision and the loss suffered by the public.

Accordingly, the parties agree that the amount herein set forth shall be the amount of damages which the Owner shall directly incur upon failure of the Contractor to complete the Project within the time specified: \$ 250.00, for each calendar day by which completion of the Project is delayed beyond the completion date.

If the Contractor becomes liable under this section, the Owner, in addition to all other remedies provided by law, shall have the right to withhold any and all retained percentages of payments and/or progress payments, and to collect the interest thereon, which would otherwise be or become due the Contractor until the liability of the Contractor under this section has been finally determined. If the retained percentages and withheld progress payments appear insufficient to discharge all liabilities of the Contractor incurred under this Article, the Contractor and its sureties shall continue to remain liable to the Owner for such liabilities until all such liabilities are satisfied in full.

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By this statement the Contractor represents that it has secured the payment of Workers' Compensation in compliance with the provisions of the Labor Code of the State of California and during the performance of the work contemplated herein will continue so to comply with said provisions of said Code. The Contractor shall supply the Owner with certificates of insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive thirty (30) days' notice of cancellation.

Contractor shall provide the insurance set forth in the General Conditions. The amount of general liability insurance shall be \$1,000,000 per occurrence for bodily injury, personal injury and property damage and the amount of automobile liability insurance shall be \$1,000,000 per accident for bodily injury and property damage combined single limit.

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**ARTICLE XII. EXECUTION OF OTHER DOCUMENTS.** The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in

the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of the Contract.

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**ARTICLE XV. SEVERABILITY.** If any provision of the Contract shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof. The Contract shall be governed by the laws of the State of California and venue shall be in the appropriate Superior Court in Monterey County, California.

**ARTICLE XVI. AMENDMENTS.** The terms of the Contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by the parties and approved or ratified by the Governing Board.

**ARTICLE XVII. ASSIGNMENT OF CONTRACT.** The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the surety on the payment bond, the surety on the performance bond and the Owner.

**ARTICLE XVIII. WRITTEN NOTICE.** Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or to an officer of the corporation for whom it was intended, or if delivered at or sent by registered or certified or overnight mail to the last business address known to the person who gives the notice.

AVILA CONSTRUCTION COMPANY

SOUTH MONTEREY COUNTY  
JOINT UNION HIGH SCHOOL  
DISTRICT

\_\_\_\_\_  
SIGNED BY (Contractor)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Title)

\_\_\_\_\_  
CONTRACTOR'S LICENSE NO.

\_\_\_\_\_  
LICENSE EXPIRATION DATE

**NOTE:** Contractor must give the full business address of the Contractor and sign with Contractor's usual signature. Partnerships must furnish the full name of all partners and the Agreement must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Corporations must sign with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

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

**SUBJECT:** Approval of Contract with Disaster Kleenup Specialists

**MEETING:** December 13, 2016

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

---

**GOVERNING BOARD**

Board Goals:

- \_\_\_\_\_ Improve, Monitor and Sustain Student Achievement
- \_\_\_\_\_ Improve School Climate in Support of Teaching, Learning and Student Safety
- \_\_\_\_\_ Develop/Sustain Fiscal Solvency
- X   Ensure that Facilities are Safe for Staff and Students
- X   Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Portable "B" at the Ventana/Greenfield High School Campus was found to be contaminated with mold. Disaster Kleenup Specialists provides services to abate and remove mold substrates.

Recommendation:

It is recommended that the Board of Education approve the contract with Disaster Kleenup Specialists for Mold Remediation of Portable "B" at the Ventana/Greenfield High School Campus.

Fiscal Impact:

The fiscal impact is \$10,148.50 to be paid from the General Fund.

Submitted By:



Sherrie S. Castellanos  
Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent



## Disaster Kleenup Specialists

567 Ortiz Avenue, Sand City, Ca 93955 P: (831)899-3938  
2105 S 10th Street, San Jose, Ca 95112 P:(408) 564-7261  
Tax ID# 770029015 Fax: (831) 899-2784  
License# 458398 DOSH# 794 PSP# 5600256

Client: South Monterey County School District - Greenfield High School

Diane: (831) 385-0606

Property: 225 S. El Camino Real - Ventana Campus 'Portable B'  
Greenfield, CA 93927

Operator: ROBERTS

Estimator: Robbie Shepner

Business: (831) 833-3938

Position: Environmental PM

Company: Disaster Kleenup Specialist

Business: 567 Ortiz Ave

Sand City, CA 93955

Type of Estimate: Mold Abatement

Date Entered: 10/20/2016

Date Assigned: 10/18/2016

Date Est. Completed: 10/20/2016

Date Job Completed:

Price List: CASI8X\_OCT16

Labor Efficiency: Restoration/Service/Remodel

Estimate: 18189M

**ESTIMATE FOR MOLD REMEDIATION:** This estimate is for mold remediation to the above mentioned property.

Mold Remediation services consist of establishing and containing identified area with negative air pressure, abate and remove mold substrates, with wear of personal protective equipment in accordance with California Occupational Safety and Health Administration (CAL/OSHA) standards.

This estimate does not include undiscovered damages. Any additional damages outside of scope, found during the course of abatement, will be reported and supplemental cost will be submitted in a separate estimate if necessary. No additional work will commence without approval of responsible party.

DKS will not be responsible for incidental tape, staple or safety procedure damage. This proposal is subject to change and / or may be withdrawn after 45 days of submittal.

This estimate does not include survey for hazardous material or final air clearance by an asbestos and/or lead consultant.

Thank you for considering Disaster Kleenup Specialist for your project.



## Disaster Kleenup Specialists

567 Ortiz Avenue, Sand City, Ca 93955 P: (831)899-3938  
 2105 S 10th Street, San Jose, Ca 95112 P:(408) 564-7261  
 Tax ID# 770029015 Fax: (831) 899-2784  
 License# 458398 DOSH# 794 PSP# 5600256

### 18189M Main Level

#### General

DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. Hazardous Waste/Mold Cleaning- Supervisory/Admin- per hour	2.00 HR @	89.20 =	178.40
2. Add for personal protective equipment - Heavy duty	27.00 EA @	18.25 =	492.75
3. Personal protective gloves - Disposable (per pair)	54.00 EA @	0.43 =	23.22
4. Respirator - Full face - multi-purpose resp. (per day)	3.00 EA @	7.61 =	22.83
5. Respirator cartridge - HEPA & vapor & gas (per pair)	6.00 EA @	24.23 =	145.38
6. Equipment setup, take down, and monitoring (hourly charge)	1.00 HR @	53.44 =	53.44
7. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit.	5.00 DA @	105.00 =	525.00
Air Scrubber to be on during mold work and to run for 1-2 days after mold work is complete, also for 1-2 days for post air clearance testing and for results.			
8. Equipment decontamination charge - per piece of equipment	1.00 EA @	45.33 =	45.33
9. Peel & seal zipper	1.00 EA @	12.29 =	12.29
Zipper for containment entry/exit.			
10. Containment Barrier - tension post - per day	6.00 DA @		NO CHARGE
Tension posts to hold up containment for duration of abatement.			
11. Ducting - lay-flat - Large	50.00 LF @	0.45 =	22.50
Flex line for Air scrubber exhaust.			
12. Haul debris - per pickup truck load - including dump fees	1.00 EA @	140.63 =	140.63
13. Dehumidifier (per 24 hour period) - No monitoring	5.00 EA @	51.00 =	255.00
Extended dry time will be needed.			

#### Portable B

Height: 8'

DESCRIPTION	QTY	UNIT PRICE	TOTAL
14. Containment Barrier/Airlock/Decon. Chamber	415.50 SF @	1.00 =	415.50
15. Tear off Wet & Mold drywall (no haul off)	989.33 SF @	1.73 =	1,711.54
Per recommendations, Technicians are to remove all wall's in the portable. It is a porous material and due to the high mold spore count it needs to be removed.			
16. Remove Acoustic ceiling tile	891.84 SF @	0.60 =	535.10
Per Hygienist recommendations, all ceiling tiles are to be removed and bagged for disposal.			
17. Tear out and bag wet insulation	891.84 SF @	0.71 =	633.21
Due to roof leak, moisture and Hygienist recommendations, all insulation in the ceiling needs to be removed and bagged for disposal.			
18. Tear out wet non-salvageable carpet, cut & bag for disp.	891.84 SF @	0.54 =	481.59
All carpet in portable is recommended to be removed so the room can be remediated, cleaned and tested,			
19. Apply plant-based anti-microbial agent	2,773.01 SF @	0.24 =	665.52
Treat all areas of portable with anti microbial.			
20. Clean more than the walls and ceiling	2,773.01 SF @	0.31 =	859.63



## Disaster Kleenup Specialists

567 Ortiz Avenue, Sand City, Ca 93955 P: (831)899-3938  
 2105 S 10th Street, San Jose, Ca 95112 P:(408) 564-7261  
 Tax ID# 770029015 Fax: (831) 899-2784  
 License# 458398 DOSH# 794 PSP# 5600256

### CONTINUED - Portable B

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Do a heavy and detailed wipe down and wash after anti-microbial has been applied.			
21. HEPA Vacuuming - Detailed - (PER SF)	2,773.01 SF @	0.88 =	2,440.25
Do a detailed HEPA vacuum as part of final clean for post mold testing.			
22. Plastic bag - used for disposal of contaminated items	225.00 EA @	1.50 =	337.50
Bag all carpet, insulation, ceiling tiles and wall board for disposal.			

### Grand Total Areas:

989.33 SF Walls	891.84 SF Ceiling	1,881.17 SF Walls and Ceiling
891.84 SF Floor	99.09 SY Flooring	123.67 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	123.67 LF Ceil. Perimeter
891.84 Floor Area	933.51 Total Area	989.33 Interior Wall Area
1,137.00 Exterior Wall Area	126.33 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	





## Disaster Kleenup Specialists

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### Summary

Line Item Total	9,996.61
Material Sales Tax	151.89
<b>Replacement Cost Value</b>	<b>\$10,148.50</b>
<b>Net Claim</b>	<b>\$10,148.50</b>

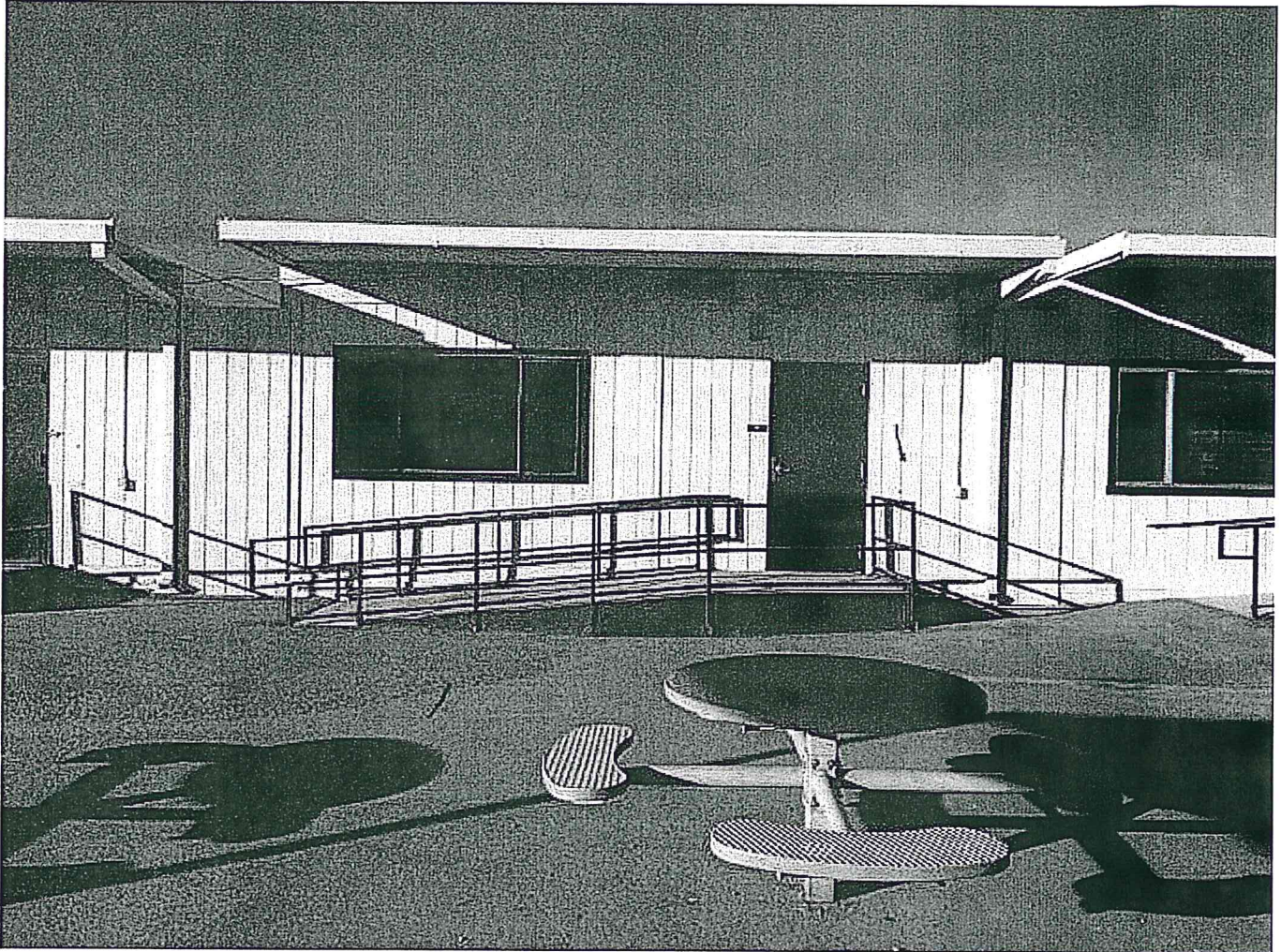
---

Robbie Shepner  
Environmental PM



## Disaster Kleenup Specialists

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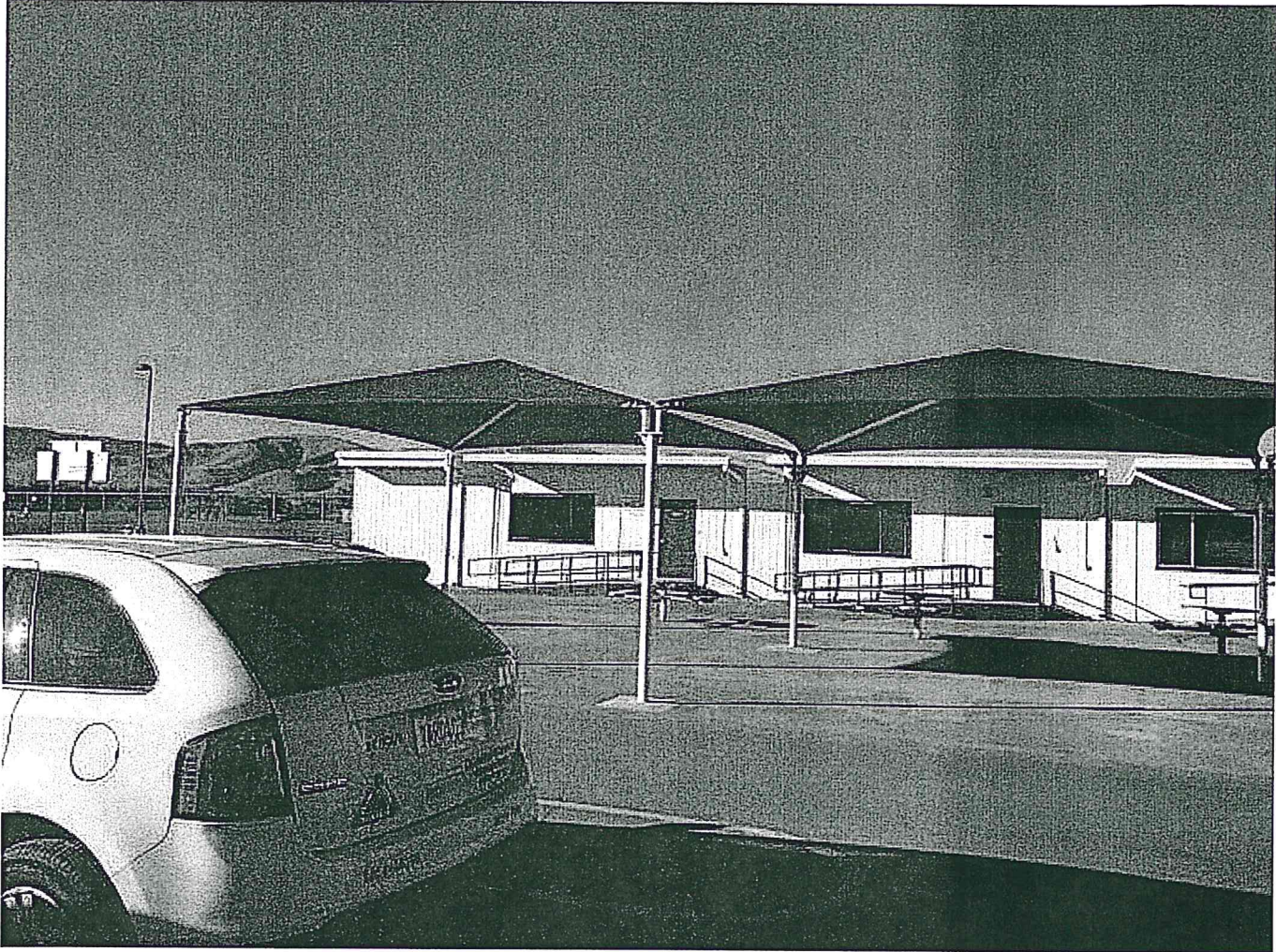
1 1-Front Elevation (1)

Date Taken: 10/19/2016



## Disaster Kleenup Specialists

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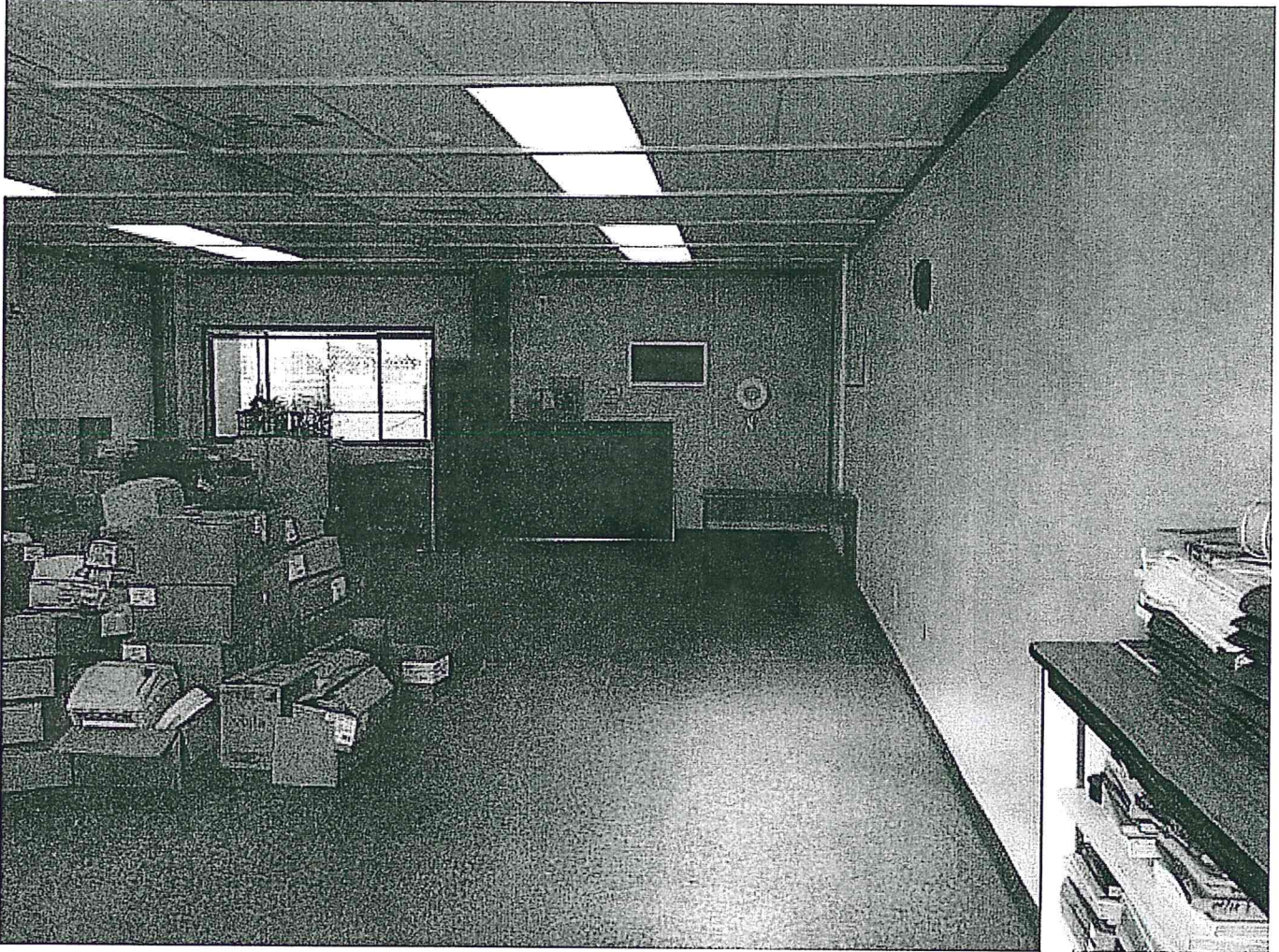
2 2-Front Elevation

Date Taken: 10/19/2016



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License# 458398 DOSH# 794 PSP# 5600256



3 3-Portable B (1)

Date Taken: 10/19/2016



## Disaster Kleenup Specialists

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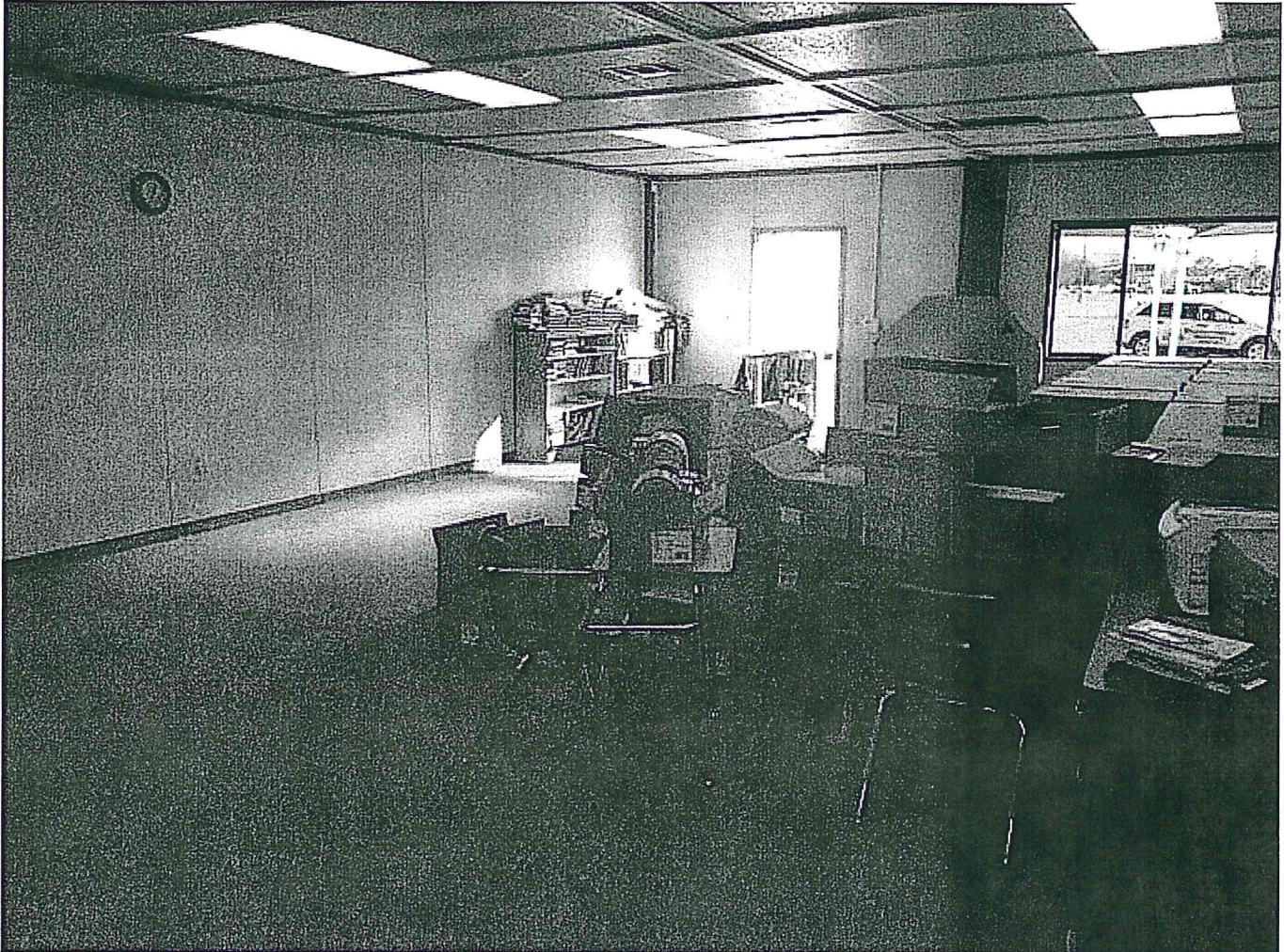
4 4-Portable B (2)

Date Taken: 10/19/2016



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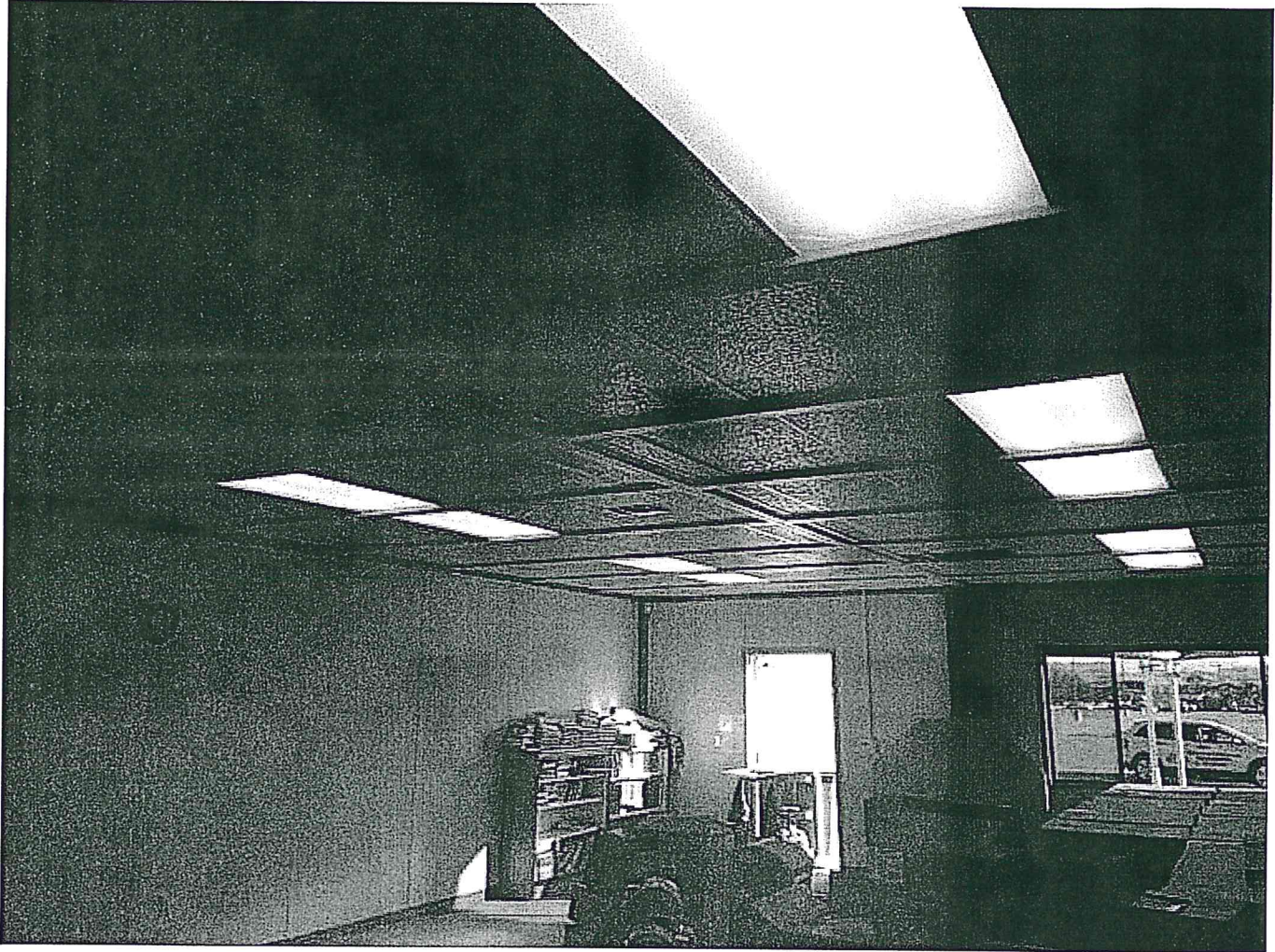
5 5-Portable B (6)

Date Taken: 10/19/2016



## Disaster Kleenup Specialists

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License# 458398 DOSH# 794 PSP# 5600256



6 6-Portable B (7)

Date Taken: 10/19/2016



## Disaster Kleenup Specialists

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License# 458398 DOSH# 794 PSP# 5600256



7 7-Portable B (38)

Date Taken: 10/19/2016





## Disaster Kleenup Specialists

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8 8-Portable B (39)

Date Taken: 10/19/2016



## Disaster Kleenup Specialists

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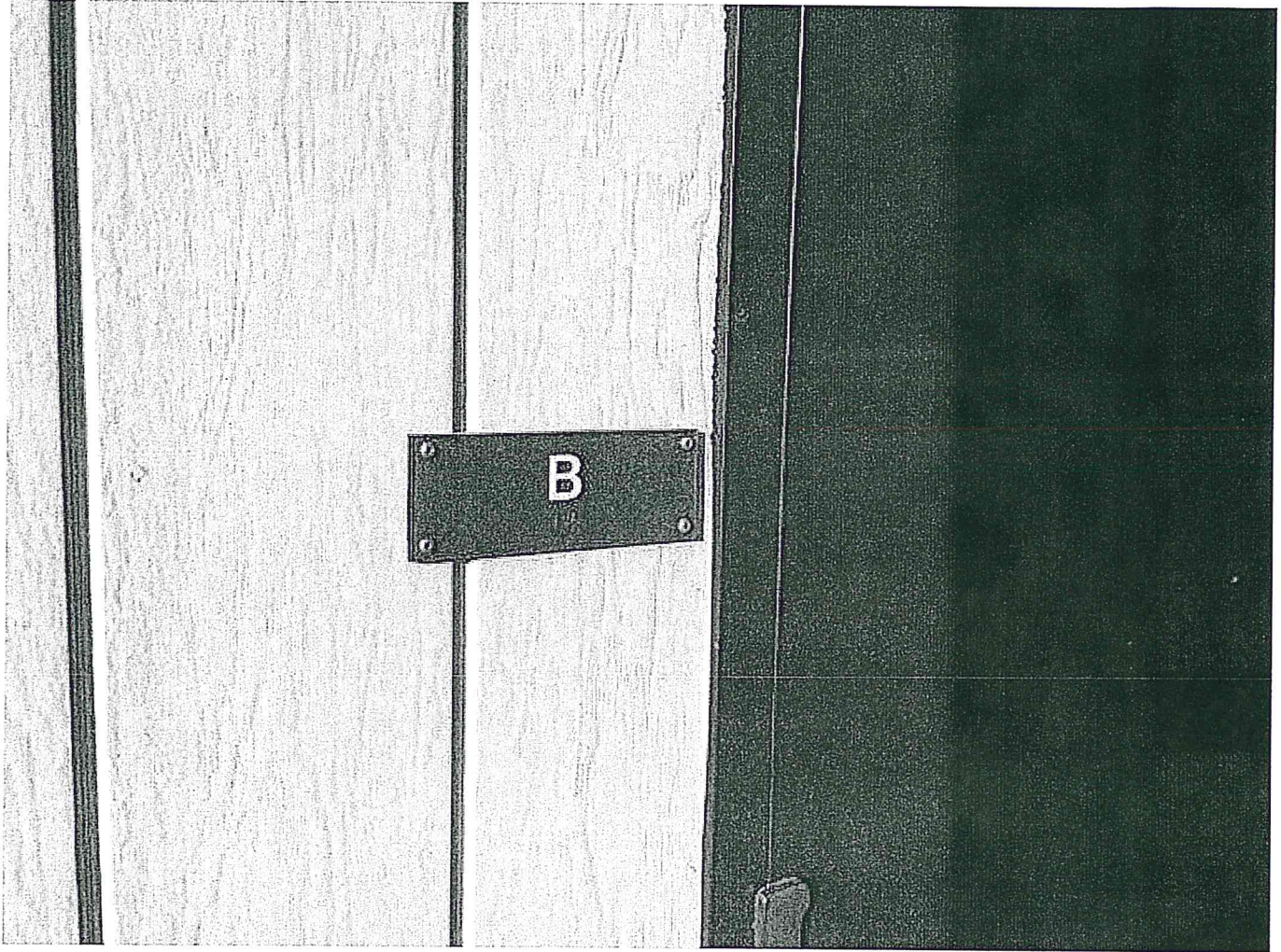
9 9-Portable B (40)

Date Taken: 10/19/2016



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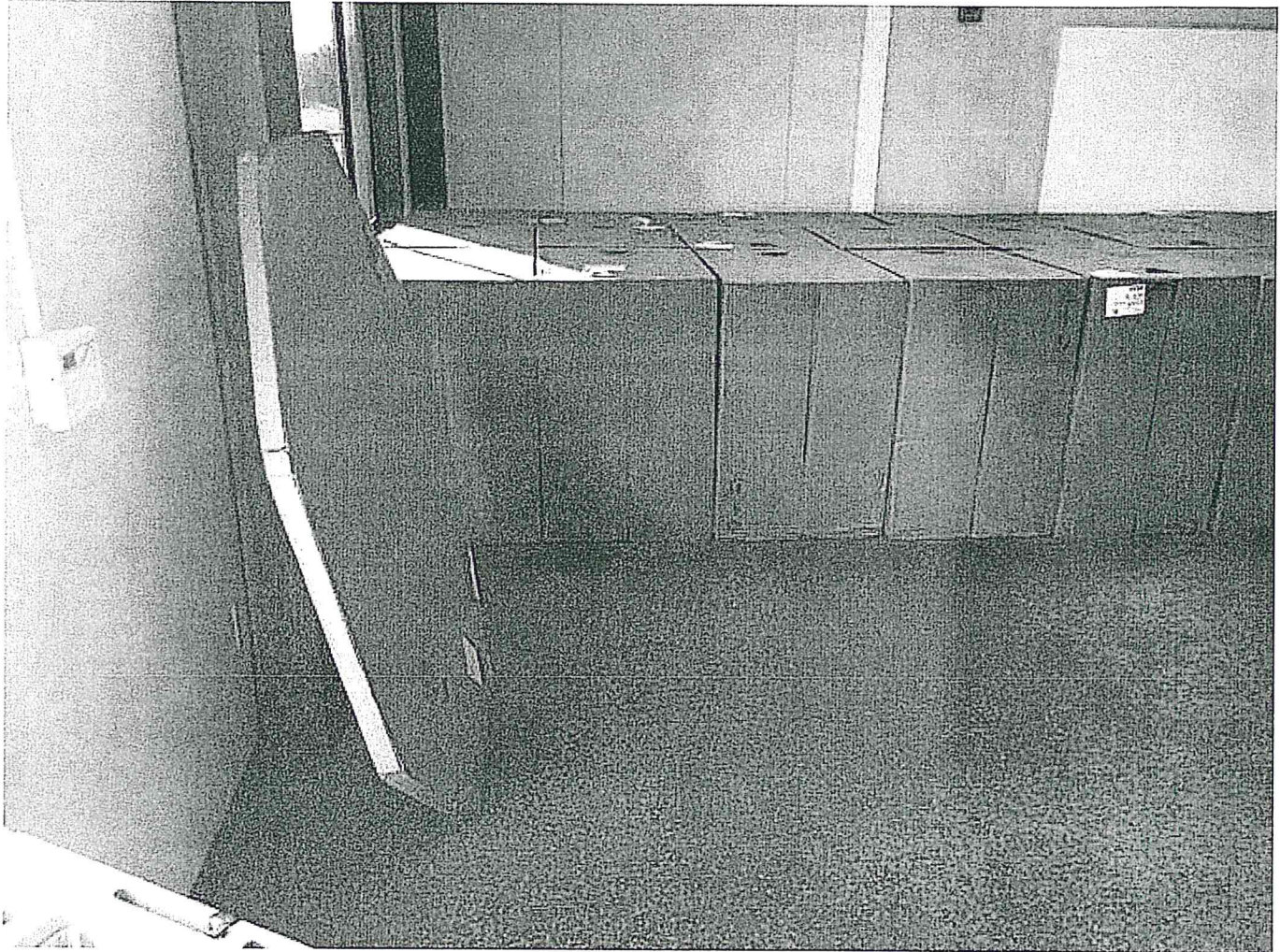
10 10-Portable B (49)

Date Taken: 10/19/2016



## Disaster Kleenup Specialists

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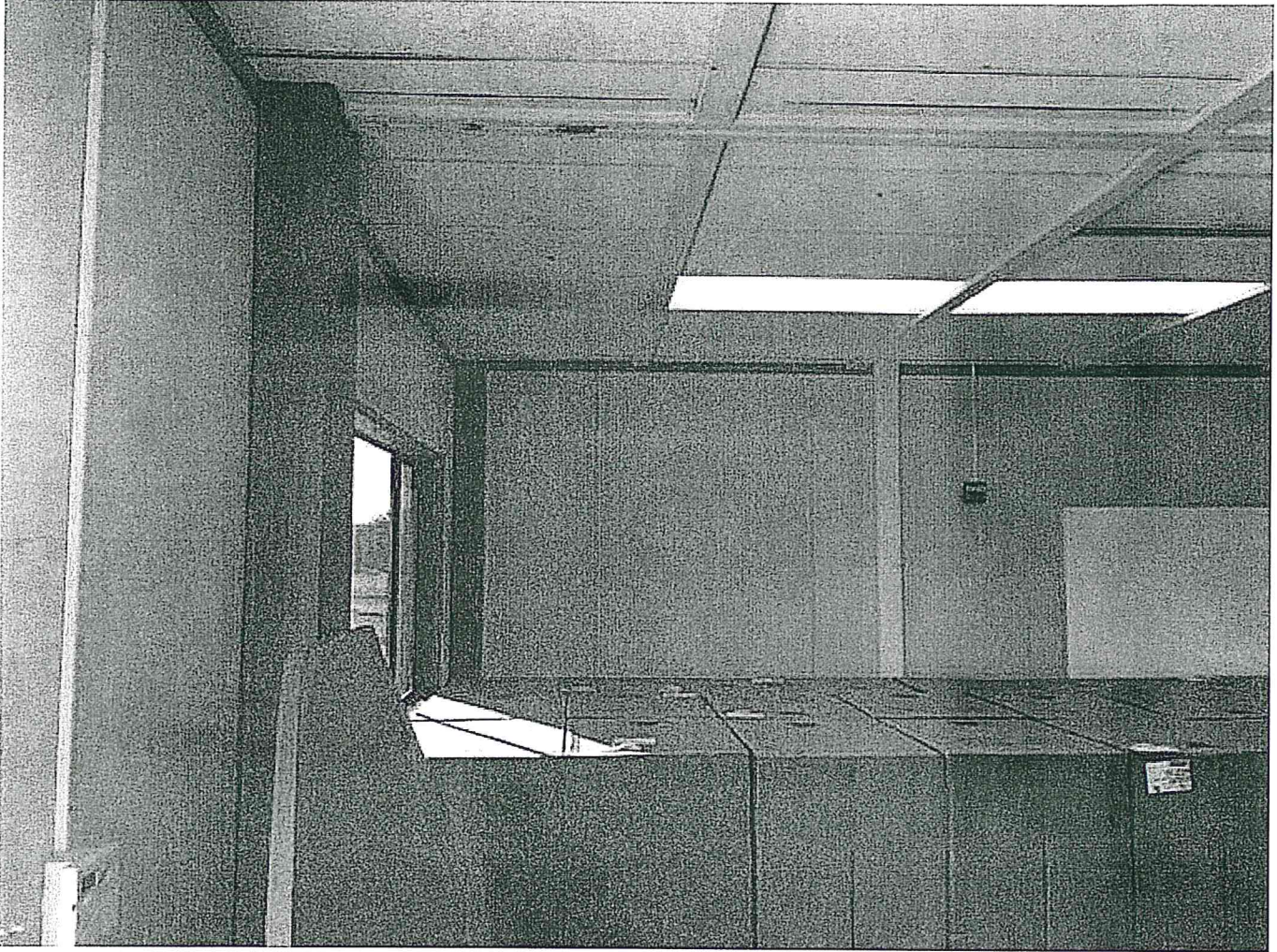
11 11-Portable B (50)

Date Taken: 10/19/2016



## Disaster Kleenup Specialists

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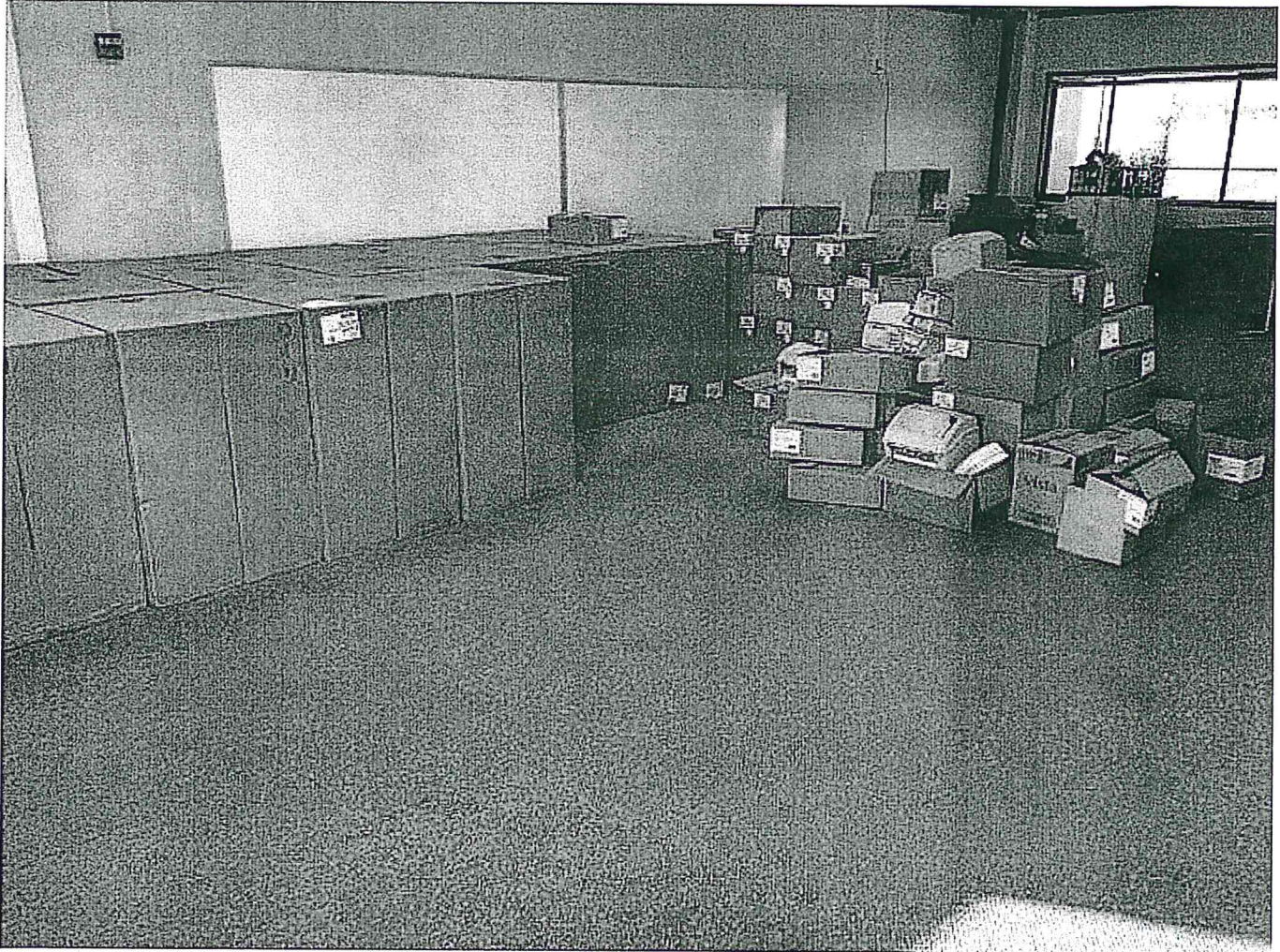
12 12-Portable B (51)

Date Taken: 10/19/2016



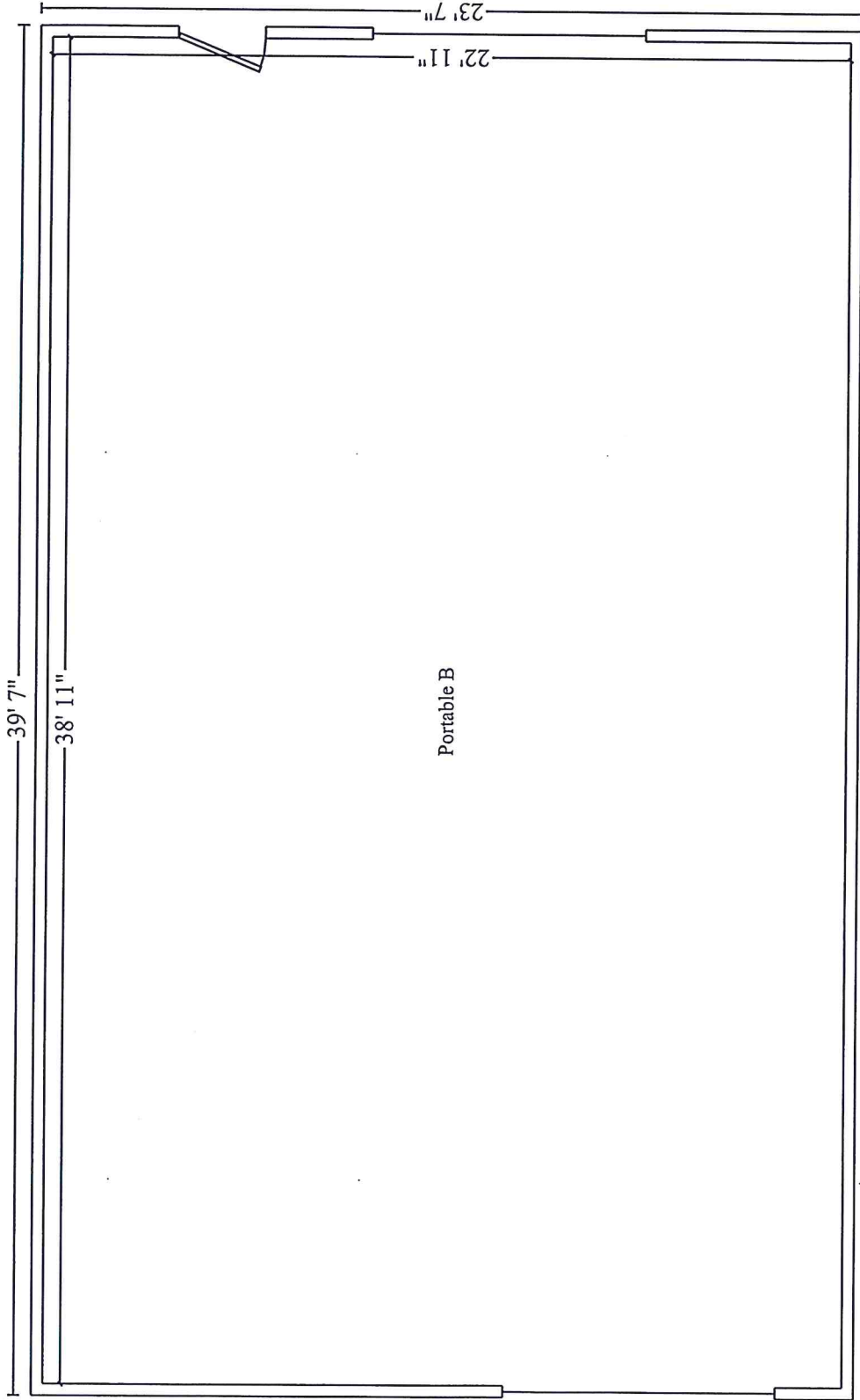
## Disaster Kleenup Specialists

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Tax ID# 770029015 Fax: (831) 899-2784  
License# 458398 DOSH# 794 PSP# 5600256



13 13-Portable B (52)

Date Taken: 10/19/2016



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

**SUBJECT:** GHS Boys and Girls Varsity Cross Country Team  
Competed in Two Overnight Events

**MEETING:** December 13, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

---

**GOVERNING BOARD**

Board Goals:

- Improve, Monitor, and Sustain Student Achievement
- Improve School Climate in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Solvency
- Ensure that Facilities are Safe for Staff and Students
- Ensure Compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

GHS boys Cross Country team and one female qualified for the CIF State Championships in Fresno which took place on Saturday, November 26. Due to the distance, this required an overnight stay.

The GHS boys Cross Country team finished 13<sup>th</sup> overall at the finals. Evelin Meza who was the only female who qualified, finished 31<sup>st</sup> overall at the State finals. Ms. Meza is the student who received the Athletic Scholarship to attend San Jose State University. The scholarship will cover 25% of her costs

Recommendation:

Due to the timing of the event the Superintendent approved the overnight event.

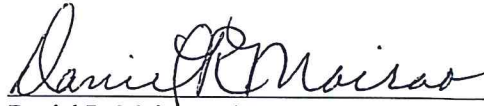
Fiscal Impact:

The cost was covered through the Athletic Funds.

Submitted By:

Approved:

  
Frank Lynch  
Principal

  
Daniel R. Moirao, Ed.D.  
Superintendent



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

**SUBJECT:** P-1 ADA Report

**MEETING:** December 13, 2016

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

---

Board Goals:

- Improve, Monitor and Sustain Student Achievement
- Improve School Climate in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Solvency
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Our P-1 Average Daily Attendance (ADA) report number is 2,147.32 (this does not count the students serviced by MCOE that they report on our behalf.

The P-1 ADA report number for 2015/16 was 2,045.67. This is a growth of 101.65 ADA from last year's reported P-1 ADA.

The P-1 report is used by the State of California for funding estimates to Districts. Final apportionments to Districts are based on P-2 ADA reports done in May.

P-2 ADA is historically slightly lower than the P-1 report. It trends around 98% of P1. Based on this, that would make P2 ADA estimated to be 2,104. Our current budget is projected at 2,086 to remain conservative. However, it is likely we will be funded on a higher ADA.

Recommendation:

Information item only


Fiscal Impact:

Growth in ADA and funding.

Submitted By:

  
Sherrie S. Castellanos  
Chief Business Official

Approved:

  
Daniel R. Moirao, Ed.D.  
Superintendent

Attendance School District

County: Monterey

Fiscal Year: 2016-17

District: South Monterey County Joint Union High

P-1

CDS CODE 27 66068

Certificate Number: C0947A1F

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	0.00	0.00	0.00	2,147.32	2,147.32
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	A-2	0.00	0.00	0.00	0.00	0.00
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a) (7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.00	0.00	0.00	0.00	0.00
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0.00	0.00	0.00	0.00	0.00
<b>ADA Totals (Sum of A-1 through A-5)</b>	<b>A-6</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,147.32</b>	<b>2,147.32</b>
<b>Other</b>						
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1	0.00	0.00	0.00	18.72	18.72
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2	0.00	0.00	0.00	0.00	0.00

-87-

Attendance School District

County: Monterey

Fiscal Year: 2016-17

District: South Monterey County Joint Union High

P-1

CDS CODE 27 66068

Certificate Number: C0947A1F

Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-3	0.00	0.00	0.00	0.00	0.00
---	-----	------	------	------	------	------

Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-4	0.00	0.00	0.00	0.00	0.00
--	-----	------	------	------	------	------

ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-5	0.00				0.00
--	-----	------	--	--	--	------

ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-6				60.00	60.00
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ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-7					0.00
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Attendance School District

County: Monterey

Fiscal Year: 2016-17

District: South Monterey County Joint Union High

P-1

CDS CODE 27 66068

Certificate Number: C0947A1F

Prior Year ADA Adjustment (P-1 and P-2 only)		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Prior Year P-2 ADA for pupils attending a charter school sponsored by the district in the current year who attended a non-charter school of the district in the prior year [EC 42238.051(a) (2) (B)].						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-1	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-2	0.00	0.00	0.00	0.00	0.00
<b>ADA Totals (C-1 + C-2)</b>	<b>C-3</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Prior Year P-2 ADA for pupils attending a non-charter school in the current year who attended a charter school sponsored by the district in the prior year [EC 42238.051(a) (2) (C)].						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-4	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-5	0.00	0.00	0.00	0.00	0.00
<b>ADA Totals (C-4 + C-5)</b>	<b>C-6</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Attendance School District

County: Monterey

Fiscal Year: 2016-17

District: South Monterey County Joint Union High

P-1

CDS CODE        27        66068

Certificate Number: C0947A1F

Prior Year P-2 ADA attributable to district  
resident pupils attending a non-charter school  
[EC 42238.052].

Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-7	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-8	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-7 + C-8)	C-9	0.00	0.00	0.00	0.00	0.00
Gain or Loss of ADA due to a Reorganization or Transfer of Territory [EC 42238.05 (a) (3)]. If the ADA adjustment is a loss, report the loss as a negative number in Line C-10 or C-11.						
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	C-10	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345 (b) (3)] (Divisor 175)	C-11	0.00	0.00	0.00	0.00	0.00
ADA Totals (C-10 + C-11)	C-12	0.00	0.00	0.00	0.00	0.00

-06-

Certification

---

County: Monterey  
District: South Monterey County Joint  
          Union High  
CDS CODE    27    66068

Fiscal Year: 2016-17  
P-1  
C0947A1F

---

Attendance School District

I hereby certify that, to the best of my knowledge, all data have been compiled and reported in accordance with all applicable laws, regulations and instructions.

School District Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

County Superintendent of Schools: \_\_\_\_\_ Date: \_\_\_\_\_

Any inquiries concerning this report should be directed to:

CONTACT NAME Castellanos  
PHONE (831)835-0606 \* 4338  
FAX (831)835-0695  
E-Mail scastellanos@smcjuhsd.org

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

**SUBJECT:** P-1 ADA Report – Pinnacle Academy Charter

**MEETING:** December 13, 2016

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

Board Goals:

- Improve, Monitor and Sustain Student Achievement
- Improve School Climate in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Solvency
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Our P-1 Average Daily Attendance (ADA) report number for Pinnacle Academy Charter is 9.13.

The P-1 report is used by the State of California for funding estimates to Districts. Final apportionments to Districts are based on P-2 ADA reports done in May.

Our current budget projection for this program is 10 ADA. Historically P1 tends to be higher than P2 (reported through April 15). However, Pinnacle has a waiting list of students and we anticipate by P2 reporting, Pinnacle Charter Academy's ADA to be higher.


Recommendation:

Information item only

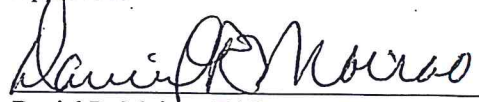
Fiscal Impact:

Decline from Budget projections, but we anticipate growth in ADA and funding.

Submitted By:

  
Sherrie S. Castellanos  
Chief Business Official

Approved:

  
Daniel R. Moirao, Ed.D.  
Superintendent

Charter Status

---

County: Monterey Fiscal Year: 2016-17  
District: South Monterey County Joint Union High : Pinnacle P-1  
CDS CODE 27 66068 0134254 1821 Certificate Number: 662F9AFB

---

Did the charter school cease operation during the current fiscal year? No  
Is this charter school in its first year of operation? Yes  
Enter Date (month, day, year) that instruction commenced 8/8/2016  
Does this charter school operate multiple instructional tracks? No  
Single Track Days of Operation 0  
What is the site type of the charter school? Independent Study

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**Certification**

---

County: Monterey	Fiscal Year: 2016-17
District: South Monterey County Joint Union High	Pinnacle Academy Charter - Independent P-1 Study
CDS CODE 27 66068 0134254	662F9AFB

---

**Charter Status**

I hereby certify that, to the best of my knowledge, all data have been compiled and reported in accordance with all applicable laws, regulations and instructions.

Responsible Charter School Official: Sherrrie Castellanos Date: 12/7/16

School District Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

County Superintendent of Schools: \_\_\_\_\_ Date: \_\_\_\_\_

Any inquiries concerning this report should be directed to:

CONTACT NAME Sherrrie Castellanos  
PHONE (831) 385-4661 \*  
FAX (831) 385-0643  
E-Mail scastellanos@smcjuhsd.org

Certification

---

County: Monterey	Fiscal Year: 2016-17
District: South Monterey County Joint Union High	Pinnacle Academy Charter - Independent P-1 Study
CDS CODE 27 66068 0134254	A2A2DB20

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Attendance Charter School

I hereby certify that, to the best of my knowledge, all data have been compiled and reported in accordance with all applicable laws, regulations and instructions.

Responsible Charter School Official: Sherrie Castellanos Date: 12/2/16

School District Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

County Superintendent of Schools: \_\_\_\_\_ Date: \_\_\_\_\_

Any inquiries concerning this report should be directed to:

CONTACT NAME Sherrie Castellanos  
PHONE (831) 385-4661 \*  
FAX (831) 385-0643  
E-Mail scastellanos@smcjuhsd.org

Charter Status

---

County: Monterey Fiscal Year: 2016-17  
District: South Monterey County Joint Union High : Pinnacle P-1  
CDS CODE 27 66068 0134254 1821 Certificate Number: 662F9AFB

---

Did the charter school cease operation during the current fiscal year? No  
Is this charter school in its first year of operation? Yes  
Enter Date (month, day, year) that instruction commenced 8/8/2016  
Does this charter school operate multiple instructional tracks? No  
Single Track Days of Operation 0  
What is the site type of the charter school? Independent Study

---

Attendance Charter School

County: Monterey

Fiscal Year: 2016-17

District: South Monterey County Joint Union High : Pinnacle

P-1

CDS CODE        27    66068    0134254    1821

Certificate Number: A2A2DB20

Did the charter school cease operation during the current fiscal year?	No
Is this charter school in its first year of operation?	Yes
Enter Date (month, day, year) that instruction commenced	8/8/2016
Does this charter school operate multiple instructional tracks?	No
Single Track Days of Operation	0
What is the site type of the charter school?	Independent Study

-97-

Regular ADA		TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Regular ADA	A-1	0.00	0.00	0.00	9.13	9.13
Classroom-based ADA included in A-1	A-2	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education [EC 56345(b)(3)] (Divisor 175)	A-3	0.00	0.00	0.00	0.00	0.00
Classroom-based ADA included in A-3	A-4	0.00	0.00	0.00	0.00	0.00
Special Education - Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-5	0.00	0.00	0.00	0.00	0.00
Classroom-based ADA included in A-5	A-6	0.00	0.00	0.00	0.00	0.00
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366(a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-7	0.00	0.00	0.00	0.00	0.00

Attendance Charter School

County: Monterey

Fiscal Year: 2016-17

District: South Monterey County Joint Union High : Pinnacle

P-1

CDS CODE      27      66068      0134254      1821

Certificate Number: A2A2DB20

Classroom-based ADA included in A-7	A-8	0.00	0.00	0.00	0.00	0.00
ADA Totals (Sum of A-1 through A-7 excluding classroom-based ADA)	A-9	0.00	0.00	0.00	9.13	9.13
Classroom-based ADA Totals (Sum of A-2 through A-8 including only classroom-based ADA)	A-10	0.00	0.00	0.00	0.00	0.00
Non classroom-based ADA Totals (Difference of A-9 and A-10)	A-11	0.00	0.00	0.00	9.13	9.13
Other						
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1, A-3, A-5 and A-7, TK/K-3 Column, First Year ADA Only)	B-1	0.00				0.00
Non classroom-based ADA not eligible for funding pursuant to EC 47612.5(b) and 51745.6 and not included in A-11	B-2	0.00	0.00	0.00	0.00	0.00
Course Based Independent Study ADA, pursuant to EC 51749.5, included in A-11	B-3	0.00	0.00	0.00	0.00	0.00
Course Based Independent Study ADA not eligible for funding, pursuant to EC 47612.5(b) and 51745.6, included in B-2	B-4	0.00	0.00	0.00	0.00	0.00

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

**SUBJECT:** Report of Annual and Five Year Developer Fees for  
Fiscal Year 2015/16

**MEETING:** December 13, 2016

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

---

**GOVERNING BOARD**

Board Goals:

- \_\_\_\_\_ Improve, Monitor and Sustain Student Achievement
- \_\_\_\_\_ Improve School Climate in Support of Teaching, Learning and Student Safety
- \_\_\_\_\_ Develop/Sustain Fiscal Solvency
- \_\_\_\_\_ Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Sections 66001 and 66006 of the Government Code require that South Monterey County Joint Union High School District ("School District") provide to the public information on impact fees received from new residential and commercial/industrial development to mitigate the impact of that new development on the school facilities of the School District ("Reportable Fees"). The School District currently collects statutory school fees ("Statutory School Fees") pursuant to Sections 17620 et seq. of the Education Code and Sections 65995 et seq. of the Government Code.

Recommendation:

Information Only


Fiscal Impact:

Not Applicable

Submitted By:

  
\_\_\_\_\_  
Sherrie S. Castellanos  
Chief Business Official

Approved:

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



# COOPERATIVE STRATEGIES

COMPLETE FINANCIAL & DEMOGRAPHIC PLANNING FOR EDUCATION

## SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

## ANNUAL AND FIVE-YEAR REPORTS

November 29, 2016

**PREPARED FOR:**  
South Monterey County Joint  
Union High School District  
800 Broadway Street  
King City, CA 93930  
T 831.385.0606

**PREPARED BY:**  
Cooperative Strategies  
8955 Research Drive  
Irvine, CA 92618  
T 844.654.2421

# T.O.C.

<u>SECTION</u>	<u>PAGE</u>
I. INTRODUCTION -----	1
II. ANNUAL REPORT -----	2
III. FIVE YEAR REPORT -----	6

## EXHIBITS

### **SCHEDULE A:**

Reportable Fee Expenditures for Fiscal Year 2015/2016



## I. INTRODUCTION

Sections 66001 and 66006 of the Government Code require that South Monterey County Joint Union High School District ("School District") provide to the public information on impact fees received from new residential and commercial/industrial development to mitigate the impact of that new development on the school facilities of the School District ("Reportable Fees"). The School District currently collects statutory school fees ("Statutory School Fees") pursuant to Sections 17620 *et seq.* of the Education Code and Sections 65995 *et seq.* of the Government Code.

The School District is required to provide the following information on Reportable Fees for the prior fiscal year:

1. Amounts collected
2. Amount of interest earned
3. Amounts spent on projects to accommodate additional enrollment from new residential and commercial/industrial development

The Reportable Fees do not include special tax proceeds, proceeds of bonds, or letters of credit to secure payment of Reportable Fees at a future date. Further, the School District identifies Reportable Fees have not been levied, collected, or imposed for general revenue purposes.

Additionally, the School District is required to identify the following:

1. The purpose to which unexpended Reportable Fees will be spent
2. The Reasonable Relationship between the unexpended Reportable Fees and the purpose to which they are to be spent
3. The funding sources and expected funding availability date for school facilities projects for which unexpended Reportable Fees are required

The following Annual and Five-Year Reports ("Reports") for the fiscal year ending June 30, 2016 include the information and proposed findings the School District intends to review and adopt in accordance with Sections 66001 and 66006 of the Government Code.

## II. ANNUAL REPORT

In accordance with Government Code Section 66006(b)(1) and (2), the School District hereby presents the following information for fiscal year 2015/2016 (i.e. July 1, 2015 through June 30, 2016) with regard to the annual Reportable Fees:

### A. Description of the Type of Reportable Fees in the Account or Sub-account(s) of the School District

The Reportable Fees of the School District for fiscal year 2015/2016 consist of Statutory School Fees collected by the School District from new residential and commercial/industrial development.

### B. Amount of the Reportable Fees

The amount of Reportable Fees is based on the effective Statutory School Fees.

#### **Statutory School Fees**

The Statutory School Fees for the period between July 1, 2015 and May 6, 2016 were established by the Board of Trustees ("Board") of the School District on April 17, 2012, by Resolution No. 18:11-12. This resolution adopted the Statutory School Fees for new residential and commercial/industrial development based on the reports titled "2012 Developer Fee Justification Study" ("Study").

Table 1 lists the fee amounts and effective dates for the applicable Statutory School Fees for fiscal year 2015/2016.

**Table 1**  
**Effective Dates for Developer Fee Justification Reports**

<b>Item</b>	<b>Effective Dates (for FY 2015/2016)</b>	<b>Fee Amount (Per Square Foot)</b>
Statutory School Fees	July 1, 2015 – June 30, 2016	Residential - \$3.10 Commercial/Industrial - \$0.51

C. Beginning and Ending Balance of Account and Sub-Account(s):

Table 2 lists the fiscal year 2015/2016 beginning and ending balances for Fund 25, the Capital Facility Fund, which holds all Reportable Fees:

Table 2  
Beginning and Ending Balances for Fund 25

Item	Fund Balance
Beginning Balance (7/1/2015)	\$293,695.01
Ending Balance (6/30/2016)	\$183,779.54

D. Amount of the Reportable Fees Collected and Interest Earned

Table 3 below shows the amount of Reportable Fees collected and interest earned during fiscal year 2015/2016 to accommodate students from additional development.

Table 3  
Amount of Reportable Fees Collected

Item	Total Revenues
Amount Collected	\$185,475.60
Interest Earned	\$2,307.67
<b>Total</b>	<b>\$187,765.27</b>

E. Identification of Each Improvement on Which Reportable Fees Were Expended and the Amount of the Expenditures on Each Improvement, Including the Total Percentage of the Cost of Each Project of the School District that Was Funded with Reportable Fees

Schedule A to this report identifies the amount of Reportable Fees expended on School Facilities in fiscal year 2015/2016, as well as the percentage of each improvement funded by Reportable Fees.

F. Identification of an Approximate Date by Which the Construction of Project(s) of the School District will Commence if the School District Determines that Sufficient Funds have been Collected to Complete Financing on an Incomplete Project of the School District, as Identified in Paragraph (2) of Subdivision (A) of Section 66001, and the Project of the School District Remains Incomplete

The School District has determined that at the close of fiscal year 2015/2016, Reportable Fees and other sources of funding were not sufficient to complete the financing of additional school facilities of the School District.

G. Description of each Interfund Transfer or Loan Made from the Account or Sub-Account(s), Including Project(s) of the School District on which the Transferred or Loaned Reportable Fees will be Expended, and, in the Case of an Interfund Loan, the Date on Which the Loan will be Repaid, and the Rate of Interest that the Account or Sub-Account(s) will Receive on the Loan

The School District did not make any interfund transfers in or out of Fund 25 in fiscal year 2015/2016.

H. The Amount of Refunds Made or Revenues Allocated for Other Purposes if the Administrative Costs of Refunding Unexpended Revenues Exceed the Amount to be Refunded

No refunds of Reportable Fees were made pursuant to Section 66001(e) of the Government Code in fiscal year 2015/2016.

I. Summary Table of Fund Balance, Revenues, and Expenditures

Table 4 below summarizes the beginning and ending balances, the amount of Reportable Fees collected and interest earned, additional refunds/revenues, and total expenditures from Fund 25 during fiscal year 2015/2016.

**Table 4**  
**Fund 25 Activity Summary (FY 2015/2016)**

<b>Item</b>	<b>Amount</b>
<b>Beginning Balance (7/1/2015)</b>	\$293,695.01
Reportable Fees Collected and Interest Earned	\$187,765.27
Expenditures – Schedule A	(\$297,680.74)
<b>Ending Balance (6/30/2016)</b>	<b>\$183,779.54</b>

### III. FIVE YEAR REPORT

In accordance with Government Code Section 66001, the School District provides the following information with respect to the Reportable Fees in the account or sub-account(s) remaining unexpended, whether committed or uncommitted to projects:

A. **Identification of the Purpose to which the Reportable Fees are to be Put**

The purpose of the Reportable Fees imposed and collected on new residential and commercial/industrial development within the School District was to fund the additional school facilities required to serve Students generated by new development within the School District. Specifically, the Reportable Fees will be used for the construction, expansion, and/or acquisition of additional School Facilities, furnishing and equipping such facilities, as well as acquiring and installing additional portable classrooms to accommodate students.

B. **Demonstration of a Reasonable Relationship Between the Reportable Fees and the Purposes for which they are Charged**

There is a roughly proportional and a reasonable relationship between the new development upon which the Reportable Fees are charged and the need for additional School Facilities. This relationship is based on the additional students that will be generated by new development within the School District exceeding the School District's existing student capacity. Furthermore, the Reportable Fees do not exceed the costs of providing school facilities for the students generated from the development in which such fees were collected (as set forth in the Studies, referred to herein Section II.B).

C. Identification of All Sources and Amounts of Funding Anticipated to Complete Financing of the School Facilities the School District has Identified in the School District's Reports

Table 5 below lists the proposed funding sources for all pending School Facility projects presently identified by the School District.

**Table 5  
Potential Funding Sources for Planned School Facility Projects**

Sources	Portola-Butler Continuation High School Expansion	King City School Lunch Shelter
Community Facilities Districts	N/A	N/A
General Obligation Bond Proceeds	TBD	TBD
Reportable Fees	TBD	TBD
<b>Total</b>	<b>TBD</b>	<b>TBD</b>

D. Identification of the Approximate Dates on Which the Funding Referred to in Section III.C is Expected to be Deposited into the Appropriate Account or Fund

Table 6 lists the approximate dates on which the funds are expected to be available for the school facility projects presently identified by the School District.

**Table 6  
Timing of Funds for Planned School Facility Projects**

Sources	Portola-Butler Continuation High School Expansion	King City School Lunch Shelter
Community Facilities Districts	N/A	N/A
General Obligation Bond Proceeds	TBD	TBD
Reportable Fees	TBD	TBD

**SCHEDULE A**

**Public Improvements on Which  
Reportable Fees Were Expended**



**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT**  
**Public Improvements on Which Reportable Fees Were Expended**  
 Fiscal Year 2015/2016  
 Schedule A

Project	Amount Paid From Fees During FY 2015/2016	Percent of Total Cost Funded With Fees
Administrative Expenses	\$5,563.00	100.00%
Greenfield High School - Relocatable Classroom Additions	\$103,731.49	68.28%
Professional Consulting Services and Operating Expenditures	\$70,786.26	46.08%
Relocatable Classrooms Master Lease-Purchase Agreements	\$105,223.78	100.00%
Districtwide Strategic Growth Planning	\$12,376.21	60.66%
<b>Total</b>	<b>\$297,680.74</b>	<b>68.16%</b>

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

**SUBJECT:** Discussion of Book - The Essential School Board  
Book (Chapters 4, 5, & 6)

**MEETING:** December 13, 2016

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

---

**GOVERNING BOARD**

Board Goals:

- \_\_\_\_\_ Improve, Monitor and Sustain Student Achievement
- \_\_\_\_\_ Improve School Climate in Support of Teaching, Learning and Student Safety
- \_\_\_\_\_ Develop/Sustain Fiscal Solvency
- \_\_\_\_\_ Ensure that Facilities are Safe for Staff and Students
- X   Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

At the November board meeting the Superintendent asked for feedback from board members on Chapters 1 through 3. The board was asked to read the remainder of the book, which would be chapters 3, 4 and 5. In the spirit of constant improvement, the governing team is asked to discuss their findings, responding to the following:

What key elements from the reading would we as a governing team like to bring forward in our planning and operation?

Recommendation:

It is recommended that the Board of Education continue to use this book as a reference in their role as a member of the Board of Education.

Fiscal Impact:

None at this time.

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:** Board Policies -First Reading

**MEETING:** December 13, 2016

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

- 
- Improve, Monitor and Sustain Student Achievement
  - Improve School Climate in Support of Teaching, Learning and Student Safety
  - Develop/Sustain Fiscal Solvency
  - 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 4157.1, 5257.1, 4357.1 – Work Related Injuries (new)
- AR 5125 – Student Records (revised)
- AR 6142.4 – Service Learning Community Services Classes (new)
- BP 6142.94 – History Social Science Instruction (revised)
- AR 6143 – Courses of Study (revised)
- BP 6173 – Education for Homeless Children (revised)
- AR 6173 – Education for Homeless Children (revised)
- E 6173 – Education for Homeless Children exhibit 1 (revised)
- BP 6185 – Community Day School (new)
- AR 6185 – Community Day School (new)
- E 9323.2 – Action By the Board Requiring a Super Majority (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**

### **Work-Related Injuries**

In order to provide medical benefits, temporary or permanent disability benefits, wage replacement, retraining or skill enhancement, and/or death benefits in the event that an employee becomes injured or ill in the course of employment, the district shall provide all employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process that reduces costs and facilitates employee recovery.

(cf. 3320 - Claims and Actions Against the District)  
(cf. 4032 - Reasonable Accommodation)  
(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)  
(cf. 4154/4254/4354 - Health and Welfare Benefits)  
(cf. 4157/4257/4357 - Employee Safety)  
(cf. 4157.2/4257.2/4357.2 - Ergonomics)  
(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

The Superintendent or designee shall notify every new employee, at the time of hire or by the end of the first pay period, of his/her right to receive workers' compensation benefits if injured at work. (Labor Code 3551; 8 CCR 15596)

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

In addition, a notice regarding workers' compensation benefits shall be posted in a conspicuous location frequented by employees, where the notice may be easily read during the workday. (Labor Code 3550)

In the event that an employee is injured or becomes ill in the course of employment, he/she shall report the work-related injury or illness to the Superintendent or designee as soon as practicable.

Within one working day of receiving notice or knowledge of any injury to an employee in the course of employment, the Superintendent or designee shall provide a claim form and notice of potential eligibility for workers' compensation benefits to the employee or, in the case of the employee's death, to his/her dependents. The claim form and notice shall be provided personally or by first class mail. (Labor Code 5401)

The Superintendent or designee shall additionally ensure that any employee who is a victim of a crime that occurred at the place of employment is given written notice personally or by first class mail within one working day of the crime, or when the district reasonably should have known of the crime, that the employee is eligible for workers' compensation benefits for injuries, including psychiatric injuries, that may have resulted from the crime. (Labor Code 3553)

~~\*\*\*Note: Pursuant to Labor Code 3550, 3551, and 5401, all employee notices described above-~~

~~(i.e., the notice provided to all employees at the time of hire, the notice that must be posted in a conspicuous place, and the notice and claim form provided when an employee is injured) must be in a form prescribed by the California Department of Industrial Relations (DIR) Division of Workers' Compensation (DWC). These notices are available on the DWC's web site or through the district's insurer. For districts that employ Spanish-speaking employees, the information must be made available in English and Spanish.\*\*\*~~

The Superintendent or designee shall ensure that all employee notices described above are in the form prescribed by the Department of Industrial Relations (DIR), Division of Workers Compensation.

~~\*\*\*Note: Pursuant to Labor Code 6409.1, the district must file a report concerning any injury or illness which has, or is alleged to have, arisen out of and in the course of employment. The report is required to be filed with the DIR or, if the district is insured through a third party insurer, with the insurer. The district should select the option below that corresponds to the manner in which it insures for workers' compensation.\*\*\*~~

OPTION 1: (Districts insured for workers' compensation through a third party insurer)

Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent or designee shall report the incident to the district's insurance carrier within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death must be filed with the insurance carrier within five days after being notified of or learning about the death. (Labor Code 6409.1)

~~OPTION 2: (Districts insured for workers' compensation through self insurance)~~

~~Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent or designee shall report the incident to the DIR within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death must be filed with the DIR within five days after being notified of or learning about the death. (Labor Code 6409.1)~~

~~\*\*\*Note: The following paragraph is for use by districts that selected either Option 1 or 2 above.\*\*\*~~

In addition, in every case involving death or serious injury or illness, the Superintendent or designee shall immediately make a report by telephone or email to the Division of Occupational Safety and Health. (Labor Code 6409.1)

Legal Reference:

EDUCATION CODE

44984 Industrial accident and illness leaves, certificated employees

45192 Industrial accident and illness leaves, classified employees

LABOR CODE

3200-4855 Workers' compensation, especially:

3550-3553 Employee notice

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 Provision of medical and hospital treatment by employer

4906 Disclosures and statements

5400-5413 Notice of injury or death

6409.1 Reports

CODE OF REGULATIONS, TITLE 8

15596 Notice of employee rights

Management Resources:

DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

A Guidebook for Injured Workers, 2016

Notice to Employees -- Injuries Caused by Work

Time of Hire Pamphlet

Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility

WEB SITES

California Department of Industrial Relations, Division of Occupational Safety and Health:

<http://www.dir.ca.gov/dosh>

California Department of Industrial Relations, Division of Workers Compensation:

<http://www.dir.ca.gov/dwc>

(10/95 7/02) 10/16

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: December 13, 2016

Adopted:

King City, California

## Students

## Student Records

## Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

*Attendance* includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

*Student records* are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (34 CFR 99.3; Education Code 49061, 49062; 5 CCR 430)

Student records do not include: (34 CFR 99.3; Education Code 49061, 49062; 5 CCR 430)

1. Directory information

(cf. 5125.1 - *Release of Directory Information*)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute
3. Records of the law enforcement unit of the district, subject to the provisions of 34 CFR 99.8

(cf. 3515 - *Campus Security*)

(cf. 3515.3 - *District Police/Security Department*)

4. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

~~*Mandatory permanent student records* are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)~~

**Mandatory permanent student records are those records which are maintained in**

**perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)**

*Mandatory interim student records* are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

*Permitted student records* are those records having clear importance only to the current educational process of the student. (5 CCR 430)

*Access* means a personal inspection and review of a record, an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

*Disclosure* means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in education records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

*Personally identifiable information* includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

*Adult student* is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

*Parent/guardian* means a natural parent, an adopted parent, legal guardian, surrogate parent, or



foster parent. (Education Code 49061, 56050, 56055)

*School officials and employees* are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. School officials and employees include contractors, consultants, volunteers, or other parties to whom the district has outsourced district functions and who perform services for which the district would otherwise use employees.

~~A *legitimate educational interest* is one held by school officials and employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.~~

**Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records.**

**School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.**

~~\*\*\*Note: Pursuant to Education Code 49076, the district may allow any "contractor or consultant" with whom it has a formal written agreement to access information in student records without parent/guardian consent, when the contractor or consultant has a "legitimate educational interest" in that information. However, contrary to 34 CFR 99.31, Education Code 49076 prohibits release of student records to volunteers. \*\*\*~~

**Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)**

*Custodian of records* is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

*County placing agency* means the county social service department or county probation department. (Education Code 49061)

#### Persons Granted Access Without Prior Written Consent

The following persons or agencies shall have absolute access to any and all student records in accordance with law:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)

2. An adult student age 18 or older or a student under the age of 18 who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

(cf. 6159 - Individualized Education Program)

In addition, the following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest: (34 CFR 99.31; Education Code 49076)

1. Parents/guardians of a dependent student age 18 or older (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)
3. School officials and employees consistent with definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 – *Truancy and Chronic Attendance*)

- ~~5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)~~

~~When the district discloses personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the State Administrator/Superintendent or designee shall make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)~~

- 5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR**

## 99.31)

~~\*\*\*Note: 34 CFR 99.34 requires the district to make a reasonable attempt to notify the parent/guardian or adult student when the district discloses certain information as described in the following paragraph. However, if the district includes a statement in its annual parental notification that the district may forward education records under these circumstances, it is not obligated to individually notify parents/guardians or adult students. The following optional paragraph may be deleted by districts that include such a statement in their annual parental notification. See section below entitled "Notification of Parents/Guardians." \*\*\*~~

**Unless the annual parent/guardian notification issued pursuant to Education Code 48980 includes a statement that the district may disclose students' personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall, when such a disclosure is made, make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)**

- ~~6. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #6 above (Education Code 49076)~~
- ~~7. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)~~
- ~~8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)~~
- ~~9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31). Unless otherwise instructed by the court, the State Administrator/Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)~~
- ~~10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)~~

- ~~11. A prosecuting agency for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)~~
- ~~12. Any probation officer, district attorney or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to — declaring the minor student a ward of the court or involving a violation of a condition of probation subject to specified evidentiary rules (Education Code 49076)~~

~~When disclosing records for these purposes, the State Administrator/Superintendent or designee shall obtain written certification from the recipient of the record(s) that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)~~

- ~~13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)~~

~~In such cases, the judge or probation officer shall certify in writing to the State Administrator/Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the State Administrator/Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)~~

- ~~14. Any county placing agency for the purpose of preparing a health and education summary pursuant to Welfare and Institutions Code 16010 for a child placed in foster care, fulfilling educational case management responsibilities required by the juvenile court or by law, or assisting with the school transfer or enrollment of a student (Education Code 49076)~~

~~(cf. 6173.1 — Education for Foster Youth)~~

~~In such cases, the judge or probation officer shall certify in writing to the State Administrator/Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the State Administrator/Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)~~

- ~~15. Foster family agencies with jurisdiction over currently enrolled or former students may access those students' records of grades and transcripts and any individualized education program (IEP) developed and maintained by the district with respect to such students. (Education Code 49069.3)~~

~~(cf. 6159 — Individualized Education Program)~~

~~\*\*\*Note: Item #6 below is for use by districts that maintain high schools. Education Code 69432.9 provides that all students in grade 12 will be considered Cal Grant applicants and will have their grade point average (GPA) submitted to the Student Aid Commission, unless they opt out or are permitted under Commission rules to submit test scores in lieu of the GPA. AB 1091 (Ch. 637, Statutes of 2015) amended Education Code 69432.9 to require be submitted on a standardized form provided by the Commission. Pursuant to Education Code 69432.92, as added by AB 1091, the Commission may also require that districts submit verification of high school graduation or its equivalent for all students who graduated in the prior academic year, except for students who have opted out.\*\*\*~~

~~\*\*\*Note: Education Code 49432.9 requires that parents/guardians be notified that their child's GPA will be forwarded unless they opt out within the time period specified in the notice. This notification could be included in the annual parental notification issued pursuant to Education Code 48980.\*\*\*~~

**6. The Student Aid Commission, for the purpose of providing the grade point average (GPA) of all district students in grade 12, and subsequently providing verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for us in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt 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, 69432.92)**

**No later than October 15 each year, the Superintendent or designee shall notify each student in grade 12, and his/her parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission unless he/she opts out within a period of time specified in the notice, which shall not be less than 30 days. (Education Code 69432.9)**

**Students' social security numbers shall not be included in the submitted information unless the Student Aid Commission deems it necessary to complete the financial aid application and the Superintendent or designee obtains permission from the student's parent/guardian, or from the adult student, to submit the social security number. (Education Code 69432.9)**

**7. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)**

**\*\*\*Note: Pursuant to Education Code 49076, county placing agencies authorized to assess the effectiveness of a state or federally funded program on behalf of federal, state, or local officials and agencies may be allowed access to student records. Education Code 49076 also authorizes districts, county offices of education, and county placing agencies to develop cooperative agreements to facilitate confidential access to and exchange of student information by email, facsimile, electronic format, or other secure means, provided the**

agreement complies with the requirements of 34 CFR 99.35. \*\*\*

8. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #7 above (Education Code 49076)

9. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

10. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)

11. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)

12. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

13. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

14. Any foster family agency with jurisdiction over currently enrolled or former

**students for purposes of accessing those students' records of grades and transcripts and any individualized education program developed and maintained by the district (Education Code 49069.3)**

**(cf. 6173.1 - Education for Foster Youth)**

~~\*\*\*Note: AB 1068 (Ch. 713, Statutes of 2013) amended Education Code 49076 to add authorization to disclose records pursuant to items #15-17 below. \*\*\*~~

**15. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)**

**(cf. 6173 - Education for Homeless Children)**

**16. An individual who completes items 1-4 of the caregiver's authorization affidavit pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)**

**17. A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a student, provided that the information is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))**

**18. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)**

**When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)**

**19. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5; 34 CFR 99.1-99.67)**

**In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)**

**When disclosing records for the above purposes, the Superintendent or designee shall obtain the necessary documentation to verify that the person, agency, or organization is a person, agency, or organization that is permitted to receive such records.**

**Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)**

**In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49075)**

**Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code 49061)**

**(cf. 5021 - Noncustodial Parents)**

~~When authorized by law to assist law enforcement in investigations of suspected kidnapping, the State Administrator/Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. The information shall be released only to designated peace officers, federal criminal investigators, and federal law enforcement officers whose names have been submitted in writing by their law enforcement agency in accordance with the procedures specified in Education Code~~

~~49076.5. (Education Code 49076.5)~~

~~15. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245~~

~~(Education Code 48902, 49076)~~

~~16. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5; 34 CFR 99.1-99.67)~~

~~17. A student age 14 years or older who is both a homeless student and an unaccompanied minor as defined in 42 USC 11434a (Education Code 49076)~~

~~(cf. 6173 - Education for Homeless Children)~~

~~18. An individual who completes items 1-4 of the caregiver's authorization affidavit~~



pursuant to Family Code 6552 and signs the affidavit for the purpose of enrolling a minor in school (Education Code 49076)

19. — A caseworker or other representative of a state or local child welfare agency or tribal organization that has legal responsibility for the care and protection of a student, provided that the information is directly related to providing assistance to address the student's educational needs (Education Code 49076; 20 USC 1232(g))

20. — Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the State Administrator/Superintendent or designee shall obtain written certification by the recipient of the records as described in item #12 above. (Education Code 49076)

21. — Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5; 34 CFR 99.1-99.67)

In such cases, the State Administrator/Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

In addition, the parent/guardian or adult student may provide written consent for access to be granted to persons, agencies, or organizations not afforded access rights by law. The written consent shall specify the records to be released and the party or parties to whom they may be released. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent/guardian may grant consent if both parents/guardians notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021—Noncustodial Parents)

When disclosing such records, the State Administrator/Superintendent or designee shall obtain written certification by the recipient of the records as described in item #11 above. (Education

~~Code 49076)~~

~~At his/her discretion, the State Administrator/Superintendent or designee may release information from a student's records to the following: (34 CFR 99.31, 99.36; Education Code 49076)~~

- ~~1. Appropriate persons, including parents/guardians of a student, in an emergency, if the health and safety of the student or other persons are at stake.~~

~~When releasing information to any such appropriate person, the State Administrator/Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)~~

- ~~2. Accrediting associations~~

- ~~3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that:~~

- ~~a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.~~

- ~~b. The information is destroyed when no longer needed for the purposes for which the study is conducted.~~

- ~~c. The district enters into a written agreement with the organization that includes the information in 34 CFR 99.31.~~

- ~~4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll~~

- ~~5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, in which case the~~

~~State Administrator/Superintendent or designee shall notify the student's parent/guardian of his/her rights in accordance with law prior to releasing the information (Health and Safety Code 120440)~~

- ~~6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract by the district, excluding volunteers or other parties (Education Code 49076)~~

~~(cf. 3600—Consultants)~~

- ~~7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that, information permitting the personal identification of a student or his/her parents/guardians for these purposes may be disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31, 99.36)~~
- ~~8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the provisions of 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.31, 99.37)~~

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

~~The State Administrator/Superintendent or designee may release information specified in law regarding a student's immunization record to local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health. Prior to releasing such information, the State Administrator/Superintendent or designee shall notify the parent/guardian of his/her rights in accordance with law. (Health and Safety Code 120440)~~

#### Persons Granted Access With Prior Written Consent

Persons, agencies, or organizations not afforded access rights by law may be granted access only through written permission of the parent/guardian or adult student, or by judicial order. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. (Education Code 49061)

~~(cf. 5021 - Noncustodial Parents)~~

Any person, agency, or organization granted access is prohibited from releasing information to another person or agency without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

#### De-Identification of Records

~~When authorized by law for any program audit, educational research, or other purposes the State Administrator Superintendent or designee may release information from a student record~~

~~without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information, a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information. (34 CFR 99.31)~~

#### Process for Providing Access to Records

~~Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)~~

~~The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)~~

~~The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)~~

~~To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For those individuals for whom the law requires that access be granted based on a legitimate educational interest, the request shall specify such interest involved.~~

~~When prior written consent is required by law, the parent/guardian shall provide a written, signed and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)~~

~~Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)~~

~~Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)~~

~~The custodian of records or the State Administrator/Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)~~

#### Access Log

~~A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)~~

~~In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)~~

~~The log does not need to include record of access by: (Education Code 49064)~~

- ~~1. Parents/guardians or adult students~~
- ~~2. Students who are 16 years of age or older or who have completed the 10th grade~~
- ~~2. Parties obtaining district approved directory information~~

~~(cf. 5125.1—Release of Directory Information)~~

- ~~4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075~~
- ~~5. School officials and employees who have a legitimate educational interest~~

~~The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student age who is 16 years or older or who has completed the 10th grade, custodian of records, and certain state/federal officials. (Education Code 49064; 5 CCR 432)~~

### Duplication of Student Records

~~To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)~~

### Changes to Student Records

~~No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)~~

~~Only a parent/guardian having legal custody of the student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)~~

~~(cf. 5125.3—Challenging Student Records)~~

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

Mandatory Permanent Student Records

The following *Mandatory Permanent Student Records* shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date

(cf. 5111 Admission)

3. Sex of student
4. Name and address of parent/guardian of minor student
  - a. Address of minor student if different from the above
  - b. Annual verification of parent/guardian's name and address and student's residence

(cf. 5111.1 District Residency)

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

5. Entrance and departure dates of each school year and for any summer session or other extra-session
6. Subjects taken during each year, half year, summer session, or quarter, and marks or credits given

(cf. 5121 Grades/Evaluation of Student Achievement)

7. Verification of or exemption from required immunizations

(cf. 5141.31 Immunizations)

8. Date of high school graduation or equivalent

Mandatory Interim Student Records

*Mandatory Interim Student Records*, unless forwarded to another district, shall be maintained subject to destruction during the third school year following a determination that their usefulness has ceased or the student has left the district. These records include: (Education

Code ~~48918, 51747; 5 CCR 432, 437, 16027)~~

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~~1. Expulsion orders and the causes therefor~~

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

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

~~2. A log identifying persons or agencies who request or receive information from the student record~~

~~3. Health information, including verification or waiver of the health screening for school entry~~

~~(cf. 5141.32 Health Screening for School Entry)~~

~~4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge~~

~~(cf. 6159 Individualized Education Program)~~

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

~~5. Language training records~~

~~(cf. 6174 Education for English Language Learners)~~

~~6. Progress slips/notices required by Education Code 49066 and 49067~~

~~7. Parental restrictions/stipulations regarding access to directory information~~

~~8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action~~

~~9. Parent/guardian authorization or denial of student participation in specific programs~~

~~10. Results of standardized tests administered within the past three years~~

~~(cf. 6162.51 Standardized Testing and Reporting Program)~~

~~(cf. 6162.52 High School Exit Examination)~~

~~11. Written findings resulting from an evaluation conducted after a specified number of missed~~

~~assignments to determine whether it is in a student's best interest to remain in independent study~~

~~(cf. 6158 Independent Study)~~

~~Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)~~

- ~~1. Objective counselor and/or teacher ratings~~
- ~~2. Standardized test results older than three years~~
- ~~3. Routine disciplinary data~~

~~(cf. 5144 – Discipline)~~

- ~~4. Verified reports of relevant behavioral patterns~~
- ~~5. All disciplinary notices~~
- ~~6. Supplementary attendance records~~

~~Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)~~

#### Transfer of Student Records

~~If a student transfers into this district from any other school district or a private school, the State Administrator/Superintendent or designee shall inform the parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)~~

~~When a student transfers into this district from another district, the State Administrator/Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education~~

~~Code 48201)~~

~~(cf. 4158/4258/4358 – Employee Security)~~

~~(cf. 5119 – Students Expelled From Other Districts)~~

~~When a student transfers from this district to another school district or to a private school, the~~

~~State Administrator/Superintendent or designee shall forward a copy of the student's mandatory permanent record as requested by the other district or private school. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be~~



~~forwarded to any other district or private school. (Education Code 48918; 5 CCR 438)~~

~~Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the State Administrator/Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)~~

~~All student records shall be updated before they are transferred. (5 CCR 438)~~

~~Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)~~

~~If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.~~

~~(cf. 5125.2—Withholding Grades, Diploma or Transcripts)~~

#### ~~Changes to Student Records~~

~~Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)~~

~~(cf. 5125.3—Challenging Student Records)~~

~~No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)~~

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

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

#### ~~Retention and Destruction of Student Records~~

~~All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)~~

~~The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)~~

- ~~1. Legal name of student~~

~~2. — Date and place of birth and method of verifying birth date~~

~~(cf. 5111— Admission)~~

~~3. — Sex of student~~

~~4. — Name and address of parent/guardian of minor student~~

~~a. — Address of minor student if different from the above~~

~~b. — Annual verification of parent/guardian's name and address and student's residence~~

~~(cf. 5111.1— District Residency)~~

~~(cf. 5111.12— Residency Based on Parent/Guardian Employment)~~

~~5. — Entrance and departure dates of each school year and for any summer session or other extra session~~

~~6. — Subjects taken during each year, half year, summer session, or quarter, and marks or credits given~~

~~(cf. 5121— Grades/Evaluation of Student Achievement)~~

~~7. — Verification of or exemption from required immunizations~~

~~(cf. 5141.31— Immunizations)~~

~~8. — Date of high school graduation or equivalent~~

~~Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)~~

~~1. — Expulsion orders and the causes therefor~~

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

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

~~2. — A log identifying persons or agencies who request or receive information from the student record~~

~~3. — Health information, including verification or waiver of the health screening for school entry~~

~~(cf. 5141.32—Health Screening for School Entry)~~

~~4.—— Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge~~

~~(cf. 6159—Individualized Education Program)~~

~~(cf. 6164.4—Identification and Evaluation of Individuals for Special Education)~~

~~5.—— Language training records~~

~~(cf. 6174—Education for English Language Learners)~~

~~6.—— Progress slips/notices required by Education Code 49066 and 49067~~

~~7.—— Parental restrictions/stipulations regarding access to directory information~~

~~8.—— Parent/guardian or adult student rejoinders to challenged records and to disciplinary action~~

~~9.—— Parent/guardian authorization or denial of student participation in specific programs~~

~~10.—— Results of standardized tests administered within the past three years~~

~~(cf. 6162.51—State Academic Achievement Tests)~~

~~(cf. 6162.52—High School Exit Examination)~~

~~11.—— Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study~~

~~(cf. 6158—Independent Study)~~

~~Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)~~

~~1.—— Objective counselor and/or teacher ratings~~

~~2.—— Standardized test results older than three years~~

~~3.—— Routine disciplinary data~~

~~(cf. 5144—Discipline)~~

~~4.—— Verified reports of relevant behavioral patterns~~

~~5.—— All disciplinary notices~~

6. ~~Supplementary attendance records~~

~~Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)~~

~~Transfer of Student Records~~

~~When a student transfers into this district from any other school district or a private school, the State Administrator/Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)~~

~~When a student transfers into this district from another district, the State Administrator/Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)~~

~~(cf. 4158/4258/4358—Employee Security)  
(cf. 5119—Students Expelled From Other Districts)~~

~~When a student transfers from this district to another school district or to a private school, the State Administrator/Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded.~~

~~Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)~~

~~Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the State Administrator/Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)~~

~~All student records shall be updated before they are transferred. (5 CCR 438)~~

~~Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)~~

~~If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.~~

~~(cf. 5125.2—Withholding Grades, Diploma or Transcripts)~~

Notification of Parents/Guardians

~~Upon any student's initial enrollment, and at the beginning of each school year thereafter, the State Administrator/Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. Insofar as practicable, the district shall provide these notices in the student's home language and shall effectively notify parents/guardians or eligible students who are disabled. (34 CFR 99.7; Education Code 49063)~~

~~(cf. 5145.6—Parental Notifications)~~

~~The notice shall include: (34 CFR 99.7, 99.34; Education Code 49063)~~

- ~~1. The types of student records kept by the district and the information contained therein~~
- ~~2. The title(s) of the official(s) responsible for maintaining each type of record~~
- ~~3. The location of the log identifying those who request information from the records~~
- ~~4. District criteria for defining school officials and employees and for determining legitimate educational interest~~
- ~~5. District policies for reviewing and expunging student records~~
- ~~6. The right to inspect and review student records and the procedures for doing so~~
- ~~7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights~~

~~(cf. 5125.3—Challenging Student Records)~~

- ~~8. The cost, if any, charged for duplicating copies of records~~
- ~~9. The categories of information defined as directory information pursuant to Education Code 49073~~
- ~~10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law~~
- ~~11. The availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school~~

(*cf. 5020 – Parent Rights and Responsibilities*)

12. Any other rights and requirements set forth in Education Code ~~49060-49078~~, and the right of parents/guardians to file a complaint with the United States Department of Education concerning an alleged failure by the district to comply with 20 USC ~~1232g~~
13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

~~(3/06-3/08)~~ 3/09

### Student Records from Social Media

For the purpose of gathering and maintaining records of students' social media activity, the State Administrator/Superintendent or designee shall: (Education Code 49073.6)

1. — Gather or maintain only information that pertains directly to school safety or student safety
2. — Provide a student with access to any information that the district obtained from his/her social media activity and an opportunity to correct or delete such information
3. — Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. — Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. — If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
  - a. — Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or his/her parent/guardian
  - b. — Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

## De-identification of Records

~~\*\*\*Note: 20 USC 1232(g) and Education Code 49076 authorize the district to release student records for specified purposes (e.g., to federal and state officials conducting program audits or to organizations conducting studies) without parent/guardian consent after the removal of all "personally identifiable information" as defined in the section entitled "Definitions" above and provided that the district has made a reasonable determination that a student's identity will not be personally identifiable through single or multiple releases. Education Code 49074 further authorizes the district to provide de-identified statistical data to public or private agencies, postsecondary institutions, or research organizations when such actions would be "in the best educational interests of students."~~

**34 CFR 99.31 lists objective standards under which districts may release information from de-identified records. These standards are applicable to both requests for individual, redacted records and requests for statistical information from multiple records. \*\*\***

**When authorized by law for any program audit, educational research, or other purposes, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)**

## Process for Providing Access to Records

~~\*\*\*Note: Education Code 49069 mandates procedures for notifying parents/guardians of the location of student records if not centrally located. The following paragraph may be expanded to include notification procedures. \*\*\*~~

**Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)**

**The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)**

~~\*\*\*Note: 5 CCR 431 mandates districts to establish written procedures to ensure the security of student records. The following three paragraphs reflect this mandate and should be modified to reflect any specific physical, technological, or administrative controls developed by the district. \*\*\*~~

~~\*\*\*Note: 34 CFR 99.31 requires districts to use "reasonable methods" to (1) ensure that school officials, employees, and outside contractors obtain access to only those records, both paper and electronic, in which they have a legitimate educational interest and (2) identify and authenticate the identity of parents/guardians, students, school officials, and any other party to whom the district discloses personally identifiable information from education records. In addition, 34 CFR 99.31 specifies that a district which does not use physical or technological access controls (e.g., a locked file cabinet or computer security limiting access) must ensure that its administrative policy for controlling access is effective and remains in compliance with the "legitimate educational interest" requirement. \*\*\*~~

~~\*\*\*Note: The Analysis to Comments and Changes (73 Fed. Reg. 237, page 74817) suggests a balance of physical, technological, and administrative controls to prevent unauthorized access and to ensure that school officials do not have unrestricted access to the records of all students. The Analysis also clarifies that the reasonableness of the method depends, in part, on the potential harm involved. For example, high-risk records, such as social security numbers or other information that could be used for identity theft, should receive greater and more immediate protection. \*\*\*~~

~~\*\*\*Note: In addition, as a condition of participation in an interagency data information system (e.g., California Longitudinal Pupil Achievement Data System), Education Code 49076 requires that the district develop security procedures or devices by which unauthorized personnel cannot access data in the system and procedures or devices to secure privileged or confidential data from unauthorized disclosure. \*\*\*~~

**The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)**

**To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.**

**When prior written consent from a parent/guardian is required by law, the parent/guardian shall provide a written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)**

~~\*\*\*Note: Education Code 49069 and 5 CCR 431 mandate that the district adopt procedures for granting parent/guardian requests to inspect, review, and obtain copies of records. \*\*\*~~



**Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)**

~~\*\*\*Note: Education Code 49069 mandates procedures for the availability of qualified certificated personnel to interpret records when requested. The following paragraph may be expanded to include specific procedures for persons to request and receive the assistance of certificated personnel.\*\*\*~~

**Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)**

**The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)**

#### **Access Log**

**A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)**

**In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)**

~~\*\*\*Note: Although Education Code 49064 does not require the district to record access by individuals specified in items #1-5 below, the district may consider recording access by all individuals as part of the reasonable administrative controls required by 34 CFR 99.31; see section above entitled "Process for Providing Access to Records." The following paragraph is optional.\*\*\*~~

**The log may include record of access by: (Education Code 49064)**

- 1. Parents/guardians or adult students**
- 2. Students who are 16 years of age or older or who have completed the 10th grade**
- 3. Parties obtaining district-approved directory information**
- 4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075**
- 5. School officials and employees who have a legitimate educational interest**

**The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials. (Education Code 49064; 5 CCR 432)**

### **Duplication of Student Records**

~~\*\*\*Note: Education Code 49069 mandates that the district adopt procedures for granting parent/guardian requests for copies of student records pursuant to Education Code 49065.\*\*\*~~

**To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)**

**(cf. 3260 - Fees and Charges)**

### **Changes to Student Records**

**Only a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)**

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

**No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)**

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

**(cf. 5145.3 - Nondiscrimination/Harassment)**

### **Retention and Destruction of Student Records**

~~\*\*\*Note: 5 CCR 431 mandates that the district establish written policies and procedures regarding the signing and dating of anecdotal information, as specified below.\*\*\*~~

**All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)**

**The following mandatory permanent student records shall be kept indefinitely: (5 CCR**

432, 437)

1. **Legal name of student**
2. **Date and place of birth and method of verifying birth date**

(cf. 5111 - Admission)

3. **Sex of student**
4. **Name and address of parent/guardian of minor student**
  - a. **Address of minor student if different from the above**
  - b. **Annual verification of parent/guardian's name and address and student's residence**

(cf. 5111.1 - District Residency)

5. **Entrance and departure dates of each school year and for any summer session or other extra session**
6. **Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given**

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

7. **Verification of or exemption from required immunizations**

(cf. 5141.31 - Immunizations)

8. **Date of high school graduation or equivalent**

**Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)**

1. **Expulsion orders and the causes therefor**

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

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

2. **A log identifying persons or agencies who request or receive information from the student record**

**3. Health information, including verification or waiver of the health screening for school entry**

(cf. 5141.32 - Health Screening for School Entry)

**4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge**

(cf. 6159 - Individualized Education Program)

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

**5. Language training records**

(cf. 6174 - Education for English Language Learners)

**6. Progress slips/notices required by Education Code 49066 and 49067**

**7. Parental restrictions/stipulations regarding access to directory information**

**8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action**

**9. Parent/guardian authorization or denial of student participation in specific programs**

**10. Results of standardized tests administered within the past three years**

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

**11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study**

(cf. 6158 - Independent Study)

**Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)**

**1. Objective counselor and/or teacher ratings**

**2. Standardized test results older than three years**

**3. Routine disciplinary data**

(cf. 5144 - Discipline)

4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

#### **Transfer of Student Records**

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

**\*\*\*Note: Education Code 48201 requires districts to request records of a transferring student regarding acts that resulted in the student's suspension or expulsion from the previous school, as specified below. Once the record is received, the Superintendent or designee must inform the student's teachers of the acts; see AR 4158/4258/4358 - Employee Security. \*\*\***

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

(cf. 4158/4258/4358 - Employee Security)  
(cf. 5119 - Students Expelled From Other Districts)

~~\*\*\*Note: Pursuant to Education Code 49068, a district is required to transfer a copy of a student's records to another school in which the student is enrolled or intends to enroll within 10 school days of receiving a request for the records. However, this would not affect a situation where a more restrictive timeline is required. For example, a district is required to transfer the records of a student who is a foster youth to the new school within two business days, pursuant to Education Code 48853.5. \*\*\*~~

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a

private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

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

#### Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices to that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063, 48985; 34 CFR 99.7)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records

6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g

~~\*\*\*Note: Pursuant to 34 CFR 99.34, if the district's annual parental notification contains the information described in optional item #13 below, the district does not need to attempt to individually notify a parent/guardian or adult student when the district discloses an education record to officials of another school, school system, or postsecondary institution (see item #5 in the list of persons/agencies with legitimate educational interests in the section entitled "Persons Granted Access" above). \*\*\*~~

13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

#### **Student Records from Social Media**

~~\*\*\*Note: The following optional section is for use by districts that have adopted a program, pursuant to Education Code 49073.6, as added by AB 1442 (Ch. 799, Statutes of 2014), to gather or maintain any information obtained from students' social media activity that pertains directly to school safety or student safety. Districts that adopt such a program, as specified in the accompanying Board policy, must comply with the requirements described below. Districts that have not adopted such a program should delete the following section. \*\*\*~~

**For the purpose of gathering and maintaining records of students' social media activity,**

the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from his/her social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
  - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or his/her parent/guardian
  - b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

(11/11 11/12) 12/14

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: December 13, 2016

Adopted:

King City, California



## Instruction

### Service Learning/Community Service Classes

~~\*\*\*Note: The California Department of Education (CDE) defines "service learning" as an instructional strategy that integrates community service opportunities into the curriculum and engages students in real-world problem-solving. "Community service" provides opportunities for students to volunteer for the benefit of the community, but is a separate course. Such opportunities are applicable to a variety of disciplines, but are particularly relevant to the development of civic responsibility and are an important component of civic education.\*\*\*~~

~~\*\*\*Note: In California, academic standards and guidelines for service learning, civics, and government are included in the state's history-social science content standards and the History-Social Science Framework for California Public Schools, as adopted by the State Board of Education on July 14, 2016. See BP 6142.3—Civic Education and BP 6142.94—History-Social Science Instruction.\*\*\*~~

~~\*\*\*Note: The following optional policy should be modified to reflect the types of strategies and grade levels offered by the district.\*\*\*~~

The Governing Board recognizes that student involvement in community service enhances academic outcomes, helps students develop the skills and knowledge necessary to become informed and responsible citizens, and aids in individual career development. The district shall offer separate community service classes and/or service learning opportunities that are integrated into other courses. Such classes and activities shall be designed to link academic content, practical skills, and meaningful service contributions to the community.

(cf. 1020 - Youth Services)  
 (cf. 6000 - Concepts and Roles)  
 (cf. 6011 - Academic Standards)  
 (cf. 6142.3 - Civic Education)  
 (cf. 6142.94 - History-Social Science Instruction)  
 (cf. 6178.1 - Work-Based Learning)

### Service Learning

~~\*\*\*Note: The following optional section is for use by districts that integrate service learning into the curriculum and should be modified to reflect district practice. Separate federal and state funding for service learning has been eliminated; however, many districts continue to support the use of service learning as an instructional method.\*\*\*~~

The Superintendent or designee shall integrate service learning opportunities into one or more courses at appropriate grade levels.

(cf. 6143 - Courses of Study)

The Superintendent or designee shall involve administrators, students, teachers, parents/guardians, and community members in the development, implementation, and evaluation of the district's service learning program. He/she shall also collaborate with local public agencies and nonprofit organizations to identify and develop service learning opportunities that meet educational and civic learning objectives, align with state and local academic standards, and address the needs of the community.

(cf. 1600 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

~~When service learning activities occur off campus, the Superintendent or designee shall arrange for transportation when necessary and shall ensure that students receive appropriate guidance and supervision.~~

~~(cf. 3540 - Transportation)~~

The Superintendent or designee shall provide the Board with regular reports on the district's progress in meeting its goals for service learning.

(cf. 6190 - Evaluation of the Instructional Program)

(cf. 9000 - Role of the Board)

#### Community Service Classes

~~\*\*\*Note: The following optional section is for use by districts that offer separate community service classes in any of grades 7-12 or through adult education, and should be modified to reflect district practice.\*\*\*~~

The district may offer community service classes in any of grades 7-12 and/or through the district's adult education program. Such classes shall be designed to:

1. Acquaint students with the historical basis for volunteer service, its importance and relevance, and its connection to a wide range of identified school and community needs
2. Include volunteer opportunities that support and strengthen students' understanding of the academic instruction and how it relates to their community
3. Contribute to the physical, mental, moral, economic, and/or civic development of students
4. Provide students with an awareness of potential careers

(cf. 6200 - Adult Education)

If off-campus activities are included, the Superintendent or designee shall determine how students will be transported to the off-campus location and shall ensure adequate supervision of students during the activity.

~~\*\*\*Note: The following optional paragraph is for use by districts that require community service as a high school graduation requirement. Such districts should also list the course in district policy detailing requirements for high school graduation. See BP 6146.1 – High School Graduation Requirements. Because California courts have not addressed the issue of mandatory service courses, it is recommended that districts requiring community service provide an alternative means whereby students who object to the service may fulfill the requirement.\*\*\*~~

The district's community service course shall be required for high school graduation. On a case-by-case basis, the Superintendent or designee may allow students to fulfill the community service graduation requirement by performing alternative academic tasks.

(cf. 6146.1 - High School Graduation Requirements)

The Superintendent or designee shall determine criteria and methods of assessing students and awarding credits for the class.

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

#### Notifications

~~\*\*\*Note: The district should notify parents/guardians of the different service learning opportunities available and obtain their consent for any off-campus activities. In order to protect the district against liability and to help ensure adequate insurance coverage, the Superintendent should consult with the district's risk manager, insurance carrier, or legal counsel.\*\*\*~~

Parents/guardians shall receive information about service learning and any community service opportunities offered by the district and the benefits of such activities to the community and the student. The district shall ask parents/guardians to acknowledge this information and provide consent before their child participates in any off-campus service activities.

(cf. 3530 - Risk Management/Insurance)

(cf. 5143 - Insurance)

#### Legal Reference:

EDUCATION CODE

233.5 Teaching of principles

35160 Authority of governing boards

35160.1 Broad authority of school districts

37220.6 Cesar Chavez Day of Service and Learning  
51210 Areas of study, grades 1-6  
51220 Areas of study, grades 7-12  
51745 Independent study  
51810-51815 Community service classes  
UNITED STATES CODE, TITLE 42  
12501-12682 National and Community Service Trust Act of 1993  
COURT DECISIONS  
Steirer et al v. Bethlehem School District, (1993) 987 F.2d 989

Management Resources:

WEB SITES

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

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

Corporation for National and Community Service: <http://www.nationalservice.gov>

National Service Learning Clearinghouse: <http://www.servicelearning.org>

(2/95 3/07) 10/16

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: December 13, 2016

Adopted:

King City, California

## Instruction

## History-Social Science Instruction

The Governing Board believes that the study of history and other social sciences is essential to prepare students to engage in responsible citizenship, comprehend complex global interrelationships, and understand the vital connections among the past, present, and future. The district's history-social science education program shall be designed to develop students' knowledge of historical events within a chronological and geographic context and shall include, at appropriate grade levels, instruction in American and world history, geography, economics, political science, anthropology, psychology, and sociology.

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

The Board shall adopt academic standards for history-social science which meet or exceed state content standards and describe the knowledge and skills that students shall be expected to achieve at each grade level.

(cf. 6011 - Academic Standards)

~~The State Administrator/Superintendent or designee shall develop a comprehensive, sequential curriculum that is aligned with the district standards and is consistent with the state's curriculum framework. At each grade level, the curriculum shall integrate age-appropriate instruction designed to develop student achievement in the following areas:~~

~~\*\*\*Note: The History-Social Science Framework for California Public Schools, adopted by the SBE on July 14, 2016, reflects the state content standards as well as the California Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects and the California English Language Development Standards. The updated framework includes greater emphasis on literacy skills (i.e., reading, writing, speaking, listening, and other language skills) required for college and career readiness.\*\*\*~~

~~\*\*\*Note: Pursuant to Education Code 33540, 51008, 51226.3, and 51284, the SBE added specified topics to the updated curriculum framework, including, but not limited to, financial literacy, voter education, genocide, and the contributions of lesbian, gay, bisexual, and transgender Americans and the disabled. Education Code 51226.7, as added by AB 2016 (Ch. 327, Statutes of 2016), requires the SBE to adopt a model curriculum in ethnic studies by March 31, 2020 and encourages districts to offer an elective course in ethnic studies based on that model curriculum, when available, in at least one grade level during grades 9-12.\*\*\*~~

**The Superintendent or designee shall develop and submit to the Board for approval a comprehensive, sequential curriculum aligned with the district standards and consistent with the state's curriculum framework for history-social science. The curriculum shall be designed to develop students' core knowledge in history and social science and their skills**

**in chronological and spatial thinking, research, and historical interpretation. History-social science instruction shall also include an explicit focus on developing students' literacy in reading, writing, speaking, listening, and other language skills.**

**(cf. 6142.91 - Reading/Language Arts Instruction)  
(cf. 9000 - Role of the Board)**

1. Knowledge and cultural understanding, including historical, ethical, cultural, geographic, economic, and sociopolitical literacy
2. Democratic understanding and civic values, including an understanding of national identity; constitutional heritage; and an individual's civic values, rights, and responsibilities
3. Skills attainment and social participation, including basic study skills, critical thinking skills, and participation skills that are essential for effective citizenship

**(cf. 6141 - Curriculum Development and Evaluation)  
(cf. 6142.3 - Civic Education)  
(cf. 6142.4 - Service Learning/Community Service Classes)**

~~\*\*\*Note: Education Code 60119 requires the Board to hold a public hearing on the sufficiency of standards-aligned instructional materials in certain subjects, including history-social science; see BP 6161.1—Selection and Evaluation of Instructional Materials.\*\*\*~~

~~\*\*\*Note: The state content standards for history-social science encourage schools to use supplementary materials as provided in the following paragraph.\*\*\*~~

**The Board shall adopt standards-aligned instructional materials for history-social science in accordance with applicable law, Board policy, and administrative regulation. In addition, teachers are encouraged to supplement the curriculum by using biographies, original documents, diaries, letters, legends, speeches, other narrative artifacts, and literature from and about the period being studied.**

**(cf. 0400 - District Technology Plan)  
(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)  
(cf. 6161.11 - Supplementary Instructional Materials)  
(cf. 6162.6 - Use of Copyrighted Materials)  
(cf. 6163.1 - Library Media Centers)**

The district's history-social science curriculum shall include a multicultural education component which is designed to teach students to respect and appreciate cultural diversity and different points of view while also developing their understanding of commonalities and collective

experiences. The curriculum shall reflect the experiences of men and women and of various cultural, ethnic, racial, religious, and social groups and their contributions to the history, life, and culture of the local community, California, the United States, and other nations.

(cf. 6115 - Ceremonies and Observances)  
(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

~~The Board shall adopt standards-aligned instructional materials for history-social science in accordance with applicable law, Board policy, and administrative regulation. In addition, teachers are encouraged to supplement the curriculum through the use of biographies, original documents, diaries, letters, legends, speeches, other narrative artifacts, and literature from and about the period being studied.~~

~~(cf. 0400—District Technology Plan)  
(cf. 1312.2—Complaints Concerning Instructional Materials)  
(cf. 6161.1—Selection and Evaluation of Instructional Materials)  
(cf. 6161.11—Supplementary Instructional Materials)  
(cf. 6162.6—Use of Copyrighted Materials)  
(cf. 6163.1—Library Media Centers)~~

~~The State Administrator/Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of adopted instructional materials and instructional strategies for teaching history-social science.~~

~~(cf. 4131—Staff Development)~~

~~The State Administrator/Superintendent or designee shall regularly evaluate and report to the Board regarding the implementation and effectiveness of the history-social science curriculum at each grade level, including, but not limited to, the extent to which the program is aligned with state standards, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.~~

~~(cf. 0500—Accountability)  
(cf. 6162.51—State Academic Achievement Tests)~~

Legal Reference:

EDUCATION CODE

~~33540—History-social science curriculum framework~~

~~51204—Course of study designed for student's needs~~

~~51204.5—History of California; contributions of men, women, and ethnic groups~~

~~51210—Course of study, grades 1-6~~

~~51220—Course of study, grades 7-12~~

51220.2—Instruction in legal system; teen or peer court programs  
51221—Social science course of study, inclusion of instruction in use of natural resources  
51221.3–51221.4—Instruction on World War II and Vietnam War; use of oral histories  
51225.3—High school graduation requirements  
60040–60051—Criteria for instructional materials  
60119—Public hearing on the sufficiency of instructional materials  
60200–60206—Instructional materials, grades K–8  
60400–60411—Instructional materials, grades 9–12  
60640–60649—California Assessment of Student Performance and Progress  
99200–99206—Subject matter projects

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

History–Social Science Framework for California Public Schools, Kindergarten Through Grade Twelve, rev. 2005

Model Curriculum for Human Rights and Genocide, 2000

History–Social Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998

WEB SITES

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

California Council for the Humanities: <http://www.calhum.org>

California Council for the Social Studies: <http://www.ccss.org>

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

California History–Social Science Course Models: <http://www.history.ctaponline.org>

California Subject Matter Project: <http://esmp.ucop.edu>

National Association for Multicultural Education: <http://www.nameorg.org>

National Council for History Education: <http://www.nche.net>

~~\*\*\*Note: Education Code 99200–99206 establish the California History–Social Science Project, a statewide professional development project designed to develop and enhance teachers' knowledge and instructional strategies to improve student achievement in history–social science. Professional development resources also may be located through state and national professional associations, such as the California Council for the Social Studies or the National Council for History Education.\*\*\*~~

**The Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of adopted instructional materials and instructional strategies for teaching history–social science.**

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

~~\*\*\*Note: The following optional paragraph should be revised to reflect indicators that will be used to evaluate program effectiveness as agreed upon by the Board and Superintendent or designee.\*\*\*~~



The Superintendent or designee shall regularly evaluate and report to the Board regarding the implementation and effectiveness of the history-social science curriculum at each grade level, including, but not limited to, the extent to which the program is aligned with state standards, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

(cf. 0500 - Accountability)

(cf. 6162.51 - State Academic Achievement Tests)

**Legal Reference:**

**EDUCATION CODE**

- 33540 History-social science curriculum framework
- 51008-51009 Instruction on farm labor movement
- 51204 Course of study designed for student's needs
- 51204.5 History of California; contributions of men, women, and ethnic groups
- 51210 Course of study, grades 1-6
- 51220 Course of study, grades 7-12
- 51220.2 Instruction in legal system; teen or peer court programs
- 51221 Social science course of study, inclusion of instruction in use of natural resources
- 51221.3-51221.4 Instruction on World War II and Vietnam War; use of oral histories
- 51225.3 High school graduation requirements
- 51226.3 Instruction on civil rights, genocide, slavery, Holocaust, and deportation to Mexico
- 51226.7 Ethnic studies
- 60040-60051 Criteria for instructional materials
- 60119 Public hearing on the sufficiency of instructional materials
- 60200-60206 Instructional materials, grades K-8
- 60400-60411 Instructional materials, grades 9-12
- 60640-60649 California Assessment of Student Performance and Progress
- 99200-99206 Subject matter projects

**Management Resources:**

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

- History-Social Science Framework for California Public Schools, Kindergarten Through Grade Twelve, 2016
  - Common Core State Standards for English Language Arts and Literacy in History-Social Studies, Science, and Technical Subjects, 2013
  - California English Language Development Standards, 2012
  - Model Curriculum for Human Rights and Genocide, 2000
  - History-Social Science Content Standards for California Public Schools, Kindergarten Through Grade Twelve, October 1998
- NATIONAL COUNCIL FOR THE SOCIAL STUDIES PUBLICATIONS**

**College, Career, and Civic Life (C3) Framework for Social Studies State Standards:  
Guidance for Enhancing the Rigor of K-12 Civics, Economics, Geography, and History,  
2013**

**WEB SITES**

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

**California Council for History Education:** <http://www.csus.edu/al/cche>

**California Humanities:** <http://www.calhum.org>

**California Council for the Social Studies:** <http://www.ccss.org>

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

**California History-Social Science Course Models:** <http://www.history.ctaponline.org>

**California Subject Matter Project:** <http://csmf.ucop.edu/chssp>

**National Association for Multicultural Education:** <http://www.nameorg.org>

**National Council for History Education:** <http://www.nche.net>

**National Council for the Social Studies:** <http://www.socialstudies.org>

7/09

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: December 13, 2016

Adopted:

King City, California

INSTRUCTION

Courses Of Study

Grades 9-12

Courses of study for grades 9 through 12 shall include the following:

*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6162.52 - High School Exit Examination)*

1. English: knowledge and appreciation of literature, language and composition, and the skills of reading, listening, and speaking (Education Code 51220)

*(cf. 6142.91 - Reading/Language Arts Instruction)*

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology and sociology, with instruction in: (Education Code 51220)

- a. The history, resources, development, and government of California and the United States, including:

~~(1) Early California history, and the role and contributions of both men and women, black Americans, American Indians, Mexicans, Asians, Pacific Island people and other ethnic groups to the economic, political and social development of California and the nation, with particular emphasis on the role of these groups in contemporary society (Education Code 51204.5)~~

~~(2) World War II and the American role in that war and the Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war~~

**(1) The early history of California and a study of the role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5)**

~~\*\*\*Note: Education Code 51221.3 and 51221.4 encourage, but do not require, instruction on the topics described in optional subitems #(2)-(4) below. These items may be modified or deleted to reflect district practice.\*\*\*~~

~~\*\*\*Note: For districts that choose to offer such instruction, Education Code 51221.3 and 51221.4 encourage that a component be drawn from personal testimony, especially in the form of oral or video history. If oral histories are used, they must conform to the requirements of Education Code 51221.3 and 51221.4. See BP 6142.94 History Social Science Instruction.\*\*\*~~

(2) **World War II, including the role of Americans and Filipino Americans who served in the United States Army during that time**

(3) **The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war**

(4) **The Bracero program, under which temporary contract laborers were imported pursuant to a 1942 agreement between the United States and Mexico**

- b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions
- c. The development of the American economic system, including the role of the entrepreneur and labor
- d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

*(cf. 6142.5 - Environmental Education)*

e. Eastern and western cultures and civilizations

f. ~~Human rights issues, with particular attention to the study of the inhumanity of genocide, slavery, and the Holocaust~~

**f. Human rights issues, with particular attention to the study of the inhumanity of genocide (which may include, but is not limited to, the Armenian, Cambodian, Darfur, and Rwandan genocides), slavery, and the Holocaust**

g. Contemporary issues

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

*(cf. 6141.6 - Multicultural Education)*

**(cf. 6141.2 - Recognition of Religious Beliefs and Customs)**

**(cf. 6142.3 - Civic Education)**

**(cf. 6142.94 - History-Social Science Instruction)**

3. Foreign language(s): understanding, speaking, reading, and writing, beginning not later than grade 9 (Education Code 51220)

4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

*(cf. 6142.7 - Physical Education)*

5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; and with appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

*(cf. 6142.93 - Science Instruction)*

6. Mathematics: mathematical understandings, operational skills and problem-solving procedures; algebra (Education Code 51220, 51224.5)

*(cf. 6142.92 - Mathematics Instruction)*

7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)

*(cf. 6142.6 - Visual and Performing Arts Education)*

8. Applied arts: consumer and homemaking education, industrial arts, general business education, or general agriculture (Education Code 51220)

9. Career technical/vocational-technical education in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

*(cf. 6178 - Career Technical Education)*

- ~~10. HIV/AIDS prevention (Education Code 51934)~~

**10. Comprehensive sexual health and HIV prevention (Education Code 51225.36, 51934)**

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

11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)
  - a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation when appropriate equipment is available

~~\*\*\*Note: Education Code 51225.6, as added, also encourages districts to provide students with general information on the use and importance of an automated external defibrillator.\*\*\*~~

**Beginning in the 2018-19 school year, instruction shall be provided in compression-only**

**CPR. Such instruction shall be based on national evidence-based guidelines and shall include hands-on practice in compression-only CPR. (Education Code 51225.6)**

- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of our environment
- d. Venereal disease
- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body and upon prenatal development

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

- f. Prenatal care
- g. Violence as a public health issue

~~\*\*\*Note: Item #13 is optional. Education Code 51226.7, as added by AB 2016 (Ch. 327, Statutes of 2016), requires the SBE to adopt a model curriculum in ethnic studies by March 31, 2020 and encourages districts to offer a course in ethnic studies based on that model curriculum as an elective course in social sciences or English language arts in at least one grade level during grades 9-12. At their discretion, districts may choose to offer a course in ethnic studies prior to the availability of the model curriculum.\*\*\*~~

### **13. Ethnic studies**

High schools may offer automobile driver education that includes instruction in:

1. Vehicle Code provisions and other relevant state laws (Education Code 51220)
2. Proper acceptance of personal responsibility in traffic (Education Code 51220)
3. Appreciation of the causes, seriousness and consequences of traffic accidents (Education Code 51220)
4. Knowledge and attitudes necessary for the safe operation of motor vehicles (Education Code 51220)
5. The safe operation of motorcycles (Education Code 51220)
6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle (Education Code 51220.1)
7. The rights and duties of a motorist pertaining to pedestrians and the rights and duties of pedestrians pertaining to traffic laws and traffic safety (Education Code 51220.4)

## Certification of College Preparatory Courses

~~\*\*\*Note: The following optional section is for use by districts that maintain grades 9-12 and may be revised to reflect district practice. Among the criteria for admission to the University of California (UC) or California State University system is a requirement that students satisfactorily complete 15 units of specified courses ("a-g" courses). In order to qualify as an "a-g" course, the course must first be submitted to and approved by UC. The district or school should develop course descriptions using the templates provided by UC and submit them through UC's online system.\*\*\*~~

~~\*\*\*Note: According to the Frequently Asked Questions on UC's web site, UC considers the principal to be the certifying agent of the school, although the district's curriculum coordinator or an assistant principal or head counselor from the school may be assigned this responsibility. The following paragraph may be revised to reflect the position in the district or school(s) that is responsible for submitting and updating "a-g" courses.\*\*\*~~

**The Superintendent or designee shall identify courses in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives that may qualify for designation as "a-g" college preparatory courses. He/she shall submit course information to the University of California (UC) including, but not necessarily limited to, the course title, subject area, grade level(s), unit value, a brief course description, prerequisites and co-requisites, texts and supplemental instructional materials used in the course, whether the school is seeking designation of the course as an honors course, and whether the course is classified as a career technical education or regional occupational program course. He/she also shall electronically submit updates to UC whenever course content changes or a course will not be offered in a particular year.**

### Notification to Students in Grades 9-12

~~\*\*\*Note: The following section is for use by districts that maintain grades 9-12.\*\*\*~~

**At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)**

**1. A brief explanation of the course requirements for admission to UC and the California State University (CSU)**

~~\*\*\*Note: The UC maintains a searchable web site that lists certified "a-g" courses for all regular California public high schools; see the management resources in the accompanying Board policy.\*\*\*~~

**2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU**

**3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)**





Instruction

Education For Homeless Children

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students.

~~Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.~~

~~(cf. 3553—Free and Reduced Price Meals).~~

~~The State Administrator/Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.~~

~~(cf. 5111.13—Residency for Homeless Children)~~

~~\*\*\*Note: The following paragraph is mandated pursuant to 42 USC 11432, as amended by P.L. 114-95. 42 USC 11432 requires that districts adopt policy to remove barriers to homeless students' enrollment and retention due to absences or outstanding fees or fines. See the accompanying administrative regulation for additional procedures designed to remove barriers to the identification and enrollment of homeless students.\*\*\*~~

**The Superintendent or designee shall identify and remove any barriers to the identification and enrollment of homeless students and to the retention of homeless students due to absences or outstanding fees or fines. (42 USC 11432)**

**(cf. 3250 - Transportation Fees)**

**(cf. 3260 - Fees and Charges)**

**(cf. 5113.1 - Chronic Absence and Truancy)**

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)

(cf. 0460 - Local Control and Accountability Plan)

~~\*\*\*Note: Pursuant to 42 USC 11432, districts are required to designate an appropriate staff person, who may also be a coordinator for other federal programs, as a district liaison for homeless students. See the accompanying administrative regulation for information about the designation and duties of the district liaison.\*\*\*~~

**The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.**

~~\*\*\*Note: The U.S. Department of Education's (USDOE) Non-Regulatory Guidance, Education for Homeless Children and Youths Program, emphasizes that districts should include the identification of homeless students and their unique educational needs in district needs assessments and school improvement plans. The following optional paragraph reflects strategies included in the Guidance for identifying homeless students and may be revised to reflect district practice. Also see the California Department of Education's (CDE) web site for a sample student residency questionnaire and "You Can Enroll in School" poster.\*\*\*~~

**In order to identify district students who are homeless, the Superintendent or designee may give a housing questionnaire to all parents/guardians during school registration, make referral forms readily available, include the district liaison's contact information on the district and school web sites, provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local agencies to coordinate referrals for homeless children and youth and unaccompanied youth.**

- (cf. 1113 - District and School Web Sites)**
- (cf. 4131 - Staff Development)**
- (cf. 4231 - Staff Development)**
- (cf. 4331 - Staff Development)**

~~\*\*\*Note: Although students' addresses generally may be designated as "directory information" that is not harmful if disclosed, P.L. 114-95 amended 42 USC 11432 to provide that information about a homeless student's living situation must instead be provided the protections afforded to other student records under the Family Educational Rights and Privacy Act. For further information about the disclosure of homeless students' records, see the USDOE's Non-Regulatory Guidance, Education for Homeless Children and Youths Program.\*\*\*~~

**Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g. (42 USC 11432)**

- (cf. 5125 - Student Records)**
- (cf. 5125.1 - Release of Directory Information)**

~~\*\*\*Note: Pursuant to 42 USC 11432, placement determinations for homeless students must be made according to the student's "best interest," as defined in the accompanying administrative regulation.\*\*\*~~

**The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.**

**Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)**

**(cf. 3550 - Food Service/Child Nutrition Program)  
(cf. 3553 - Free and Reduced Price Meals)  
(cf. 5148.2 - Before/After School Programs)  
(cf. 5148.3 - Preschool/Early Childhood Education)  
(cf. 6159 - Individualized Education Program)  
(cf. 6164.2 - Guidance/Counseling Services)  
(cf. 6171 - Title I Programs)  
(cf. 6172 - Gifted and Talented Student Program)  
(cf. 6174 - Education for English Language Learners)  
(cf. 6177 - Summer Learning Programs)  
(cf. 6178 - Career and Technical Education)  
(cf. 6179 - Supplemental Instruction)**

~~\*\*\*Note: The following paragraph is mandated by 42 USC 11432. Although this law prohibits the segregation of homeless students into a separate school or program, separate schools that were in operation before 2001 may continue to operate under specified conditions. Districts that maintain such a school may revise the following paragraph to reflect district practice.\*\*\*~~

**Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)**

**(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 3553 - Free and Reduced Price Meals)**

The State Administrator/Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

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

~~\*\*\*Note: Pursuant to 42 USC 11432, districts receiving assistance through the McKinney-Vento Homeless Assistance Act are required to coordinate services as provided below. Other districts may delete or revise the following paragraph to reflect district practice.\*\*\*~~

**The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)**

*(cf. 1020 - Youth Services)*

~~\*\*\*Note: 42 USC 11432, as amended by P.L. 114-95, mandates that districts adopt policies and practices to ensure participation by district liaisons and other appropriate staff in professional development and other technical assistance activities, as determined appropriate by the federal Office of the Coordinator.\*\*\*~~

~~\*\*\*Note: Education Code 48852.5, as amended by SB 1068 (Ch. 538, Statutes of 2016), requires the CDE to provide specified informational and training materials to district liaisons, including informational materials on the educational rights of homeless children and youth and resources available to assist homeless children and youth. It also requires the CDE to adopt policies and practices to ensure that liaisons participate in professional development and technical assistance programs.\*\*\*~~

**District liaisons and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students and to provide training on the definitions of terms related to homelessness. (42 USC 11432)**

At least annually, the State Administrator/Superintendent or designee shall report to the Board on outcomes for homeless students, which may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to better support the education of homeless students.

*(cf. 0500 - Accountability)*

(cf. 6190 - Evaluation of the Instructional Program)

### Transportation

~~The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the State Administrator/Superintendent or designee shall consult with the State Administrator/Superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)~~

~~(cf. 3250 - Transportation Fees)~~  
(cf. 3541 - Transportation Routes and Services)

### Legal Reference:

#### EDUCATION CODE

~~2558.2 Use of revenue limits to determine average daily attendance of homeless children~~

~~39807.5 Payment of transportation costs by parents~~

~~48850 Educational rights; participation in extracurricular activities~~

~~48852.5 Notice of educational rights of homeless students~~

~~48852.7 Enrollment of homeless students~~

~~48915.5 Recommended expulsion, homeless student with disabilities~~

~~48918.1 Notice of recommended expulsion~~

~~51225.1 51225.3 Graduation requirements~~

~~52060 52077 Local control and accountability plan~~

#### CODE OF REGULATIONS, TITLE 5

~~4600 4687 Uniform complaint procedures~~

#### UNITED STATES CODE, TITLE 42

~~11431 11435 McKinney-Vento Homeless Assistance Act~~

### Management Resources:

#### CALIFORNIA CHILD WELFARE COUNCIL

~~Partial Credit Model Policy and Practice Recommendations~~

#### CALIFORNIA DEPARTMENT OF EDUCATION

~~Homeless Education Dispute Resolution Process, January 30, 2007~~

#### NATIONAL CENTER FOR HOMELESS EDUCATION PUBLICATIONS

~~Homeless Liaison Toolkit, 2013~~

#### U.S. DEPARTMENT OF EDUCATION GUIDANCE

~~Education for Homeless Children and Youth Program, Non-Regulatory Guidance, July 2004~~

#### WEB SITES

~~California Child Welfare Council: <http://www.chhs.ca.gov/Pages/CACChildWelfareCouncil.aspx>~~

~~California Department of Education, Homeless Children and Youth Education:~~

~~<http://www.ede.ca.gov/sp/hs/cy>~~

~~National Center for Homeless Education at SERVE: <http://www.serve.org/nche>~~

National Law Center on Homelessness and Poverty: <http://www.nlchp.org>  
U.S. Department of Education: <http://www.ed.gov/programs/homeless/index.html>

**Legal Reference:**

**EDUCATION CODE**

2558.2 Use of revenue limits to determine average daily attendance of homeless children  
39807.5 Payment of transportation costs by parents  
48850 Educational rights of homeless and foster youth  
48852.5 Notice of educational rights of homeless students  
48852.7 Enrollment of homeless students  
48915.5 Recommended expulsion, homeless student with disabilities  
48918.1 Notice of recommended expulsion  
51225.1-51225.3 Graduation requirements  
52060-52077 Local control and accountability plan  
**CODE OF REGULATIONS, TITLE 5**  
4600-4687 Uniform complaint procedures  
**UNITED STATES CODE, TITLE 20**  
1087vv Free Application for Federal Student Aid; definitions  
1232g Family Educational Rights and Privacy Act  
6311 Title I state plan; state and local educational agency report cards  
**UNITED STATES CODE, TITLE 42**  
11431-11435 McKinney-Vento Homeless Assistance Act  
12705 Cranston-Gonzalez National Affordable Housing Act; state and local strategies

**Management Resources:**

**CALIFORNIA CHILD WELFARE COUNCIL**

Partial Credit Model Policy and Practice Recommendations

**CALIFORNIA DEPARTMENT OF EDUCATION**

Homeless Education Dispute Resolution Process, January 30, 2007

**NATIONAL CENTER FOR HOMELESS EDUCATION PUBLICATIONS**

Homeless Liaison Toolkit, 2013

**U.S. DEPARTMENT OF EDUCATION GUIDANCE**

Dear Colleague Letter, July 27, 2016

Education for Homeless Children and Youths Program, Non-Regulatory Guidance, July 2016

**WEB SITES**

California Child Welfare Council:

<http://www.chhs.ca.gov/Pages/CACChildWelfareCouncil.aspx>

California Department of Education, Homeless Children and Youth Education:

<http://www.cde.ca.gov/sp/hs/cy>

National Center for Homeless Education at SERVE: <http://www.serve.org/nche>

National Law Center on Homelessness and Poverty: <http://www.nlchp.org>

U.S. Department of Education: <http://www.ed.gov/programs/homeless/index.html>

(7/02 7/05) 12/15

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: December 13, 2016

Adopted:

King City, California

## Instruction

## Education For Homeless Children

## Definitions

~~*Homeless* means students who lack a fixed, regular, and adequate nighttime residence and includes: (42 USC 11434a)~~

- ~~1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement~~

~~(cf. 6173.1—Education for Foster Youth)~~

- ~~2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings~~
- ~~3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings~~
- ~~4. Migratory children who qualify as homeless because the children are living in conditions described in (1)–(3) above~~
- ~~5. Unaccompanied youth who are not in the physical custody of a parent or guardian~~

~~*School of origin* means the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 USC 11432)~~

~~*Best interest* means, to the extent feasible, continuing a student's enrollment in the school of origin for the duration of his/her homelessness, except when doing so is contrary to the wishes of his/her parent/guardian. (42 USC 11432)~~

## Definitions

~~\*\*\*Note: The federal McKinney Vento Homeless Assistance Act (42 USC 11434a) defines "homeless students" as provided below. This law applies to foster youth in certain circumstances (i.e., when they are living in emergency or transitional shelters) but, as amended by P.L. 114-95, the definition of "homeless students" no longer includes youth who are awaiting foster care placement. See BP/AR-6173.1—Education for Foster Youth for state law regarding foster children.\*\*\*~~



**Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code 48852.7; 42 USC 11434a)**

**1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals**

**(cf. 6173.1 - Education for Foster Youth)**

**2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings**

**3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings**

**4. Migratory children who qualify as homeless because they are living in conditions described in items #1-3 above**

**Unaccompanied youth includes youth who are not in the physical custody of a parent or guardian. (20 USC 11434a)**

~~\*\*\*Note: The following definition of "school of origin" generally reflects Education Code 48852.7, which exceeds the definition in 42 USC 11432 and is consistent with the state definition of "school of origin" that applies to foster youth. However, as amended by P.L. 114-95, 42 USC 11432 includes preschools in the definition as provided below.\*\*\*~~

**School of origin means the school that the homeless student attended when permanently housed or the school in which he/she was last enrolled, including a preschool. If the school the homeless student attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that he/she attended within the preceding 15 months and with which he/she is connected, the district liaison shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)**

~~\*\*\*Note: Education Code 48850 expresses legislative intent that the "best interest" of a homeless student or foster youth includes educational stability as well as placement in the least restrictive educational program, as provided below. Education Code 48853 further provides that the placement of a foster youth should consider the student's access to academic resources, services, and extracurricular and enrichment activities. For consistency with the definition of "best interest" applicable to foster youth (see AR 6173.1 - Education for Foster Youth), the following definition also reflects Education Code 48853.\*\*\*~~

**Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)**

District Liaison

The State Administrator/Superintendent designates the following staff person as the district liaison for homeless students: (42 USC 11432)

Director of Alternative Placement for Student Success  
800 Broadway Street, King City, CA 93930  
831-385-0606

~~The district's liaison for homeless students shall ensure that: (42 USC 11432)~~

- ~~1. Homeless students are identified by school personnel and through coordinated activities with other entities and agencies~~

~~(cf. 1400—Relations between Other Governmental Agencies and the Schools)  
(cf. 3553—Free and Reduced Price Meals)  
(cf. 5141.6—School Health Services)~~

- ~~2. Homeless students enroll in, and have a full and equal opportunity to succeed in, district schools~~
- ~~3. Homeless families and students receive educational services for which they are eligible~~
- ~~4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children~~
- ~~5. Notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelters, and soup kitchens~~
- ~~6. Enrollment disputes are mediated in accordance with law, Board policy, and administrative regulation~~
- ~~7. Parents/guardians are fully informed of all transportation services~~

~~(cf. 3250—Transportation Fees)  
(cf. 3541—Transportation Routes and Services)~~

- ~~8. When notified pursuant to Education Code 48915.5, participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability~~

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

- ~~9. Assist a homeless student to obtain records necessary for his/her enrollment into or transfer out of district schools, including immunization, medical, and academic records~~

**The district's liaison for homeless students shall: (Education Code 48852.5; 42 USC 11432)**

- 1. Ensure that homeless students are identified by school personnel through outreach and coordination activities with other entities and agencies**

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

**(cf. 3553 - Free and Reduced-Price Meals)**

- 2. Ensure that homeless students are enrolled in, and have a full and equal opportunity to succeed in, district schools**

- 3. Ensure that homeless families and children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district**

**(cf. 5148.3 - Preschool/Early Childhood Education)**

- 4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services**

**(cf. 5141.6 - School Health Services)**

- 5. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children**

**(cf. 5145.6 - Parental Notifications)**

- 6. Disseminate notice of the educational rights of homeless students in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, family shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the**

parents/guardians of homeless students and unaccompanied youth.

7. Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment Disputes" below

8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice

(cf. 3541 - Transportation Routes and Services)

\*\*\*Note: P.L. 114-95 amended 42 USC 11432 to add the duties specified in items #9-10 below.\*\*\*

9. Ensure that school personnel providing services to homeless students receive professional development and other support

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090

11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the provision of comprehensive data to the state coordinator as required by law

~~\*\*\*Note: Pursuant to Education Code 48918.1, the district liaison must be notified before the expulsion hearing for a homeless student, when the student's alleged violation does not require a mandatory recommendation for expulsion; see AR 5144.1 - Suspension and Expulsion/Due Process. When so notified, the district liaison is expected to assist the student and, as necessary, advocate on the student's behalf.\*\*\*~~

~~\*\*\*Note: Furthermore, pursuant to Education Code 48915.5, if the homeless student has also been identified as an individual with a disability and the district has proposed a change of placement due to an act for which decision to recommend expulsion is discretionary, the district liaison must be invited to participate in the individualized education program team meeting that makes a manifestation determination pursuant to the Individuals with Disabilities Education Act (20 USC 1415(k)).\*\*\*~~

**In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability.**

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

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

**(cf. 6159 - Individualized Education Program)**

### **Enrollment**

~~Placement decisions for homeless students shall be based on the student's best interest. In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless his/her parent/guardian requests otherwise. (42 USC 11432)~~

~~When making a placement decision for a homeless student, the State Administrator/Superintendent or designee may consider the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.~~

~~However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)~~

~~Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice, even if the parent/guardian is unable to provide the school with the records normally required for enrollment. (42 USC 11432)~~

~~(cf. 5111.1 - District Residency)~~

~~(cf. 5125 - Student Records)~~

~~(cf. 5141.31 - Immunizations)~~

~~The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other medical records, the principal or designee shall refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if he/she is an unaccompanied youth, in obtaining the necessary immunizations or records for the student. (42 USC 11432)~~

~~If the student is placed at a school other than his/her school of origin or the school requested by~~

~~his/her parent/guardian, the State Administrator/Superintendent or designee shall provide the parent/guardian with a written explanation of the decision along with a statement regarding the parent/guardian's right to appeal the placement decision. (42 USC 11432)~~

~~The student may continue attending his/her school of origin for the duration of the homelessness and until the end of any academic year in which he/she moves into permanent housing. (42 USC 11432)~~

~~In the case of an unaccompanied youth, the district's homeless liaison shall assist in placement or enrollment decisions, consider the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)~~

~~(cf. 5111.13—Residency for Homeless Children)  
(cf. 5125—Student Records)  
(cf. 5141.31—Immunizations)~~

~~The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other medical records, the principal or designee shall refer the parent/guardian to the district's liaison for homeless students. The liaison shall assist the parent/guardian in obtaining the necessary immunizations or records for the student. (42 USC 11432)~~

#### Enrollment Dispute Resolution Process

~~If a dispute arises over school selection or enrollment in a particular school, the student shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. (42 USC 11432)~~

~~The parent/guardian shall be provided with a written explanation of the placement decision, including an explanation of the parent/guardian's right to appeal the decision. He/she shall also be referred to the district liaison. (42 USC 11432)~~

~~The written explanation shall be complete, as brief as possible, simply stated and provided in language that the parent/guardian or student can understand. The explanation may include contact information for the district liaison, a description of the district's decision, notice of the right to enroll in the school of choice pending resolution of the dispute, notice that enrollment includes full participation in all school activities, and notice of the right to appeal the decision to the county office of education and, if the dispute remains unresolved, to the California Department of Education.~~

~~The district liaison shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. (42 USC 11432)~~

~~The liaison shall provide the parent/guardian a copy of the district's decision, dispute form, and a copy of the outcome of the dispute.~~

~~If a parent/guardian disagrees with the liaison's enrollment decision, he/she may appeal the decision to the State Administrator/Superintendent. The State Administrator/Superintendent shall make a determination within five working days.~~

~~If the parent/guardian wishes to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.~~

~~In working with a student's parents/guardians to resolve an enrollment dispute, the district liaison shall:~~

- ~~1. Inform them that they may provide written and/or oral documentation to support their position~~
- ~~2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved~~
- ~~3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process~~
- ~~4. Provide them a copy of the dispute form they submit for their records~~
- ~~5. Provide them the outcome of the dispute for their records~~

~~If a parent/guardian disagrees with the liaison's enrollment decision, he/she may appeal the decision to the State Administrator/Superintendent. The State Administrator/Superintendent shall make a determination within five working days.~~

~~If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.~~

## **Enrollment**

**The district shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)**

~~\*\*\*Note: 42 USC 11432, as amended by P.L. 114-95, specifies factors that must be considered in determining a student's best interest, as provided below.\*\*\*~~

**In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC**

11432)

~~\*\*\*Note: The following optional paragraph presents examples of factors that may be considered in making placement decisions based on a student's "best interest," and may be revised to reflect district practice.\*\*\*~~

Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the liaison shall assist in placement or enrollment decisions, give priority to the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

~~\*\*\*Note: Education Code 48852.7 and 42 USC 11432 require schools to immediately enroll homeless students as specified below. In its Non-Regulatory Guidance Education for Homeless Children and Youths Program, the USDOE recommends that the district take steps to facilitate immediate enrollment such as accepting school records directly from families, establishing school-based immunization clinics, and training staff on the legal requirements for immediate enrollment. See AR 5111.1 - District Residency.\*\*\*~~

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if he/she: (Education Code 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

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

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)



**3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records**

- (cf. 5111 - Admission)**
- (cf. 5111.1 - District Residency)**
- (cf. 5125 - Student Records)**
- (cf. 5141.26 - Tuberculosis Testing)**
- (cf. 5141.31 - Immunizations)**
- (cf. 5141.32 - Health Screening for School Entry)**

~~\*\*\*Note: P.L. 114-95 amended 42 USC 11432 to add the circumstance specified in item #4 below.\*\*\*~~

**4. Has missed application or enrollment deadlines during any period of homelessness**

**The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other required health records, the principal or designee shall refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if he/she is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)**

**If the student is placed at a school other than his/her school of origin or the school requested by his/her parent/guardian or an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the decision along with a statement regarding the right to appeal the placement decision. (42 USC 11432)**

**The student may continue attending his/her school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)**

**To ensure that the homeless student has the benefit of matriculating with his/her peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)**

- 1. If the student is transitioning between grade levels, he/she shall be allowed to continue in the same attendance area.**
- 2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, he/she shall be allowed to continue to the school designated for matriculation in that district.**

~~\*\*\*Note: 42 USC 11432 and Education Code 48852.7 require that homeless students who~~

~~become permanently housed during the school year be allowed to remain in the school of origin for the remainder of the school year. Education Code 48852.7 allows homeless students to remain in the school of origin, or matriculate to a feeder school, even if the student is no longer homeless. The district may revise the following list to reflect the grade levels and feeder school patterns in the district.\*\*\*~~

**If the student's status changes before the end of the school year so that he/she is no longer homeless, he/she shall be allowed to stay in the school of origin: (Education Code 48852.7)**

1. **Through the duration of the school year if he/she is in grades K-8**
2. **Through graduation if he/she is in high school**

#### ~~Transfer of Coursework and Credits~~

~~When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the student to retake the course. (Education Code 51225.2)~~

~~If the homeless student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)~~

~~In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)~~

~~(cf. 6143—Courses of Study)~~

#### ~~Exemption from District Graduation Requirements~~

~~To obtain a high school diploma, a homeless student shall pass the high school exit examination in English language arts and mathematics, complete all courses required by Education Code 51225.3, and fulfill any additional graduation requirement prescribed by the Governing Board.~~

~~(cf. 6146.1—High School Graduation Requirements)~~

~~(cf. 6162.52—High School Exit Examination)~~

However, when a homeless student who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the homeless student's transfer, the State Administrator/Superintendent or designee shall notify the student, the person holding the right to make educational decisions for him/her, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. (Education Code 51225.1)

To determine whether a homeless student is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The State Administrator/Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or by the district liaison on behalf of the student. (Education Code 51225.1)

If the State Administrator/Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for him/her, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or, the person holding the right to make educational decisions for him/her if he/she is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

~~A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)~~

~~(cf. 6145—Extracurricular and Cocurricular Activities)  
(cf. 6145.2—Athletic Competition)~~

### **Resolving Enrollment Disputes**

~~\*\*\*Note: In the event that a dispute arises over the district's decision related to student eligibility, school selection, or enrollment, the district must comply with the requirements of 42 USC 11432 and the dispute resolution process established by the CDE. The CDE's process is described in a January 30, 2007 letter to districts, available on the CDE's web site. The CDE's letter does not specify a hearing process or timelines for the district-level dispute resolution process. Thus, the district may revise the following section to reflect district practice, provided that the process is consistent with law.\*\*\*~~

**If a dispute arises over student eligibility, school selection, or enrollment in a particular school, the matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)**

**The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)**

**\*\*\*Note: The following optional list should be modified to reflect district practice. In its Non-Regulatory Guidance Education for Homeless Children and Youths Program, the USDOE recommends that the written explanation contain the elements specified below. See the accompanying exhibits for a sample explanation and appeal form.\*\*\***

**The written explanation shall include:**

- 1. A description of the action proposed or refused by the district**
- 2. An explanation of why the action is proposed or refused**
- 3. A description of any other options the district considered and the reasons that any other options were rejected**
- 4. A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources**
- 5. Appropriate timelines to ensure any relevant deadlines are not missed**

**6. Contact information for the district liaison and state coordinator, and a brief description of their roles**

**The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.**

~~\*\*\*Note: The following optional paragraph is recommended in the USDOE's Non-Regulatory Guidance Education for Homeless Children and Youths Program.\*\*\*~~

**The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.**

~~\*\*\*Note: The following optional paragraph is recommended in the CDE's January 30, 2007 letter to districts.\*\*\*~~

**In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the district liaison shall:**

- 1. Inform them that they may provide written and/or oral documentation to support their position**
- 2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved**
- 3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process**
- 4. Provide them a copy of the dispute form they submit for their records**
- 5. Provide them the outcome of the dispute for their records**

**If a parent/guardian or unaccompanied youth disagrees with the liaison's enrollment decision, he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within five working days.**

~~\*\*\*Note: In its January 30, 2007 letter to districts, the CDE describes the process for appealing a district's enrollment decision to the county office of education and the CDE. Upon receipt of materials describing the dispute from the district, the county office liaison will determine the school selection or enrollment decision within five working days. If the dispute remains unresolved or is appealed, the county office liaison will forward the documentation to the state homeless coordinator who will notify the parent/guardian of the final school selection or enrollment decision within five working days.\*\*\*~~

**If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.**

~~\*\*\*Note: 42 USC 11432, as amended by P.L. 114-95, provides that, during any dispute over a student's enrollment, the student must be allowed to be enrolled in the school during the period of all appeals. 42 USC 11434a defines "enrollment" as including attendance in classes and participation in school activities.\*\*\*~~

**Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)**

### **Transportation**

~~\*\*\*Note: 42 USC 11432 mandates that districts adopt policies and practices to ensure that transportation is provided to homeless students, at the request of their parent/guardian or of the district liaison in the case of an unaccompanied youth, to and from their school of origin as specified below.\*\*\*~~

~~\*\*\*Note: In its Non-Regulatory Guidance Education for Homeless Children and Youths Program, the USD OE states that the law imposes an affirmative obligation to transport homeless students, even if transportation is not provided to other students. The Guidance clarifies that, because the State of California receives funds under McKinney-Vento, all districts in California are subject to this requirement.\*\*\*~~

~~\*\*\*Note: Federal law does not address the authorization provided by Education Code 39807.5 for the district to charge for the cost of home-to-school transportation. However, it is likely that most homeless students would be identified as indigent and would therefore be exempt from transportation costs. See AR 3250 - Transportation Fees.\*\*\*~~

**The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)**

**(cf. 3250 - Transportation Fees)**

**(cf. 3541 - Transportation Routes and Services)**

~~\*\*\*Note: Education Code 48852.7 requires that the district provide transportation to a formerly homeless student with an individualized education program that provides for transportation as a~~

~~related service. Education Code 48852.7 does not supersede or exceed other laws governing special education services for eligible homeless students.\*\*\*~~

~~\*\*\*Note: The following paragraph may be revised if the district chooses to provide transportation to other formerly homeless students attending their school of origin.\*\*\*~~

**The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an individualized education program that includes transportation as a necessary related service for the student. (Education Code 48852.7)**

### **Transfer of Coursework and Credits**

~~\*\*\*Note: The following section is for use by districts maintaining high schools.\*\*\*~~

**When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the student to retake the course. (Education Code 51225.2)**

**If the homeless student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)**

~~\*\*\*Note: Although Education Code 51225.2 requires districts to award partial credits to homeless students who transfer from school to school, there is no uniform system for calculating and awarding partial credits. A recommendation for how to award partial credit is available in the California Child Welfare Council's Partial Credit Model Policy and Practice Recommendations and should be revised to reflect district practice.\*\*\*~~

**Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.**

**In no event shall the district prevent a homeless student from taking or retaking a course to**

meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

(cf. 6143 - Courses of Study)

### **Applicability of Graduation Requirements**

~~\*\*\*Note: The following section is for use by districts maintaining high schools. Also see BP 6146.1 - High School Graduation Requirements.\*\*\*~~

~~\*\*\*Note: Education Code 60851.5 provides that the administration of the California High School Exit Examination and the requirement that each student completing grade 12 successfully pass the exam as a condition of receiving a diploma or a condition of graduation from high school are suspended for the 2015-16, 2016-17, and 2017-18 school years.\*\*\*~~

**To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Governing Board.**

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

**However, when a homeless student who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for him/her, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (Education Code 51225.1)**

**To determine whether a homeless student is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)**

**The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer**



opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or the district liaison on behalf of the student. (Education Code 51225.1)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if he/she transfers to another school or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for him/her, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or with the person holding the right to make educational decisions for him/her if he/she is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

#### Eligibility for Extracurricular Activities

~~\*\*\*Note: The following paragraph is required pursuant to Education Code 48850. See BP 6145 - Extracurricular and Cocurricular Activities for additional eligibility requirements.\*\*\*~~

A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6145.2 - Athletic Competition)

#### Notification and Complaints

Information regarding the educational rights of homeless students, as specified in

**Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)**

~~\*\*\*Note: Education Code 51225.1 and 51225.2 provide that complaints of noncompliance with specified requirements related to the educational rights of homeless students may be filed in accordance with the uniform complaint procedures specified in 5 CCR 4600-4687. As with other complaints covered under the uniform complaint procedures, a complainant may appeal the district's decision to the CDE and, if the district or CDE finds any merit in the complaint, the district must provide a remedy to the affected student. See BP/AR 1312.3 - Uniform Complaint Procedures.\*\*\*~~

**Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.**

**(cf. 1312.3 - Uniform Complaint Procedures)**

(7/02 7/05) 12/14

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: December 13, 2016

Adopted:

King City, California

**Instruction**

**Education For Homeless Children**

Exhibit 1

DISTRICT EXPLANATION OF DECISION  
RELATED TO ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT

\*\*\*Note: The following form should be revised to reflect district practice. In its Non-Regulatory Guidance Education for Homeless Children and Youths Program, the U.S. Department of Education recommends that the written statement of any decision regarding a homeless student's eligibility, school selection, or enrollment include the elements specified below. See the accompanying administrative regulation.\*\*\*

Instructions: The following form provides notice and explanation to a student's parent/guardian or an unaccompanied youth regarding the district's decision related to student eligibility, school selection, or enrollment.

Date: \_\_\_\_\_ Name of person completing form: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

In accordance with the federal McKinney-Vento Homeless Assistance Act (42 USC 11431-11435), this notification is being provided to either:

Name of parent(s)/guardian(s): \_\_\_\_\_

Name of unaccompanied student: \_\_\_\_\_

School requested: \_\_\_\_\_

District's placement decision (name of school): \_\_\_\_\_

Action(s) proposed/refused by the district related to eligibility, school selection, or enrollment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The district's determination regarding eligibility, school selection, or enrollment was based upon the following evidence and for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other options that the district considered, if any, included the following options which were rejected for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You have the right to appeal this decision to the district Superintendent. To do so, contact the district's homeless liaison listed below within the next \_\_\_(insert number of days)\_\_\_ days to request a Dispute Form. You may provide written or verbal documentation to support your position, and may also seek the assistance of social services, advocates, and/or service providers in the dispute process. The Superintendent or designee will review all the evidence and will notify you of his/her decision within \_\_\_(insert number of days)\_\_\_ days.

If you are not satisfied with the Superintendent's decision, you may appeal to the \_\_\_\_\_(insert county name)\_\_\_\_\_ County Office of Education. If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education. The district's homeless liaison can assist you with this appeal.

CONTACT INFORMATION:

District Liaison: The district liaison is one of the primary contacts between homeless families and school or district staff. He/she is responsible for coordinating services to ensure that homeless students enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

Name of district's homeless liaison: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_

County Liaison: If you appeal the district's decision to the county office of education, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office. The county liaison will review the materials and determine the eligibility, school selection, or enrollment decision within five working days of receiving the materials. He/she will notify you of the decision.

Name of County Office of Education homeless liaison: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_

State Coordinator: If you appeal the county office's decision to the California Department of Education, the county homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. The state coordinator will review the district, county office, and parent/guardian information and will notify you of the decision within ten working days of receiving the materials.

Name of state homeless coordinator: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_

RIGHTS:

Pending the final resolution of this dispute, including the period of all appeals, the student has the right to immediately enroll in the school requested and to participate fully in school activities at that school.

(7/05) 10/16

\_\_\_\_\_  
Exhibit 2

DISPUTE FORM

Instructions: This form is to be completed by a parent/guardian or student when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared verbally with the district's liaison for homeless students.

Date submitted: \_\_\_\_\_  
Student's name: \_\_\_\_\_  
Name of person completing form: \_\_\_\_\_  
Relation to student: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_

Name of school requested: \_\_\_\_\_

I wish to appeal the eligibility, school selection, or enrollment decision made by:  
 District liaison       District Superintendent       County office of education liaison

Reason for the appeal: You may include an explanation to support your appeal in this space or provide your explanation verbally.

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I have been provided with:

- A written explanation of the district's decision
- Contact information for the district's homeless liaison
- Contact information for the county office of education's homeless liaison
- Contact information for the state homeless coordinator

(7/05) 10/16

Exhibit: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: December 13, 2016

Adopted:

King City, California

## Instruction

### Community Day School

~~\*\*\*Note: Education Code 48660-48666 authorize districts to establish community day schools for expelled students, certain probation-referred students pursuant to Welfare and Institutions Code 300 or 602, and students referred by a school attendance review board or through another formal district process. Pursuant to Education Code 48660, a two-thirds vote of the Governing Board is required for a K-8 district to establish a community day school serving any of grades K-8.\*\*\*~~

~~\*\*\*Note: Districts that have established one or more community day schools are mandated to adopt policy regarding involuntary transfers to a community day school, as provided below.\*\*\*~~

~~\*\*\*Note: Community day schools established pursuant to Education Code 48660-48666 are intended to supplement the county community schools that operate pursuant to Education Code 1980-1986. Districts that refer students to a county community school may revise the following policy to reflect district practice.\*\*\*~~

The Governing Board recognizes the need to provide an appropriate alternative educational option for expelled students who are prohibited from attending regular schools in the district, students referred by probation pursuant to Welfare and Institutions Code 300 or 602, and students referred by a school attendance review board or another district-level referral process. The district's community day school program shall be designed to meet the needs of these students and ensure academic progress necessary for their success when returned to a regular school environment.

(cf. 5113 - Absences and Excuses)  
 (cf. 5113.1 - Chronic Absence and Truancy)  
 (cf. 5144 - Discipline)  
 (cf. 5144.1 - Suspension and Expulsion/Due Process)

The Superintendent or designee shall collaborate with the County Superintendent of Schools and, as appropriate, other districts within the county to develop, for Board adoption, a plan for providing education services and appropriate placements to all expelled students in the county. (Education Code 48926)

~~\*\*\*Note: The following list incorporates concepts from Education Code 48660.1, which states the Legislature's intent regarding the operation of community day schools.\*\*\*~~

The district's community day school program shall be designed to give students substantial individual help with their problems. To the extent possible, the program shall include:

1. Cooperation with the county office of education, law enforcement, probation, and human services agencies personnel who work with at-risk youth

2. Low student-teacher ratio
3. Individualized instruction and assessment
4. Maximum collaboration with district support service resources, including, but not limited to, school counselors and psychologists, academic counselors, and student discipline personnel

(cf. 0400 - Comprehensive Plans)  
(cf. 1020 - Youth Services)  
(cf. 6164.2 - Guidance/Counseling Services)

~~\*\*\*Note: Pursuant to Education Code 48662, boards establishing a community day school are mandated to adopt policy that provides procedures for the involuntary transfer of students to the school. See the accompanying administrative regulation for additional language fulfilling this mandate.\*\*\*~~

The Superintendent or designee shall establish procedures for the involuntary transfer of students to a community day school in accordance with law. (Education Code 48662)

~~\*\*\*Note: The following paragraph is optional. Pursuant to Education Code 48666, the Board may establish an attendance policy that permits the community day school to require students to attend school for up to seven days each week.\*\*\*~~

The Superintendent or designee may require community day school students to attend school for up to seven days each week in a directed program designed to provide students with the skills and attitudes necessary for success when they are returned to a regular school environment. (Education Code 48666)

~~\*\*\*Note: Pursuant to Education Code 48661, a community day school must not be situated on the same school site as a regular elementary, middle, junior high, comprehensive senior high, opportunity, or continuation school. However, situating a community day school on the same school site as a regular school may be permitted if the district has 2,500 or fewer units of average daily attendance (ADA) or if, regardless of its ADA, the district is organized to serve grades K-8 or desires to establish a community day school that serves only grades K-6. For any such district, the Board must first make the certification specified in the following paragraph.\*\*\*~~

A community day school shall not be situated on the same site as a regular district elementary, middle, junior high, comprehensive senior high, opportunity, or continuation school, except when allowed by law and when the Board certifies by a two-thirds vote that no satisfactory alternative facilities are available for the community day school. Such Board certification shall be valid for not more than one school year and may be renewed by a subsequent two-thirds vote of the Board. (Education Code 48661)

(cf. 9323.2 - Actions by the Board)



Community day schools shall be operated in safe, well-maintained facilities that meet the requirements of Education Code 17292.5.

~~\*\*\*Note: The following optional paragraph may be revised to reflect district practice. Pursuant to Education Code 52064.5, the State Board of Education has adopted evaluation rubrics to assist districts in evaluating program strengths, weaknesses, and areas that require improvement for the purpose of updating their local control and accountability plan.\*\*\*~~

The Superintendent or designee shall regularly report to the Board regarding the academic performance and other outcomes of students enrolled in a community day school.

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

1980-1986 County community schools

17085-17096 Emergency portable facilities

17280-17316 Field Act, approvals

17365-17374 Field Act, fitness of occupancy

48260-48273 Truants

48660-48666 Community day schools

48900-48926 Suspension or expulsion

52052 Accountability

52064.5 Program evaluation; state evaluation rubrics

WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction

602 Minors violating laws defining crime; ward of court

CALIFORNIA CODE OF REGULATIONS, TITLE 5

1068-1074 Alternative schools accountability systems

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

CODE OF FEDERAL REGULATIONS, TITLE 34

104.35 Evaluation and placement of students with disabilities

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Guidelines for Establishing a Community Day School

WEB SITES

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

(2/97 3/00) 10/16

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: December 13, 2016

Adopted:

King City, California

## Instruction

### Community Day School

#### Involuntary Transfer

~~\*\*\*Note: Education Code 48662 mandates that districts establishing a community day school adopt procedures for the involuntary transfer of students to the school.\*\*\*~~

The Superintendent or designee may assign a student to a district community day school if the student meets one or more of the following conditions: (Education Code 48662)

1. The student is expelled for any reason.

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

~~\*\*\*Note: Education Code 48662 authorizes the involuntary transfer of students who are probation-referred pursuant to Welfare and Institutions Code 300 or 602, as provided in item #2 below. Such students include minors who are within the jurisdiction of the juvenile court and may be adjudged to be a dependent child of the court, including, but not limited to, minors who have suffered or are at substantial risk of suffering serious physical harm, neglect, serious emotional damage, sexual abuse, or physical abuse as a result of the conduct of the parent/guardian, or who have been freed for adoption by one or both parents. In addition, probation-referred students include students who are within the jurisdiction of the juvenile court and may be adjudged to be wards of the court for violating any state or federal law or any city or county ordinance defining crime, other than an ordinance establishing a curfew based solely on age.\*\*\*~~

2. The student is probation-referred pursuant to Welfare and Institutions Code 300 or 602.
3. The student is referred by a school attendance review board (SARB) or other district-level referral process.

(cf. 5113.1 - Chronic Absence and Truancy)

The Superintendent or designee shall give first priority for assignment to a community day school to students expelled for mandatory expulsion offenses pursuant to Education Code 48915(d). Second priority shall be given to students expelled for other reasons, and third priority shall be given to students referred pursuant to item #2 or #3 above. These priorities are applicable unless there is an agreement that the County Superintendent of Schools will serve any of these students. (Education Code 48662)

~~\*\*\*Note: Pursuant to 20 USC 1415, a change in the educational placement of a student with a disability must involve the participation of the student's individualized education program (IEP)~~

~~team. In addition, the educational placement of a student who is eligible for services pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794) requires the participation of the student's 504 team.\*\*\*~~

When the student to be involuntarily transferred to a community day school is a student with disabilities, as defined under the federal Individuals with Disabilities Education Act or Section 504 of the federal Rehabilitation Act of 1973, assignment to a community day school shall be determined by the student's individualized education program (IEP) or 504 team, as applicable. (20 USC 1415; 34 CFR 104.35)

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

(cf. 6159 - Individualized Education Program)

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

~~\*\*\*Note: The following paragraph may be revised to reflect district practice. According to Guidelines for Establishing a Community Day School, available on the California Department of Education's (CDE) web site, the district's procedures should include due process and notification for students who have been involuntarily transferred to a community day school. Education Code 48918 provides that students transferred pursuant to an expulsion order will receive due process and notice during the expulsion hearing. Students who are probation referred will receive due process and notice during the probation proceedings. Pursuant to Education Code 48260-48273, students who are referred pursuant to a student attendance review board (SARB) will receive due process and notice through that process.\*\*\*~~

Students who have been involuntarily transferred to a community day school based on an expulsion order, probation referral, SARB referral, or other district-level referral process shall be notified in accordance with the applicable laws and/or district policy. Such process shall include timely written notification of the transfer to the student and his/her parent/guardian and an opportunity for the student and parent/guardian to meet with the Superintendent or designee to discuss the transfer.

#### Instruction

Academic programs offered in the community day school shall be comparable to those available to students of a similar age in the district. (Education Code 48663)

~~\*\*\*Note: Education Code 48663 establishes a minimum school day of 360 minutes for community day schools. The CDE's Guidelines for Establishing a Community Day School clarifies that a student with disabilities may be enrolled in a community day school for a shorter day in accordance with his/her IEP.\*\*\*~~

The minimum school day for a district community day school shall be 360 minutes of classroom instruction provided by a certificated employee. Independent study shall not be used as a means of providing any part of this minimum day. (Education Code 48663)

(cf. 6112 - School Day)  
(cf. 6158 - Independent Study)

(2/99 3/00) 10/16

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: December 13, 2016

Adopted:

King City, California

Board Bylaws

Actions By The Board

ACTIONS REQUIRING MORE THAN A MAJORITY VOTE

Actions Requiring a Two-Thirds Vote of the Board:

1. Resolution declaring intention to sell or lease real property (Education Code 17466)

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

2. Resolution declaring intent of Governing Board to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)
4. Lease for up to three months of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)
5. Temporary borrowing before receipt of fiscal income, if implemented pursuant to Government Code 53820-53833 (Government Code 53821)
6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, ordering city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)

*(cf. 7131 - Relations with Local Agencies)*

*(cf. 7150 - Site Selection and Development)*

*(cf. 7160 - Charter School Facilities)*

7. Resolution to transfer excess local funds from a deferred maintenance fund when state funds are insufficient to match local funds being held in the deferred maintenance fund (Education Code 17582, 17583)
8. For districts with an ADA of 2,500 or less seeking to add a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

*(cf. 6185 - Community Day School)*

9. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)

*(cf. 7214 - General Obligation Bonds)*

10. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

*(cf. 7213 - School Facilities Improvement Districts)*

11. Resolution to place a parcel tax on the ballot (Government Code 53724)
12. Resolution of necessity to proceed with an eminent domain action and, if the Board desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)
2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

*(cf. 9320 - Meetings and Notices)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

Actions Requiring a Four-Fifths Vote of the Board:

1. The expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

*(cf. 3110 - Transfer of Funds)*

- 2. Resolution for district borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)**

3. Resolution, adopted between July 15 and August 30, to borrow funds of up to 25 percent of the estimated income and revenue to be received by the district during the current fiscal year from apportionments based on average daily attendance for the preceding school year (Government Code 53822-53824)
4. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

*(cf. 3311 - Bids)*

**5. Resolution to award a contract for a public works project at \$187,500 or less to the lowest responsible bidder, when the district is using the informal process authorized under the Uniform Public Construction Cost Accounting Act for projects of \$175,000 or less, all bids received are in excess of \$175,000, and the Board determines that the district's cost estimate was reasonable (Public Contract Code 22034)**

Actions Requiring a Unanimous Vote of the Board:

1. Resolution authorizing and prescribing the terms of a community lease for extraction of gas (Education Code 17510-17511)
2. Waiver of the competitive bid process pursuant to Public Contract Code 20111 when the Board determines that an emergency exists and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property in the local dump or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

*(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)*

Exhibit SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

First Reading: December 13, 2016

Adopted:

King City, California



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

**SUBJECT:** Approval of First Interim Budget Revision Reporting    **MEETING:** December 13, 2016

**AGENDA SECTION:**

- ACTION
- INFORMATION
- ACTION/CONSENT

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**GOVERNING BOARD**

Board Goals:

- \_\_\_\_\_ Improve, Monitor and Sustain Student Achievement
- \_\_\_\_\_ Improve School Climate in Support of Teaching, Learning and Student Safety
- X   Develop/Sustain Fiscal Solvency
- \_\_\_\_\_ Ensure that Facilities are Safe for Staff and Students
- X   Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

School Districts are required to report their financial status as of October 31 of each year on or before December 15<sup>th</sup> of that year to the County Office of Education.

Recommendation:

It is recommended that the Board of Education accept the First Interim with a positive certification.


Fiscal Impact:

Positive budget certification for the current year and two subsequent years.

Submitted By:

  
\_\_\_\_\_  
Sherrie S. Castellanos  
Chief Business Official

Approved:

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

**State Budget**

Local Control Funding Formula Full implementation of the LCFF is anticipated to be complete by 2020-21. While the economy has improved quickly over the last years, both the Governor and the Department of Finance continue to remind educational entities that an economic downturn is inevitable and would negatively affect school funding. Listed below are the Base Grant funding for current year and two subsequent years.

Grade Level	2016-17 Target Base Grant	2016-17 Target GSA	2017-18 Target Base Grant	2017-18 Target GSA	2018-19 Target Base Grant	2018-19 Target GSA Grades
Grades 9-12	\$8,578	\$223	\$8,673	\$225	\$8,883	\$231

While the annual gap-closure percentage estimates may seem large, the remaining gap to fill has shrunk significantly. This means that gap-closure percentages will increase, yet result in a smaller actual funding increase for school districts. Our current year projected gap funding is \$4,338,520. These funds are made up of the Supplemental and Concentration Grants and are meant to be used to serve the needs of the targeted subgroups (English Learner, Low Socio Economic, Foster and Homeless).

	Estimate 2016-17	Estimate 2017-18	Estimate 2018-19	Estimate 2019-20
LCFF Gap Funding Percentage	54.18%	72.99%	40.36%	73.98%
Annual COLA	0.00%	1.11%	2.42%	2.67%

**Reserves**

County offices continue to reinforce the need for reserves over the minimum reserve requirements. The experience of the most recent recession has clearly demonstrated the minimum levels are insufficient to protect educational programs from severe disruption in an economic downturn. The typical 3% reserve minimum represents less than two weeks of payroll for many districts.

Many Districts have established reserve policies higher than minimum reserves, recognizing their duty to maintain fiscal solvency. The adequacy of a given reserve level should be assessed based on the LEA’s own specific circumstances, and numerous reasonable models are available for consideration. Examples include:

- The Government Finance Officers Association recommends reserves equal to two months of average general fund operating expenditures, or about 17%.
- Rating agencies assess the adequacy of a district’s reserves by comparing them to statewide averages, which have hovered around 15% for California unified school districts in recent years.

South Monterey County High School District has adopted policy that agree with the 17%.

## Multi-Year Assumptions

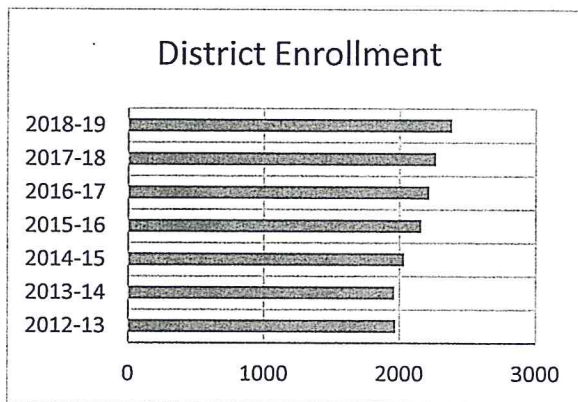
Planning Factors for 2016-17 and MYPs Key planning factors incorporated into the 2016-17 budget and multiyear projections are listed below and based on the latest information available.

Planning Factor	Fiscal Year		
	2016-17	2017-18	2018-19
COLA (Department of Finance - DOF)	0.00%	1.11%	2.42%
LCFF Gap Funding Percentage (DOF)	54.18%	72.99%	40.36%
STRS Employer Statutory Rates	12.58%	14.43%	16.28%
PERS Employer Projected Rates	13.888%	15.50%	17.10%
Lottery – unrestricted per ADA	\$144	\$144	\$144
Lottery – Prop. 20 per ADA	\$45	\$45	\$45
Mandated Cost per ADA or One-Time Allocations	\$214	\$0	\$0
Mandate Block Grant for Districts – 9-12 per ADA	\$56	\$56	\$56
Mandate Block Grant for Charters – 9-12 per ADA	\$42	\$42	\$42

### SMCJUHS Overall Assumptions/Changes from Budget Adoption

1. Projected General Fund revenues are \$29,000,288 a 3.7% increase
  - a. Unearned Revenue for Emergency Repair Program
  - b. College Readiness Grant
  - c. One Time Mandate Funds \$214/ADA
  - d. STRS on Behalf
2. Added Pinnacle Charter Academy
  - a. Estimated Enrollment is 15 with 10 ADA
3. Enrollment/ADA Projections
  - a. LCFF Funding – Flat –2086 ADA
  - b. Increase Enrollment to 2,233 (44 more than budget adoption).  
We have left our ADA the same due to lowering the percentage of enrollment. Budget Adoption was based on 96%. We changed it to be 93% which is the state-wide average for high schools. We believe this to be a more conservative assumption.
4. Reserve
  - a. \$5,134,688                      17% Board Directed

- b. \$8,110,491      26.85% Total
- 5. Projected Expenditures \$30,204,048 a 14% Increase
  - a. Increased salaries for Estimated Actuals
  - b. Added budgets for carryover dollars
  - c. Added expenditures for Emergency Repair and College Readiness
  - d. STRS on behalf
- 6. Multi-Year Projections
  - a. Department of Finance estimates used for revenues and gap funding
  - b. Enrollment projections updated based on feeder districts
  - c. Increased Certificated salaries for increased enrollment
  - d. Negotiated increases Included
  - e. Maintained Capital Outlay \$100,000 for each subsequent year



**LCFF Calculator Universal Assumptions**  
**South Monterey County Joint Union High (66068)**

Summary of Funding									
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	
Target	\$ 21,062,151	\$ 22,417,016	\$ 23,897,700	\$ 23,882,106	\$ 25,204,694	\$ 26,383,431	\$ 27,550,261	\$ 27,479,436	
Floor	13,729,429	15,063,308	18,381,143	21,574,090	24,105,109	25,116,068	26,001,257	26,804,614	
Applied Formula: Target or Floor	FLOOR	FLOOR	FLOOR	FLOOR	FLOOR	FLOOR	FLOOR	FLOOR	FLOOR
Remaining Need after Gap (informational only)	6,452,671	5,135,818	2,636,914	1,042,300	586,849	789,187	682,336	674,822	
Current Year Gap Funding	880,051	2,217,890	2,879,643	1,265,716	512,736	478,176	866,668	-	
Economic Recovery Target	-	-	-	-	-	-	-	-	
Additional State Aid	-	-	-	-	-	-	-	-	
<b>Total Phase-In Entitlement</b>	<b>\$ 14,609,480</b>	<b>\$ 17,281,198</b>	<b>\$ 21,260,786</b>	<b>\$ 22,839,806</b>	<b>\$ 24,617,845</b>	<b>\$ 25,594,244</b>	<b>\$ 26,867,925</b>	<b>\$ 26,804,614</b>	

Components of LCFF By Object Code									
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
8011 - State Aid	\$ 4,089,421	\$ 6,826,959	\$ 8,534,988	\$ 12,368,587	\$ 14,013,631	\$ 15,863,569	\$ 18,401,476	\$ 21,134,588	\$ 21,071,277
8011 - Fair Share	-	-	-	-	-	-	-	-	-
8311 & 8590 - Categoricals	2,536,670	-	-	-	-	-	-	-	-
EPA (for LCFF Calculation purposes)	2,408,555	2,371,885	3,108,578	3,238,199	3,172,175	3,100,276	1,516,196	-	-
Local Revenue Sources:									
8021 to 8089 - Property Taxes		5,410,636	5,637,632	5,654,000	5,654,000	5,654,000	5,676,572	5,733,337	5,733,337
8096 - In-Lieu of Property Taxes		-	-	-	-	-	-	-	-
Property Taxes net of in-lieu	4,696,013	5,410,636	5,637,632	5,654,000	5,654,000	5,654,000	5,676,572	5,733,337	5,733,337
<b>TOTAL FUNDING</b>	<b>\$ 13,730,659</b>	<b>\$ 14,609,480</b>	<b>\$ 17,281,198</b>	<b>\$ 21,260,786</b>	<b>\$ 22,839,806</b>	<b>\$ 24,617,845</b>	<b>\$ 25,594,244</b>	<b>\$ 26,867,925</b>	<b>\$ 26,804,614</b>
Less: Excess Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: EPA in Excess to LCFF Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Phase-In Entitlement</b>	<b>\$ 14,609,480</b>	<b>\$ 17,281,198</b>	<b>\$ 21,260,786</b>	<b>\$ 22,839,806</b>	<b>\$ 24,617,845</b>	<b>\$ 25,594,244</b>	<b>\$ 26,867,925</b>	<b>\$ 26,804,614</b>	
EPA Receipts (for budget & cashflow)	\$ 2,394,217	\$ 2,370,601	\$ 3,109,535	\$ 3,252,864	\$ 3,172,175	\$ 3,100,276	\$ 1,516,196	\$ -	\$ -

Summary of Student Population								
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
<b>Unduplicated Pupil Population</b>								
Agency Unduplicated Pupil Count	1,625.00	1,751.00	1,622.00	1,678.00	1,782.00	1,838.00	1,859.00	-
COE Unduplicated Pupil Count	3.00	6.00	-	-	-	-	-	-
Total Unduplicated pupil Count	1,628.00	1,757.00	1,622.00	1,678.00	1,782.00	1,838.00	1,859.00	-
Rolling %, Supplemental Grant	82.7700%	86.1300%	82.8900%	79.7000%	76.6500%	76.6500%	76.6500%	0.0000%
Rolling %, Concentration Grant	82.7700%	86.1300%	82.8900%	79.7000%	76.6500%	76.6500%	76.6500%	0.0000%
<b>FUNDED ADA</b>								
<i>Adjusted Base Grant ADA</i>								
	<i>Prior Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Prior Year</i>
Grades TK-3	-	-	-	-	-	-	-	-
Grades 4-6	-	-	-	-	-	-	-	-
Grades 7-8	-	-	-	-	-	-	-	-
Grades 9-12	1,840.07	1,909.24	2,051.67	2,086.00	2,216.00	2,266.00	2,306.00	2,300.00
<b>Total Adjusted Base Grant ADA</b>	<b>1,840.07</b>	<b>1,909.24</b>	<b>2,051.67</b>	<b>2,086.00</b>	<b>2,216.00</b>	<b>2,266.00</b>	<b>2,306.00</b>	<b>2,300.00</b>
<i>Necessary Small School ADA</i>								
	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>
Grades TK-3	-	-	-	-	-	-	-	-
Grades 4-6	-	-	-	-	-	-	-	-
Grades 7-8	-	-	-	-	-	-	-	-
Grades 9-12	-	-	-	-	-	-	-	-
<b>Total Necessary Small School ADA</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Funded ADA</b>	<b>1840.07</b>	<b>1909.24</b>	<b>2051.67</b>	<b>2086.00</b>	<b>2216.00</b>	<b>2266.00</b>	<b>2306.00</b>	<b>2300.00</b>
<i>ACTUAL ADA (Current Year Only)</i>								
Grades TK-3	-	-	-	-	-	-	-	-
Grades 4-6	-	-	-	-	-	-	-	-
Grades 7-8	-	-	-	-	-	-	-	-
Grades 9-12	1,837.86	1,909.24	2,051.67	2,086.00	2,216.00	2,266.00	2,306.00	-
<b>Total Actual ADA</b>	<b>1,837.86</b>	<b>1,909.24</b>	<b>2,051.67</b>	<b>2,086.00</b>	<b>2,216.00</b>	<b>2,266.00</b>	<b>2,306.00</b>	<b>-</b>
<b>Funded Difference (Funded ADA less Actual ADA)</b>	<b>2.21</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,300.00</b>

Minimum Proportionality Percentage (MPP)														
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21						
Current year estimated supplemental and concentration grant funding in the LCAP year	\$	1,645,003	\$	2,876,983	\$	4,338,520	\$	5,003,937	\$	5,276,069	\$	5,527,443	\$	5,500,000
Current year Minimum Proportionality Percentage (MPP)		10.75%		15.94%		23.88%		25.95%		26.40%		26.31%		26.22%

G = General Ledger Data; S = Supplemental Data

Form	Description	Data Supplied For:			
		2016-17 Original Budget	2016-17 Board Approved Operating Budget	2016-17 Actuals to Date	2016-17 Projected Totals
01I	General Fund/County School Service Fund	GS	GS	GS	GS
09I	Charter Schools Special Revenue Fund		G		G
10I	Special Education Pass-Through Fund				
11I	Adult Education Fund	G	G	G	G
12I	Child Development Fund				
13I	Cafeteria Special Revenue Fund	G	G	G	G
14I	Deferred Maintenance Fund				
15I	Pupil Transportation Equipment Fund				
17I	Special Reserve Fund for Other Than Capital Outlay Projects	G	G	G	G
18I	School Bus Emissions Reduction Fund				
19I	Foundation Special Revenue Fund				
20I	Special Reserve Fund for Postemployment Benefits				
21I	Building Fund				
25I	Capital Facilities Fund	G	G	G	G
30I	State School Building Lease-Purchase Fund				
35I	County School Facilities Fund				
40I	Special Reserve Fund for Capital Outlay Projects				
49I	Capital Project Fund for Blended Component Units				
51I	Bond Interest and Redemption Fund				
52I	Debt Service Fund for Blended Component Units				
53I	Tax Override Fund				
56I	Debt Service Fund	G	G	G	G
57I	Foundation Permanent Fund				
61I	Cafeteria Enterprise Fund				
62I	Charter Schools Enterprise Fund				
63I	Other Enterprise Fund				
66I	Warehouse Revolving Fund				
67I	Self-Insurance Fund				
71I	Retiree Benefit Fund				
73I	Foundation Private-Purpose Trust Fund				
AI	Average Daily Attendance	S	S		S
CASH	Cashflow Worksheet				S
CHG	Change Order Form				
CI	Interim Certification				S
ICR	Indirect Cost Rate Worksheet				
MYPI	Multiyear Projections - General Fund				GS
NCMOE	No Child Left Behind Maintenance of Effort				G
SIAI	Summary of Interfund Activities - Projected Year Totals				G
01CSI	Criteria and Standards Review				S

2016-17 First Interim  
General Fund  
Unrestricted (Resources 0000-1999)  
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	22,839,806.00	22,839,806.00	9,127,930.33	22,801,105.00	(38,701.00)	-0.2%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	393,383.00	393,383.00	10,534.62	849,359.00	455,976.00	115.9%
4) Other Local Revenue		8600-8799	761,276.00	761,276.00	51,390.97	761,276.00	0.00	0.0%
5) TOTAL, REVENUES			23,994,465.00	23,994,465.00	9,189,855.92	24,411,740.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	8,447,116.00	8,447,116.00	2,310,162.63	8,532,122.00	(85,006.00)	-1.0%
2) Classified Salaries		2000-2999	2,296,504.00	2,296,504.00	696,585.64	2,392,537.00	(96,033.00)	-4.2%
3) Employee Benefits		3000-3999	3,594,141.00	3,594,141.00	1,011,182.07	3,589,687.00	4,454.00	0.1%
4) Books and Supplies		4000-4999	1,270,308.00	1,252,308.00	526,059.76	1,329,867.62	(77,559.62)	-6.2%
5) Services and Other Operating Expenditures		5000-5999	3,179,728.00	3,197,728.00	804,752.12	3,207,561.38	(9,833.38)	-0.3%
6) Capital Outlay		6000-6999	335,619.00	335,619.00	150,243.36	431,619.00	(96,000.00)	-28.6%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	1,389,929.00	1,389,929.00	22,332.00	1,401,529.00	(11,600.00)	-0.8%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(40,450.00)	(40,450.00)	0.00	(37,412.00)	(3,038.00)	7.5%
9) TOTAL, EXPENDITURES			20,472,895.00	20,472,895.00	5,521,317.58	20,847,511.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			3,521,570.00	3,521,570.00	3,668,538.34	3,564,229.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(3,167,635.00)	(3,167,635.00)	0.00	(3,476,565.00)	(308,930.00)	9.8%
4) TOTAL, OTHER FINANCING SOURCES/USES			(3,167,635.00)	(3,167,635.00)	0.00	(3,476,565.00)		



2016-17 First Interim  
General Fund  
Unrestricted (Resources 0000-1999)  
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			353,935.00	353,935.00	3,668,538.34	87,664.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	7,490,722.52	6,211,185.00		7,490,722.52	1,279,537.52	20.6%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			7,490,722.52	6,211,185.00		7,490,722.52		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			7,490,722.52	6,211,185.00		7,490,722.52		
2) Ending Balance, June 30 (E + F1e)			7,844,657.52	6,565,120.00		7,578,386.52		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	6,000.00	6,000.00		6,000.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted			0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	1,236,700.00	5,134,688.00		5,134,688.31		
Unassigned/Unappropriated Amount			6,601,957.52	1,424,432.00		2,437,698.21		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>LCFF SOURCES</b>								
Principal Apportionment State Aid - Current Year		8011	14,013,631.00	14,013,631.00	8,190,952.00	13,989,637.00	(23,994.00)	-0.2%
Education Protection Account State Aid - Current Year		8012	3,172,175.00	3,172,175.00	764,160.00	3,184,341.00	12,166.00	0.4%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions Homeowners' Exemptions		8021	29,157.00	29,157.00	511.17	29,157.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes Secured Roll Taxes		8041	5,124,167.00	5,124,167.00	1,649.17	5,124,167.00	0.00	0.0%
Unsecured Roll Taxes		8042	207,631.00	207,631.00	167,770.37	207,631.00	0.00	0.0%
Prior Years' Taxes		8043	51,487.00	51,487.00	3,539.18	51,487.00	0.00	0.0%
Supplemental Taxes		8044	64,676.00	64,676.00	0.00	64,676.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	138,603.00	138,603.00	(332.85)	138,603.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	36,164.00	36,164.00	0.00	36,164.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	2,115.00	2,115.00	(318.71)	2,115.00	0.00	0.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Subtotal, LCFF Sources</b>			<b>22,839,806.00</b>	<b>22,839,806.00</b>	<b>9,127,930.33</b>	<b>22,827,978.00</b>	<b>(11,828.00)</b>	<b>-0.1%</b>
<b>LCFF Transfers</b>								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	(26,873.00)	(26,873.00)	New
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, LCFF SOURCES</b>			<b>22,839,806.00</b>	<b>22,839,806.00</b>	<b>9,127,930.33</b>	<b>22,801,105.00</b>	<b>(38,701.00)</b>	<b>-0.2%</b>
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00		
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00		
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00		
Donated Food Commodities		8221	0.00	0.00	0.00	0.00		
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00		
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected	3010	8290						
NCLB: Title I, Part D, Local Delinquent Program	3025	8290						
NCLB: Title II, Part A, Teacher Quality	4035	8290						

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
NCLB: Title III, Immigration Education Program	4201	8290						
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290						
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610	8290						
Other No Child Left Behind	3012-3020, 3030-3199, 4036-4126, 5510	8290						
Vocational and Applied Technology Education	3500-3699	8290						
Safe and Drug Free Schools	3700-3799	8290						
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
ROC/P Entitlement Prior Years	6360	8319						
Special Education Master Plan Current Year	6500	8311						
Prior Years	6500	8319						
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00		
Mandated Costs Reimbursements		8550	106,430.00	106,430.00	0.00	543,005.00	436,575.00	410.2%
Lottery - Unrestricted and Instructional Materials		8560	286,953.00	286,953.00	10,534.62	306,354.00	19,401.00	6.8%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00		
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590						
Charter School Facility Grant	6030	8590						
Career Technical Education Incentive Grant Program	6387	8590						
Drug/Alcohol/Tobacco Funds	6650, 6690	8590						
California Clean Energy Jobs Act	6230	8590						
Specialized Secondary	7370	8590						
American Indian Early Childhood Education	7210	8590						
Quality Education Investment Act	7400	8590						
Common Core State Standards Implementation	7405	8590						
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>393,383.00</b>	<b>393,383.00</b>	<b>10,534.62</b>	<b>849,359.00</b>	<b>455,976.00</b>	<b>115.9%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00		
Unsecured Roll		8616	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00		
Supplemental Taxes		8618	0.00	0.00	0.00	0.00		
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	219,633.00	219,633.00	0.00	219,633.00		
Penalties and Interest from Delinquent Non-LCFF Taxes								
		8629	0.00	0.00	0.00	0.00		
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	16,000.00	16,000.00	6,245.00	16,000.00	0.00	0.0%
Interest		8660	43,352.00	43,352.00	0.00	43,352.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	2,423.00	2,423.00	0.00	2,423.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00		
All Other Local Revenue		8699	479,868.00	479,868.00	45,145.97	479,868.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791						
From County Offices	6500	8792						
From JPAs	6500	8793						
ROC/P Transfers								
From Districts or Charter Schools	6360	8791						
From County Offices	6360	8792						
From JPAs	6360	8793						
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>761,276.00</b>	<b>761,276.00</b>	<b>51,390.97</b>	<b>761,276.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, REVENUES</b>			<b>23,994,465.00</b>	<b>23,994,465.00</b>	<b>9,189,855.92</b>	<b>24,411,740.00</b>	<b>417,275.00</b>	<b>1.7%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Certificated Teachers' Salaries		1100	7,023,681.00	7,023,681.00	1,909,605.75	7,185,462.00	(161,781.00)	-2.3%
Certificated Pupil Support Salaries		1200	329,054.00	329,054.00	89,741.18	333,855.00	(4,801.00)	-1.5%
Certificated Supervisors' and Administrators' Salaries		1300	994,379.00	994,379.00	304,266.40	912,803.00	81,576.00	8.2%
Other Certificated Salaries		1900	100,002.00	100,002.00	6,549.30	100,002.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>8,447,116.00</b>	<b>8,447,116.00</b>	<b>2,310,162.63</b>	<b>8,532,122.00</b>	<b>(85,006.00)</b>	<b>-1.0%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Support Salaries		2200	1,175,541.00	1,175,541.00	347,771.34	1,182,054.00	(6,513.00)	-0.6%
Classified Supervisors' and Administrators' Salaries		2300	447,719.00	447,719.00	149,109.31	492,542.00	(44,823.00)	-10.0%
Clerical, Technical and Office Salaries		2400	573,242.00	573,242.00	197,786.99	617,939.00	(44,697.00)	-7.8%
Other Classified Salaries		2900	100,002.00	100,002.00	1,918.00	100,002.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>2,296,504.00</b>	<b>2,296,504.00</b>	<b>696,585.64</b>	<b>2,392,537.00</b>	<b>(96,033.00)</b>	<b>-4.2%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	1,033,453.00	1,033,453.00	287,956.82	1,064,356.00	(30,903.00)	-3.0%
PERS		3201-3202	324,228.00	324,228.00	86,254.40	313,768.00	10,460.00	3.2%
OASDI/Medicare/Alternative		3301-3302	321,073.00	321,073.00	87,098.65	320,136.00	937.00	0.3%
Health and Welfare Benefits		3401-3402	1,523,840.00	1,523,840.00	415,725.75	1,524,184.00	(344.00)	0.0%
Unemployment Insurance		3501-3502	5,412.00	5,412.00	1,521.84	6,332.00	(920.00)	-17.0%
Workers' Compensation		3601-3602	243,611.00	243,611.00	59,265.27	212,958.00	30,653.00	12.6%
OPEB, Allocated		3701-3702	142,524.00	142,524.00	73,359.34	147,953.00	(5,429.00)	-3.8%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>3,594,141.00</b>	<b>3,594,141.00</b>	<b>1,011,182.07</b>	<b>3,589,687.00</b>	<b>4,454.00</b>	<b>0.1%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	100,000.00	100,000.00	26,807.05	100,000.00	0.00	0.0%
Books and Other Reference Materials		4200	58,088.00	58,088.00	1,862.59	66,088.00	(8,000.00)	-13.8%
Materials and Supplies		4300	564,022.00	564,022.00	183,375.45	609,611.23	(45,589.23)	-8.1%
Noncapitalized Equipment		4400	548,198.00	530,198.00	314,014.67	554,168.39	(23,970.39)	-4.5%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>1,270,308.00</b>	<b>1,252,308.00</b>	<b>526,059.76</b>	<b>1,329,867.62</b>	<b>(77,559.62)</b>	<b>-6.2%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	100,500.00	100,500.00	51,997.51	109,252.39	(8,752.39)	-8.7%
Dues and Memberships		5300	72,043.00	72,043.00	38,043.92	72,043.00	0.00	0.0%
Insurance		5400-5450	166,890.00	166,890.00	175,875.00	177,890.00	(11,000.00)	-6.6%
Operations and Housekeeping Services		5500	563,220.00	563,220.00	168,140.83	576,220.00	(13,000.00)	-2.3%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	706,562.00	706,562.00	28,150.58	717,310.00	(10,748.00)	-1.5%
Transfers of Direct Costs		5710	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	1,468,619.00	1,486,619.00	314,080.86	1,480,649.99	5,969.01	0.4%
Communications		5900	105,894.00	105,894.00	28,463.42	78,196.00	27,698.00	26.2%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>3,179,728.00</b>	<b>3,197,728.00</b>	<b>804,752.12</b>	<b>3,207,561.38</b>	<b>(9,833.38)</b>	<b>-0.3%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	199,985.00	199,985.00	79,257.50	199,985.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	135,634.00	135,634.00	70,985.86	231,634.00	(96,000.00)	-70.8%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>335,619.00</b>	<b>335,619.00</b>	<b>150,243.36</b>	<b>431,619.00</b>	<b>(96,000.00)</b>	<b>-28.6%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	6,943.00	6,943.00	0.00	6,943.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	58,002.00	58,002.00	22,332.00	58,002.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221						
To County Offices	6500	7222						
To JPAs	6500	7223						
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221						
To County Offices	6360	7222						
To JPAs	6360	7223						
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	32,370.00	32,370.00	0.00	43,970.00	(11,600.00)	-35.8%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	712,614.00	712,614.00	0.00	712,614.00	0.00	0.0%
Other Debt Service - Principal		7439	580,000.00	580,000.00	0.00	580,000.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>1,389,929.00</b>	<b>1,389,929.00</b>	<b>22,332.00</b>	<b>1,401,529.00</b>	<b>(11,600.00)</b>	<b>-0.8%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	(40,450.00)	(40,450.00)	0.00	(37,412.00)	(3,038.00)	7.5%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>(40,450.00)</b>	<b>(40,450.00)</b>	<b>0.00</b>	<b>(37,412.00)</b>	<b>(3,038.00)</b>	<b>7.5%</b>
<b>TOTAL, EXPENDITURES</b>			<b>20,472,895.00</b>	<b>20,472,895.00</b>	<b>5,521,317.58</b>	<b>20,847,511.00</b>	<b>(374,616.00)</b>	<b>-1.8%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS OUT</b>								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Proceeds</b>								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Other Sources</b>								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	(3,167,635.00)	(3,167,635.00)	0.00	(3,476,565.00)	(308,930.00)	9.8%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			<b>(3,167,635.00)</b>	<b>(3,167,635.00)</b>	<b>0.00</b>	<b>(3,476,565.00)</b>	<b>(308,930.00)</b>	<b>9.8%</b>
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>			<b>(3,167,635.00)</b>	<b>(3,167,635.00)</b>	<b>0.00</b>	<b>(3,476,565.00)</b>	<b>(308,930.00)</b>	<b>9.8%</b>

2016-17 First Interim  
General Fund  
Restricted (Resources 2000-9999)  
Revenue, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	1,238,681.00	1,238,681.00	79,990.80	1,388,904.00	150,223.00	12.1%
3) Other State Revenue		8300-8599	329,556.00	329,556.00	1,943,426.34	3,125,036.57	2,795,480.57	848.3%
4) Other Local Revenue		8600-8799	804,574.00	804,574.00	230,574.00	838,002.00	33,428.00	4.2%
5) TOTAL, REVENUES			2,372,811.00	2,372,811.00	2,253,991.14	5,351,942.57		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	1,784,957.00	1,784,957.00	545,514.58	1,887,164.00	(102,207.00)	-5.7%
2) Classified Salaries		2000-2999	748,443.00	748,443.00	217,486.60	750,470.00	(2,027.00)	-0.3%
3) Employee Benefits		3000-3999	974,234.00	974,234.00	272,261.14	1,528,731.00	(554,497.00)	-56.9%
4) Books and Supplies		4000-4999	281,195.00	291,809.00	168,821.24	807,018.48	(515,209.48)	-176.6%
5) Services and Other Operating Expenditures		5000-5999	1,476,063.00	1,465,450.00	986,959.98	3,895,888.42	(2,430,438.42)	-165.8%
6) Capital Outlay		6000-6999	503.00	503.00	0.00	80,503.00	(80,000.00)	-15904.6%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299						
		7400-7499	234,600.00	234,600.00	99,756.47	369,350.00	(134,750.00)	-57.4%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	40,451.00	40,451.00	0.00	37,413.00	3,038.00	7.5%
9) TOTAL, EXPENDITURES			5,540,446.00	5,540,447.00	2,290,800.01	9,356,537.90		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(3,167,635.00)	(3,167,636.00)	(36,808.87)	(4,004,595.33)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	3,167,635.00	3,167,635.00	0.00	3,476,565.00	308,930.00	9.8%
4) TOTAL, OTHER FINANCING SOURCES/USES			3,167,635.00	3,167,635.00	0.00	3,476,565.00		



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	(1.00)	(36,808.87)	(528,030.33)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	666,630.66	252,614.00		666,630.66	414,016.66	163.9%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			666,630.66	252,614.00		666,630.66		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			666,630.66	252,614.00		666,630.66		
2) Ending Balance, June 30 (E + F1e)			666,630.66	252,613.00		138,600.33		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted			666,630.66	252,614.00		138,600.33		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	(1.00)		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	0.00	0.00	0.00	0.00		
Education Protection Account State Aid - Current Year		8012	0.00	0.00	0.00	0.00		
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00		
Tax Relief Subventions								
Homeowners' Exemptions		8021	0.00	0.00	0.00	0.00		
Timber Yield Tax		8022	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00		
County & District Taxes								
Secured Roll Taxes		8041	0.00	0.00	0.00	0.00		
Unsecured Roll Taxes		8042	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8043	0.00	0.00	0.00	0.00		
Supplemental Taxes		8044	0.00	0.00	0.00	0.00		
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00		
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00		
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00		
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00		
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00		
<b>Subtotal, LCFF Sources</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>LCFF Transfers</b>								
Unrestricted LCFF								
Transfers - Current Year	0000	8091						
All Other LCFF								
Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00		
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, LCFF SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	388,231.00	388,231.00	0.00	388,231.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00		
Flood Control Funds		8270	0.00	0.00	0.00	0.00		
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00		
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part A, Basic Grants								
Low-Income and Neglected	3010	8290	662,796.00	662,796.00	70,218.30	772,181.00	109,385.00	16.5%
NCLB: Title I, Part D, Local Delinquent Program	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title II, Part A, Teacher Quality	4035	8290	53,075.00	53,075.00	0.00	54,712.00	1,637.00	3.1%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
NCLB: Title III, Immigration Education Program	4201	8290	4,825.00	4,825.00	0.00	10,069.00	5,244.00	108.7%
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	54,537.00	54,537.00	9,772.50	88,494.00	33,957.00	62.3%
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other No Child Left Behind	3012-3020, 3030-3199, 4036-4126, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	75,217.00	75,217.00	0.00	75,217.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>1,238,681.00</b>	<b>1,238,681.00</b>	<b>79,990.80</b>	<b>1,388,904.00</b>	<b>150,223.00</b>	<b>12.1%</b>
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
ROC/P Entitlement								
Prior Years	6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan								
Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00	0.00	0.0%
Lottery - Unrestricted and Instructional Mater:		8560	90,700.00	90,700.00	18,645.63	105,278.00	14,578.00	16.1%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	264,995.70	264,996.00	264,996.00	New
Drug/Alcohol/Tobacco Funds	6650, 6690	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	121,145.00	121,145.00	0.00	121,145.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Common Core State Standards Implementation	7405	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	117,711.00	117,711.00	1,659,785.01	2,633,617.57	2,515,906.57	2137.4%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>329,556.00</b>	<b>329,556.00</b>	<b>1,943,426.34</b>	<b>3,125,036.57</b>	<b>2,795,480.57</b>	<b>848.3%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	36.00	36.00	0.00	36.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00		
Non-Resident Students		8672	0.00	0.00	0.00	0.00		
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustme		8691	0.00	0.00	0.00	0.00		
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	17,700.00	17,700.00	2,020.00	21,700.00	4,000.00	22.6%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	786,838.00	786,838.00	228,554.00	816,266.00	29,428.00	3.7%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>804,574.00</b>	<b>804,574.00</b>	<b>230,574.00</b>	<b>838,002.00</b>	<b>33,428.00</b>	<b>4.2%</b>
<b>TOTAL, REVENUES</b>			<b>2,372,811.00</b>	<b>2,372,811.00</b>	<b>2,253,991.14</b>	<b>5,351,942.57</b>	<b>2,979,131.57</b>	<b>125.6%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	1,346,368.00	1,346,368.00	367,215.03	1,325,336.00	21,032.00	1.6%
Certificated Pupil Support Salaries		1200	285,880.00	285,880.00	101,988.94	305,928.00	(20,048.00)	-7.0%
Certificated Supervisors' and Administrators' Salaries		1300	152,709.00	152,709.00	76,310.61	255,900.00	(103,191.00)	-67.6%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>1,784,957.00</b>	<b>1,784,957.00</b>	<b>545,514.58</b>	<b>1,887,164.00</b>	<b>(102,207.00)</b>	<b>-5.7%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	539,665.00	539,665.00	139,732.69	532,656.00	7,009.00	1.3%
Classified Support Salaries		2200	139,341.00	139,341.00	55,356.30	149,494.00	(10,153.00)	-7.3%
Classified Supervisors' and Administrators' Salaries		2300	42,923.00	42,923.00	15,272.84	45,819.00	(2,896.00)	-6.7%
Clerical, Technical and Office Salaries		2400	26,514.00	26,514.00	7,124.77	22,501.00	4,013.00	15.1%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>748,443.00</b>	<b>748,443.00</b>	<b>217,486.60</b>	<b>750,470.00</b>	<b>(2,027.00)</b>	<b>-0.3%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	224,329.00	224,329.00	67,704.37	822,428.00	(598,099.00)	-266.6%
PERS		3201-3202	103,953.00	103,953.00	28,929.51	99,716.00	4,237.00	4.1%
OASDI/Medicare/Alternative		3301-3302	104,983.00	104,983.00	24,435.24	86,779.00	18,204.00	17.3%
Health and Welfare Benefits		3401-3402	482,185.00	482,185.00	136,000.91	467,345.00	14,840.00	3.1%
Unemployment Insurance		3501-3502	1,286.00	1,286.00	382.17	1,325.00	(39.00)	-3.0%
Workers' Compensation		3601-3602	57,498.00	57,498.00	14,808.94	51,138.00	6,360.00	11.1%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>974,234.00</b>	<b>974,234.00</b>	<b>272,261.14</b>	<b>1,528,731.00</b>	<b>(554,497.00)</b>	<b>-56.9%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	90,736.00	90,736.00	81,203.89	110,314.00	(19,578.00)	-21.6%
Books and Other Reference Materials		4200	20,469.00	20,469.00	11,036.67	37,093.00	(16,624.00)	-81.2%
Materials and Supplies		4300	101,767.00	101,767.00	45,499.73	557,224.00	(455,457.00)	-447.5%
Noncapitalized Equipment		4400	68,223.00	78,837.00	31,080.95	102,387.48	(23,550.48)	-29.9%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>281,195.00</b>	<b>291,809.00</b>	<b>168,821.24</b>	<b>807,018.48</b>	<b>(515,209.48)</b>	<b>-176.6%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	20,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
Travel and Conferences		5200	76,560.00	76,560.00	50,811.36	146,028.00	(69,468.00)	-90.7%
Dues and Memberships		5300	2,270.00	2,270.00	6,000.00	10,520.00	(8,250.00)	-363.4%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	394,200.00	425,320.00	797,548.82	2,048,644.06	(1,623,324.06)	-381.7%
Transfers of Direct Costs		5710	4,000.00	4,000.00	0.00	4,000.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	972,593.00	930,860.00	131,395.80	1,662,804.36	(731,944.36)	-78.6%
Communications		5900	6,440.00	6,440.00	1,204.00	3,892.00	2,548.00	39.6%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>1,476,063.00</b>	<b>1,465,450.00</b>	<b>986,959.98</b>	<b>3,895,888.42</b>	<b>(2,430,438.42)</b>	<b>-165.8%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	80,000.00	(80,000.00)	New
Equipment Replacement		6500	503.00	503.00	0.00	503.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>503.00</b>	<b>503.00</b>	<b>0.00</b>	<b>80,503.00</b>	<b>(80,000.00)</b>	<b>-15904.6%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	234,600.00	234,600.00	99,756.47	369,350.00	(134,750.00)	-57.4%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>234,600.00</b>	<b>234,600.00</b>	<b>99,756.47</b>	<b>369,350.00</b>	<b>(134,750.00)</b>	<b>-57.4%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	40,451.00	40,451.00	0.00	37,413.00	3,038.00	7.5%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>40,451.00</b>	<b>40,451.00</b>	<b>0.00</b>	<b>37,413.00</b>	<b>3,038.00</b>	<b>7.5%</b>
<b>TOTAL, EXPENDITURES</b>			<b>5,540,446.00</b>	<b>5,540,447.00</b>	<b>2,290,800.01</b>	<b>9,356,537.90</b>	<b>(3,816,090.90)</b>	<b>-68.9%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00		
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS OUT</b>								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00		
<b>Proceeds</b>								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Other Sources</b>								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	3,167,635.00	3,167,635.00	0.00	3,476,565.00	308,930.00	9.8%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			<b>3,167,635.00</b>	<b>3,167,635.00</b>	<b>0.00</b>	<b>3,476,565.00</b>	<b>308,930.00</b>	<b>9.8%</b>
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>			<b>3,167,635.00</b>	<b>3,167,635.00</b>	<b>0.00</b>	<b>3,476,565.00</b>	<b>(308,930.00)</b>	<b>9.8%</b>

2016-17 First Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	22,839,806.00	22,839,806.00	9,127,930.33	22,801,105.00	(38,701.00)	-0.2%
2) Federal Revenue		8100-8299	1,238,681.00	1,238,681.00	79,990.80	1,388,904.00	150,223.00	12.1%
3) Other State Revenue		8300-8599	722,939.00	722,939.00	1,953,960.96	3,974,395.57	3,251,456.57	449.8%
4) Other Local Revenue		8600-8799	1,565,850.00	1,565,850.00	281,964.97	1,599,278.00	33,428.00	2.1%
5) TOTAL, REVENUES			26,367,276.00	26,367,276.00	11,443,847.06	29,763,682.57		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	10,232,073.00	10,232,073.00	2,855,677.21	10,419,286.00	(187,213.00)	-1.8%
2) Classified Salaries		2000-2999	3,044,947.00	3,044,947.00	914,072.24	3,143,007.00	(98,060.00)	-3.2%
3) Employee Benefits		3000-3999	4,568,375.00	4,568,375.00	1,283,443.21	5,118,418.00	(550,043.00)	-12.0%
4) Books and Supplies		4000-4999	1,551,503.00	1,544,117.00	694,881.00	2,136,886.10	(592,769.10)	-38.4%
5) Services and Other Operating Expenditures		5000-5999	4,655,791.00	4,663,178.00	1,791,712.10	7,103,449.80	(2,440,271.80)	-52.3%
6) Capital Outlay		6000-6999	336,122.00	336,122.00	150,243.36	512,122.00	(176,000.00)	-52.4%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	1,624,529.00	1,624,529.00	122,088.47	1,770,879.00	(146,350.00)	-9.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	1.00	1.00	0.00	1.00	0.00	0.0%
9) TOTAL, EXPENDITURES			26,013,341.00	26,013,342.00	7,812,117.59	30,204,048.90		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			353,935.00	353,934.00	3,631,729.47	(440,366.33)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		



2016-17 First Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			353,935.00	353,934.00	3,631,729.47	(440,366.33)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	8,157,353.18	6,463,799.00		8,157,353.18	1,693,554.18	26.2%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			8,157,353.18	6,463,799.00		8,157,353.18		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			8,157,353.18	6,463,799.00		8,157,353.18		
2) Ending Balance, June 30 (E + F1e)			8,511,288.18	6,817,733.00		7,716,986.85		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	6,000.00	6,000.00		6,000.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted			666,630.66	252,614.00		138,600.33		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	1,236,700.00	5,134,688.00		5,134,688.31		
Unassigned/Unappropriated Amount			6,601,957.52	1,424,431.00		2,437,698.21		

2016-17 First Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>LCFF SOURCES</b>								
Principal Apportionment State Aid - Current Year		8011	14,013,631.00	14,013,631.00	8,190,952.00	13,989,637.00	(23,994.00)	-0.2%
Education Protection Account State Aid - Current Year		8012	3,172,175.00	3,172,175.00	764,160.00	3,184,341.00	12,166.00	0.4%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions Homeowners' Exemptions		8021	29,157.00	29,157.00	511.17	29,157.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes Secured Roll Taxes		8041	5,124,167.00	5,124,167.00	1,649.17	5,124,167.00	0.00	0.0%
Unsecured Roll Taxes		8042	207,631.00	207,631.00	167,770.37	207,631.00	0.00	0.0%
Prior Years' Taxes		8043	51,487.00	51,487.00	3,539.18	51,487.00	0.00	0.0%
Supplemental Taxes		8044	64,676.00	64,676.00	0.00	64,676.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	138,603.00	138,603.00	(332.85)	138,603.00	0.00	0.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	36,164.00	36,164.00	0.00	36,164.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	2,115.00	2,115.00	(318.71)	2,115.00	0.00	0.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Subtotal, LCFF Sources</b>			<b>22,839,806.00</b>	<b>22,839,806.00</b>	<b>9,127,930.33</b>	<b>22,827,978.00</b>	<b>(11,828.00)</b>	<b>-0.1%</b>
<b>LCFF Transfers</b>								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	(26,873.00)	(26,873.00)	New
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, LCFF SOURCES</b>			<b>22,839,806.00</b>	<b>22,839,806.00</b>	<b>9,127,930.33</b>	<b>22,801,105.00</b>	<b>(38,701.00)</b>	<b>-0.2%</b>
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	388,231.00	388,231.00	0.00	388,231.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected	3010	8290	662,796.00	662,796.00	70,218.30	772,181.00	109,385.00	16.5%
NCLB: Title I, Part D, Local Delinquent Program	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title II, Part A, Teacher Quality	4035	8290	53	53,075.00	0.00	54,712.00	1,637.00	3.1%

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Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
NCLB: Title III, Immigration Education Program	4201	8290	4,825.00	4,825.00	0.00	10,069.00	5,244.00	108.7%
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	54,537.00	54,537.00	9,772.50	88,494.00	33,957.00	62.3%
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other No Child Left Behind	3012-3020, 3030-3199, 4036-4126, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	75,217.00	75,217.00	0.00	75,217.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>1,238,681.00</b>	<b>1,238,681.00</b>	<b>79,990.80</b>	<b>1,388,904.00</b>	<b>150,223.00</b>	<b>12.1%</b>
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
ROC/P Entitlement								
Prior Years	6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan								
Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	106,430.00	106,430.00	0.00	543,005.00	436,575.00	410.2%
Lottery - Unrestricted and Instructional Materi		8560	377,653.00	377,653.00	29,180.25	411,632.00	33,979.00	9.0%
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	264,995.70	264,996.00	264,996.00	New
Drug/Alcohol/Tobacco Funds	6650, 6690	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	121,145.00	121,145.00	0.00	121,145.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Common Core State Standards Implementation	7405	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	117,711.00	117,711.00	1,659,785.01	2,633,617.57	2,515,906.57	2137.4%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>722,939.00</b>	<b>722,939.00</b>	<b>1,953,960.96</b>	<b>3,974,395.57</b>	<b>3,251,456.57</b>	<b>449.8%</b>

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General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	219,633.00	219,633.00	0.00	219,633.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	16,000.00	16,000.00	6,245.00	16,000.00	0.00	0.0%
Interest		8660	43,388.00	43,388.00	0.00	43,388.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	2,423.00	2,423.00	0.00	2,423.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	497,568.00	497,568.00	47,165.97	501,568.00	4,000.00	0.8%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	786,838.00	786,838.00	228,554.00	816,266.00	29,428.00	3.7%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers								
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>1,565,850.00</b>	<b>1,565,850.00</b>	<b>281,964.97</b>	<b>1,599,278.00</b>	<b>33,428.00</b>	<b>2.1%</b>
<b>TOTAL, REVENUES</b>			<b>26,367,276.00</b>	<b>26,367,276.00</b>	<b>11,443,847.06</b>	<b>29,763,682.57</b>	<b>3,396,406.57</b>	<b>12.9%</b>

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General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	8,370,049.00	8,370,049.00	2,276,820.78	8,510,798.00	(140,749.00)	-1.7%
Certificated Pupil Support Salaries		1200	614,934.00	614,934.00	191,730.12	639,783.00	(24,849.00)	-4.0%
Certificated Supervisors' and Administrators' Salaries		1300	1,147,088.00	1,147,088.00	380,577.01	1,168,703.00	(21,615.00)	-1.9%
Other Certificated Salaries		1900	100,002.00	100,002.00	6,549.30	100,002.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>10,232,073.00</b>	<b>10,232,073.00</b>	<b>2,855,677.21</b>	<b>10,419,286.00</b>	<b>(187,213.00)</b>	<b>-1.8%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	539,665.00	539,665.00	139,732.69	532,656.00	7,009.00	1.3%
Classified Support Salaries		2200	1,314,882.00	1,314,882.00	403,127.64	1,331,548.00	(16,666.00)	-1.3%
Classified Supervisors' and Administrators' Salaries		2300	490,642.00	490,642.00	164,382.15	538,361.00	(47,719.00)	-9.7%
Clerical, Technical and Office Salaries		2400	599,756.00	599,756.00	204,911.76	640,440.00	(40,684.00)	-6.8%
Other Classified Salaries		2900	100,002.00	100,002.00	1,918.00	100,002.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>3,044,947.00</b>	<b>3,044,947.00</b>	<b>914,072.24</b>	<b>3,143,007.00</b>	<b>(98,060.00)</b>	<b>-3.2%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	1,257,782.00	1,257,782.00	355,661.19	1,886,784.00	(629,002.00)	-50.0%
PERS		3201-3202	428,181.00	428,181.00	115,183.91	413,484.00	14,697.00	3.4%
OASDI/Medicare/Alternative		3301-3302	426,056.00	426,056.00	111,533.89	406,915.00	19,141.00	4.5%
Health and Welfare Benefits		3401-3402	2,006,025.00	2,006,025.00	551,726.66	1,991,529.00	14,496.00	0.7%
Unemployment Insurance		3501-3502	6,698.00	6,698.00	1,904.01	7,657.00	(959.00)	-14.3%
Workers' Compensation		3601-3602	301,109.00	301,109.00	74,074.21	264,096.00	37,013.00	12.3%
OPEB, Allocated		3701-3702	142,524.00	142,524.00	73,359.34	147,953.00	(5,429.00)	-3.8%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>4,568,375.00</b>	<b>4,568,375.00</b>	<b>1,283,443.21</b>	<b>5,118,418.00</b>	<b>(550,043.00)</b>	<b>-12.0%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	190,736.00	190,736.00	108,010.94	210,314.00	(19,578.00)	-10.3%
Books and Other Reference Materials		4200	78,557.00	78,557.00	12,899.26	103,181.00	(24,624.00)	-31.3%
Materials and Supplies		4300	665,789.00	665,789.00	228,875.18	1,166,835.23	(501,046.23)	-75.3%
Noncapitalized Equipment		4400	616,421.00	609,035.00	345,095.62	656,555.87	(47,520.87)	-7.8%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>1,551,503.00</b>	<b>1,544,117.00</b>	<b>694,881.00</b>	<b>2,136,886.10</b>	<b>(592,769.10)</b>	<b>-38.4%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	20,000.00	20,000.00	0.00	20,000.00	0.00	0.0%
Travel and Conferences		5200	177,060.00	177,060.00	102,808.87	255,280.39	(78,220.39)	-44.2%
Dues and Memberships		5300	74,313.00	74,313.00	44,043.92	82,563.00	(8,250.00)	-11.1%
Insurance		5400-5450	166,890.00	166,890.00	175,875.00	177,890.00	(11,000.00)	-6.6%
Operations and Housekeeping Services		5500	563,220.00	563,220.00	168,140.83	576,220.00	(13,000.00)	-2.3%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	1,100,762.00	1,131,882.00	825,699.40	2,765,954.06	(1,634,072.06)	-144.4%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	2,441,212.00	2,417,479.00	445,476.66	3,143,454.35	(725,975.35)	-30.0%
Communications		5900	112,334.00	112,334.00	29,667.42	82,088.00	30,246.00	26.9%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>4,655,791.00</b>	<b>4,663,178.00</b>	<b>1,791,712.10</b>	<b>7,103,449.80</b>	<b>(2,440,271.80)</b>	<b>-52.3%</b>

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General Fund  
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Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	199,985.00	199,985.00	79,257.50	199,985.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	80,000.00	(80,000.00)	New
Equipment Replacement		6500	136,137.00	136,137.00	70,985.86	232,137.00	(96,000.00)	-70.5%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>336,122.00</b>	<b>336,122.00</b>	<b>150,243.36</b>	<b>512,122.00</b>	<b>(176,000.00)</b>	<b>-52.4%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	6,943.00	6,943.00	0.00	6,943.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	292,602.00	292,602.00	122,088.47	427,352.00	(134,750.00)	-46.1%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues								
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments								
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	32,370.00	32,370.00	0.00	43,970.00	(11,600.00)	-35.8%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	712,614.00	712,614.00	0.00	712,614.00	0.00	0.0%
Other Debt Service - Principal		7439	580,000.00	580,000.00	0.00	580,000.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>1,624,529.00</b>	<b>1,624,529.00</b>	<b>122,088.47</b>	<b>1,770,879.00</b>	<b>(146,350.00)</b>	<b>-9.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	1.00	1.00	0.00	1.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>26,013,341.00</b>	<b>26,013,342.00</b>	<b>7,812,117.59</b>	<b>30,204,048.90</b>	<b>(4,190,706.90)</b>	<b>-16.1%</b>

2016-17 First Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Proceeds</b>								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Other Sources</b>								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00		
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00		
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>			0.00	0.00	0.00	0.00	0.00	0.0%

<u>Resource</u>	<u>Description</u>	<u>2016-17 Projected Year Totals</u>
6300	Lottery: Instructional Materials	23,357.08
9010	Other Restricted Local	115,243.25
Total, Restricted Balance		<u>138,600.33</u>



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	106,179.00	0.00	106,179.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.00	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	106,179.00	0.00	106,179.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	74,430.00	0.00	74,430.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	3,760.00	0.00	3,760.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	14,903.00	0.00	14,903.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	6,000.00	0.00	6,000.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	2,000.00	0.00	2,000.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	101,093.00	0.00	101,093.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			0.00	5,086.00	0.00	5,086.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	5,086.00	0.00	5,086.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	0.00	0.00		0.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00		0.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			0.00	0.00		0.00		
2) Ending Balance, June 30 (E + F1e)			0.00	5,086.00		5,086.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted								
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	5,086.00		5,086.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	0.00	77,306.00	0.00	77,306.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	0.00	2,000.00	0.00	2,000.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
<b>LCFF Transfers</b>								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	26,873.00	0.00	26,873.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, LCFF SOURCES</b>			<b>0.00</b>	<b>106,179.00</b>	<b>0.00</b>	<b>106,179.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>FEDERAL REVENUE</b>								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part D, Local Delinquent Program	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title II, Part A, Teacher Quality	4035	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title III, Immigrant Education Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other No Child Left Behind	3012-3020, 3030-3199, 4036-4126, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
<b>Other State Apportionments</b>								
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Common Core State Standards Implementation	7405	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, REVENUES</b>			0.00	106,179.00	0.00	106,179.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	0.00	60,000.00	0.00	60,000.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	14,430.00	0.00	14,430.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>0.00</b>	<b>74,430.00</b>	<b>0.00</b>	<b>74,430.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	3,760.00	0.00	3,760.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>0.00</b>	<b>3,760.00</b>	<b>0.00</b>	<b>3,760.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	0.00	7,548.00	0.00	7,548.00	0.00	0.0%
PERS		3201-3202	0.00	523.00	0.00	523.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	3,171.00	0.00	3,171.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	2,102.00	0.00	2,102.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	40.00	0.00	40.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	1,519.00	0.00	1,519.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>0.00</b>	<b>14,903.00</b>	<b>0.00</b>	<b>14,903.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	6,000.00	0.00	6,000.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.0%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>0.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	2,000.00	0.00	2,000.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.00	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.0%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>0.00</b>	<b>101,093.00</b>	<b>0.00</b>	<b>101,093.00</b>		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS OUT</b>								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

<u>Resource</u>	<u>Description</u>	<u>2016/17 Projected Year Totals</u>
	Total, Restricted Balance	<u>0.00</u>



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	78,500.00	78,500.00	37,528.29	78,500.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.00	0.00	0.00	0.0%
5) TOTAL, REVENUES			78,500.00	78,500.00	37,528.29	78,500.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	6,038.89	35,000.00	(35,000.00)	New
2) Classified Salaries		2000-2999	0.00	0.00	1,742.30	7,500.00	(7,500.00)	New
3) Employee Benefits		3000-3999	0.00	0.00	1,072.26	6,896.00	(6,896.00)	New
4) Books and Supplies		4000-4999	17,193.00	17,193.00	4,983.01	17,193.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	61,307.00	61,307.00	0.00	11,911.00	49,396.00	80.6%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			78,500.00	78,500.00	13,836.46	78,500.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			0.00	0.00	23,691.83	0.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	23,691.83	0.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	24,639.20	0.00		24,639.20	24,639.20	New
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			24,639.20	0.00		24,639.20		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			24,639.20	0.00		24,639.20		
2) Ending Balance, June 30 (E + F1e)			24,639.20	0.00		24,639.20		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted			24,639.20	0.00		24,639.20		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount			0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>LCFF SOURCES</b>								
LCFF Transfers								
LCFF Transfers - Current Year		8091	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, LCFF SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>FEDERAL REVENUE</b>								
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
No Child Left Behind	3105, 4045	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
All Other State Apportionments - Current Year		8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
Adult Education Block Grant Program	6391	8590	78,500.00	78,500.00	37,528.29	78,500.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>78,500.00</b>	<b>78,500.00</b>	<b>37,528.29</b>	<b>78,500.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, REVENUES</b>			<b>78,500.00</b>	<b>78,500.00</b>	<b>37,528.29</b>	<b>78,500.00</b>		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	0.00	0.00	6,038.89	35,000.00	(35,000.00)	New
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.00	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>0.00</b>	<b>0.00</b>	<b>6,038.89</b>	<b>35,000.00</b>	<b>(35,000.00)</b>	<b>New</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	1,742.30	7,500.00	(7,500.00)	New
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>0.00</b>	<b>0.00</b>	<b>1,742.30</b>	<b>7,500.00</b>	<b>(7,500.00)</b>	<b>New</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	0.00	0.00	514.53	4,402.00	(4,402.00)	New
PERS		3201-3202	0.00	0.00	181.89	1,042.00	(1,042.00)	New
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	220.88	466.00	(466.00)	New
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	3.87	22.00	(22.00)	New
Workers' Compensation		3601-3602	0.00	0.00	151.09	964.00	(964.00)	New
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>0.00</b>	<b>0.00</b>	<b>1,072.26</b>	<b>6,896.00</b>	<b>(6,896.00)</b>	<b>New</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	14,493.00	14,493.00	4,278.51	14,493.00	0.00	0.0%
Materials and Supplies		4300	1,944.00	1,944.00	399.62	1,944.00	0.00	0.0%
Noncapitalized Equipment		4400	756.00	756.00	304.88	756.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>17,193.00</b>	<b>17,193.00</b>	<b>4,983.01</b>	<b>17,193.00</b>	<b>0.00</b>	<b>0.0%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.00	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	61,307.00	61,307.00	0.00	11,911.00	49,396.00	80.6%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>61,307.00</b>	<b>61,307.00</b>	<b>0.00</b>	<b>11,911.00</b>	<b>49,396.00</b>	<b>80.6%</b>
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>78,500.00</b>	<b>78,500.00</b>	<b>13,836.46</b>	<b>78,500.00</b>		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS OUT</b>								
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
<b>Other Sources</b>								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Certificates of Participation		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

<u>Resource</u>	<u>Description</u>	<u>2016/17 Projected Year Totals</u>
6391	Adult Education Block Grant Program	24,639.20
Total, Restricted Balance		<u>24,639.20</u>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	455,000.00	455,000.00	49,758.63	455,000.00	0.00	0.0%
3) Other State Revenue		8300-8599	36,500.00	36,500.00	110.60	36,500.00	0.00	0.0%
4) Other Local Revenue		8600-8799	164,971.00	164,971.00	1,284.75	164,971.00	0.00	0.0%
5) TOTAL, REVENUES			656,471.00	656,471.00	51,153.98	656,471.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	143,216.00	143,216.00	44,342.90	143,216.00	0.00	0.0%
3) Employee Benefits		3000-3999	98,501.00	98,501.00	21,955.15	98,501.00	0.00	0.0%
4) Books and Supplies		4000-4999	397,413.00	397,413.00	116,127.76	397,413.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	17,341.00	17,341.00	4,970.00	17,341.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			656,471.00	656,471.00	187,395.81	656,471.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			0.00	0.00	(136,241.83)	0.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	(136,241.83)	0.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	227,326.37	154,377.00		227,326.37	72,949.37	47.3%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			227,326.37	154,377.00		227,326.37		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			227,326.37	154,377.00		227,326.37		
2) Ending Balance, June 30 (E + F1e)			227,326.37	154,377.00		227,326.37		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted			227,326.37	154,377.00		227,326.37		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount			0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>FEDERAL REVENUE</b>								
Child Nutrition Programs		8220	455,000.00	455,000.00	49,758.63	455,000.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>455,000.00</b>	<b>455,000.00</b>	<b>49,758.63</b>	<b>455,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
Child Nutrition Programs		8520	36,500.00	36,500.00	110.60	36,500.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>36,500.00</b>	<b>36,500.00</b>	<b>110.60</b>	<b>36,500.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	164,500.00	164,500.00	1,284.75	164,500.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	471.00	471.00	0.00	471.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>164,971.00</b>	<b>164,971.00</b>	<b>1,284.75</b>	<b>164,971.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, REVENUES</b>			<b>656,471.00</b>	<b>656,471.00</b>	<b>51,153.98</b>	<b>656,471.00</b>		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>CERTIFICATED SALARIES</b>								
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.00	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Support Salaries		2200	143,216.00	143,216.00	44,342.90	143,216.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>143,216.00</b>	<b>143,216.00</b>	<b>44,342.90</b>	<b>143,216.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	18,143.00	18,143.00	5,311.96	18,143.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	10,747.00	10,747.00	3,384.08	10,747.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	66,287.00	66,287.00	12,375.86	66,287.00	0.00	0.0%
Unemployment Insurance		3501-3502	74.00	74.00	22.23	74.00	0.00	0.0%
Workers' Compensation		3601-3602	3,250.00	3,250.00	861.02	3,250.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>98,501.00</b>	<b>98,501.00</b>	<b>21,955.15</b>	<b>98,501.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>BOOKS AND SUPPLIES</b>								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	48,954.00	48,954.00	12,902.50	48,954.00	0.00	0.0%
Noncapitalized Equipment		4400	10,000.00	10,000.00	0.00	10,000.00	0.00	0.0%
Food		4700	338,459.00	338,459.00	103,225.26	338,459.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>397,413.00</b>	<b>397,413.00</b>	<b>116,127.76</b>	<b>397,413.00</b>	<b>0.00</b>	<b>0.0%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	2,000.00	2,000.00	0.00	2,000.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	4,000.00	4,000.00	0.00	4,000.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	11,341.00	11,341.00	4,970.00	11,341.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>17,341.00</b>	<b>17,341.00</b>	<b>4,970.00</b>	<b>17,341.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CAPITAL OUTLAY</b>								
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>656,471.00</b>	<b>656,471.00</b>	<b>187,395.81</b>	<b>656,471.00</b>		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: General Fund		8916	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS OUT</b>								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

<u>Resource</u>	<u>Description</u>	<u>2016/17 Projected Year Totals</u>
5310	Child Nutrition: School Programs (e.g., School Lunch, School	227,326.37
Total, Restricted Balance		<u>227,326.37</u>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	16,266.00	16,266.00	0.00	16,266.00	0.00	0.0%
5) TOTAL, REVENUES			16,266.00	16,266.00	0.00	16,266.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			16,266.00	16,266.00	0.00	16,266.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	2,500,000.00	(2,500,000.00)	New
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	(2,500,000.00)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			16,266.00	16,266.00	0.00	(2,483,734.00)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	3,021,838.60	3,013,656.00		3,021,838.60	8,182.60	0.3%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			3,021,838.60	3,013,656.00		3,021,838.60		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,021,838.60	3,013,656.00		3,021,838.60		
2) Ending Balance, June 30 (E + F1e)			3,038,104.60	3,029,922.00		538,104.60		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted								
c) Committed		9740	0.00	0.00		0.00		
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	3,038,104.60	3,029,922.00		538,104.60		
Unassigned/Unappropriated Amount			0.00	0.00		0.00		



Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>OTHER LOCAL REVENUE</b>								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	16,266.00	16,266.00	0.00	16,266.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>16,266.00</b>	<b>16,266.00</b>	<b>0.00</b>	<b>16,266.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, REVENUES</b>			<b>16,266.00</b>	<b>16,266.00</b>	<b>0.00</b>	<b>16,266.00</b>		
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: General Fund/CSSF		8912	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS OUT</b>								
To: General Fund/CSSF		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	2,500,000.00	(2,500,000.00)	New
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500,000.00</b>	<b>(2,500,000.00)</b>	<b>New</b>
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CONTRIBUTIONS</b>								
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(2,500,000.00)</b>		

<u>Resource</u>	<u>Description</u>	<u>2016/17 Projected Year Totals</u>
	Total, Restricted Balance	<u>0.00</u>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	174,685.00	174,685.00	33,022.56	174,685.00	0.00	0.0%
5) TOTAL, REVENUES			174,685.00	174,685.00	33,022.56	174,685.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	10,000.00	10,000.00	0.00	10,000.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	59,461.00	59,461.00	362.89	59,461.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	40,586.83	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	105,224.00	105,224.00	0.00	105,224.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			174,685.00	174,685.00	40,949.72	174,685.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			0.00	0.00	(7,927.16)	0.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	(7,927.16)	0.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	183,779.54	101,157.00		183,779.54	82,622.54	81.7%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			183,779.54	101,157.00		183,779.54		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			183,779.54	101,157.00		183,779.54		
2) Ending Balance, June 30 (E + F1e)			183,779.54	101,157.00		183,779.54		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance								
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	183,779.54	101,157.00		183,779.54		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>OTHER STATE REVENUE</b>								
Tax Relief Subventions								
Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent								
Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	1,685.00	1,685.00	0.00	1,685.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Mitigation/Developer Fees		8681	173,000.00	173,000.00	33,022.56	173,000.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>174,685.00</b>	<b>174,685.00</b>	<b>33,022.56</b>	<b>174,685.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, REVENUES</b>			<b>174,685.00</b>	<b>174,685.00</b>	<b>33,022.56</b>	<b>174,685.00</b>		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>CERTIFICATED SALARIES</b>								
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment		4400	10,000.00	10,000.00	0.00	10,000.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	5,000.00	5,000.00	362.89	5,000.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	54,461.00	54,461.00	0.00	54,461.00	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>59,461.00</b>	<b>59,461.00</b>	<b>362.89</b>	<b>59,461.00</b>	<b>0.00</b>	<b>0.0%</b>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	40,586.83	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>40,586.83</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
<b>Other Transfers Out</b>								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Debt Service</b>								
Debt Service - Interest		7438	12,845.00	12,845.00	0.00	12,845.00	0.00	0.0%
Other Debt Service - Principal		7439	92,379.00	92,379.00	0.00	92,379.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>105,224.00</b>	<b>105,224.00</b>	<b>0.00</b>	<b>105,224.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>174,685.00</b>	<b>174,685.00</b>	<b>40,949.72</b>	<b>174,685.00</b>		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>INTERFUND TRANSFERS OUT</b>								
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
<b>Proceeds</b>								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Other Sources</b>								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Certificates of Participation		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8973	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>



<u>Resource</u>	<u>Description</u>	<u>2016/17 Projected Year Totals</u>
	Total, Restricted Balance	<u>0.00</u>

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.00	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	0.00	0.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			0.00	0.00	0.00	0.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	2,500,000.00	2,500,000.00	New
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	2,500,000.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	0.00	2,500,000.00		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,248,727.02	1,248,728.00		1,248,727.02	(0.98)	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,248,727.02	1,248,728.00		1,248,727.02		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,248,727.02	1,248,728.00		1,248,727.02		
2) Ending Balance, June 30 (E + F1e)			1,248,727.02	1,248,728.00		3,748,727.02		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance								
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	1,248,727.02	1,248,728.00		3,748,727.02		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount			0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
<b>FEDERAL REVENUE</b>								
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>								
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>								
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, REVENUES</b>			0.00	0.00	0.00	0.00		
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EXPENDITURES</b>			0.00	0.00	0.00	0.00		
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	2,500,000.00	2,500,000.00	New
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.00	2,500,000.00	2,500,000.00	New
<b>INTERFUND TRANSFERS OUT</b>								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b>				0.00	0.00	2,500,000.00		
(a - b + c - d + e)								

<u>Resource</u>	<u>Description</u>	<u>2016/17 Projected Year Totals</u>
Total, Restricted Balance		<u>0.00</u>

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
<b>A. DISTRICT</b>						
<b>1. Total District Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	2,086.00	2,086.00	2,086.00	2,086.00	0.00	0%
<b>2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
<b>3. Total Basic Aid Open Enrollment Regular ADA</b> Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
<b>4. Total, District Regular ADA (Sum of Lines A1 through A3)</b>	2,086.00	2,086.00	2,086.00	2,086.00	0.00	0%
<b>5. District Funded County Program ADA</b>						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	3.85	3.85	6.00	6.00	2.15	56%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	0.00	0.00	0.00	0.00	0.00	0%
<b>g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)</b>	3.85	3.85	6.00	6.00	2.15	56%
<b>6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)</b>	2,089.85	2,089.85	2,092.00	2,092.00	2.15	0%
<b>7. Adults in Correctional Facilities</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)</b>						

		Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):										
A. BEGINNING CASH			10,390,803.30	10,294,433.20	9,543,059.20	10,148,898.14	10,252,650.73	8,418,944.60	10,443,976.72	8,162,321.65
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019		2,047,738.00	2,047,738.00	2,811,898.00	2,047,738.00	0.00	793,032.12	816,862.00	1,321,794.38
Property Taxes	8020-8079		2,186.59		5,844.68	164,787.06	49,811.08	2,915,000.00	200,000.00	130,000.00
Miscellaneous Funds	8080-8099									
Federal Revenue	8100-8299				79,990.80			125,000.00	20,000.00	155,000.00
Other State Revenue	8300-8599		132,497.85		1,792,282.86	29,180.25	238,412.00	650,000.00	75,000.00	75,000.00
Other Local Revenue	8600-8799		(350.00)	76,476.00	65,991.19	139,847.78	119,469.82	120,000.00	120,000.00	120,000.00
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			2,182,072.44	2,124,214.00	4,756,007.53	2,381,553.09	407,692.90	4,603,032.12	1,231,862.00	1,801,794.38
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		114,859.47	919,162.89	894,657.35	926,997.50	914,555.45	915,000.00	915,000.00	915,000.00
Classified Salaries	2000-2999		140,752.49	260,359.57	260,627.40	252,332.78	260,199.37	261,000.00	261,000.00	261,000.00
Employee Benefits	3000-3999		114,915.54	399,119.48	381,795.37	387,612.82	391,809.85	400,000.00	400,000.00	400,000.00
Books and Supplies	4000-4999		102,582.23	281,987.30	166,460.46	143,851.01	137,230.63	185,000.00	185,000.00	185,000.00
Services	5000-5999		369,228.43	546,413.82	481,820.30	391,214.55	378,862.83	750,000.00	380,000.00	380,000.00
Capital Outlay	6000-6599			119,955.98	17,035.00	13,252.38	50,934.84	25,000.00	25,000.00	25,000.00
Other Outgo	7000-7499		5,583.00	39,318.04	41,242.90	35,944.53	41,274.46	42,000.00	1,347,517.07	42,000.00
Interfund Transfers Out	7600-7629									
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			847,921.16	2,566,317.08	2,243,638.78	2,151,205.57	2,174,867.43	2,578,000.00	3,513,517.07	2,208,000.00
BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199	967,879.07	(246,543.38)	(246,543.38)	(219,333.75)	(246,543.38)				
Accounts Receivable	9200-9299	415,658.94	132,992.29		84,001.12	66,784.60	(24,600.71)			
Due From Other Funds	9310	5,563.00								
Stores	9320									
Prepaid Expenditures	9330	42,483.40	42,483.94							
Other Current Assets	9340	0.00								
Deferred Outflows of Resources	9490									
SUBTOTAL		1,431,584.41	(71,067.15)	(246,543.38)	(135,332.63)	(179,758.78)	(24,600.71)	0.00	0.00	0.00
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	1,862,979.71	1,359,454.23	62,727.54	(35,847.05)	(51,179.98)	45,577.35			
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650	1,802,055.36			1,802,055.36					
Deferred Inflows of Resources	9690									
SUBTOTAL		3,665,035.07	1,359,454.23	62,727.54	1,766,208.31	(51,179.98)	45,577.35	0.00	0.00	0.00
Nonoperating										
Suspense Clearing	9910				(4,988.87)	1,983.87	3,646.46			
TOTAL BALANCE SHEET ITEMS		(2,233,450.66)	(1,430,521.38)	(309,270.92)	(1,906,529.81)	(126,594.93)	(66,531.60)	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			(96,370.10)	(751,374.00)	605,838.94	103,752.59	(1,833,706.13)	2,025,032.12	(2,281,655.07)	(406,205.62)
F. ENDING CASH (A + E)			10,294,433.20	9,543,059.20	10,148,898.14	10,252,650.73	8,418,944.60	10,443,976.72	8,162,321.65	7,756,116.03
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

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	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
<b>A. BEGINNING CASH</b>									
		7,756,116.03	7,214,910.41	8,365,887.99	8,064,682.36				
<b>B. RECEIPTS</b>									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019	1,321,794.38	1,321,794.38	1,321,794.37	1,321,794.37			17,173,978.00	17,173,978.00
Property Taxes	8020-8079	110,000.00	1,800,000.00	60,000.00	216,370.59			5,654,000.00	5,654,000.00
Miscellaneous Funds	8080-8099		(26,873.00)					(26,873.00)	(26,873.00)
Federal Revenue	8100-8299	40,000.00		125,000.00	693,913.20	150,000.00		1,388,904.00	1,388,904.00
Other State Revenue	8300-8599	75,000.00	250,000.00	75,000.00	250,000.00	332,022.61		3,974,395.57	3,974,395.57
Other Local Revenue	8600-8799	120,000.00	200,000.00	300,000.00	217,843.21			1,599,278.00	1,599,278.00
Interfund Transfers In	8910-8929							0.00	0.00
All Other Financing Sources	8930-8979							0.00	0.00
<b>TOTAL RECEIPTS</b>		<b>1,666,794.38</b>	<b>3,544,921.38</b>	<b>1,881,794.37</b>	<b>2,699,921.37</b>	<b>482,022.61</b>	<b>0.00</b>	<b>29,763,682.57</b>	<b>29,763,682.57</b>
<b>C. DISBURSEMENTS</b>									
Certificated Salaries	1000-1999	915,000.00	915,000.00	915,000.00	1,159,053.34			10,419,286.00	10,419,286.00
Classified Salaries	2000-2999	261,000.00	261,000.00	261,000.00	315,000.00	87,735.39		3,143,007.00	3,143,007.00
Employee Benefits	3000-3999	400,000.00	400,000.00	400,000.00	1,018,164.94	25,000.00		5,118,418.00	5,118,418.00
Books and Supplies	4000-4999	185,000.00	185,000.00	185,000.00	185,000.00	9,774.47		2,136,886.10	2,136,886.10
Services	5000-5999	380,000.00	380,000.00	380,000.00	750,000.00	1,535,909.87		7,103,449.80	7,103,449.80
Capital Outlay	6000-6599	25,000.00	210,943.80					512,122.00	512,122.00
Other Outgo	7000-7499	42,000.00	42,000.00	42,000.00	50,000.00			1,770,880.00	1,770,880.00
Interfund Transfers Out	7600-7629							0.00	0.00
All Other Financing Uses	7630-7699							0.00	0.00
<b>TOTAL DISBURSEMENTS</b>		<b>2,208,000.00</b>	<b>2,393,943.80</b>	<b>2,183,000.00</b>	<b>3,477,218.28</b>	<b>1,658,419.73</b>	<b>0.00</b>	<b>30,204,048.90</b>	<b>30,204,048.90</b>
<b>D. BALANCE SHEET ITEMS</b>									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199							(958,963.89)	
Accounts Receivable	9200-9299							259,177.30	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							42,483.94	
Other Current Assets	9340							0.00	
Deferred Outflows of Resources	9490							0.00	
<b>SUBTOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(657,302.65)</b>	
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599							1,380,732.09	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							1,802,055.36	
Deferred Inflows of Resources	9690							0.00	
<b>SUBTOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,182,787.45</b>	
<u>Nonoperating</u>									
Suspense Clearing	9910							641.46	
<b>TOTAL BALANCE SHEET ITEMS</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(3,839,448.64)</b>	
<b>E. NET INCREASE/DECREASE (B - C + D)</b>									
		(541,205.62)	1,150,977.58	(301,205.63)	(777,296.91)	(1,176,397.12)	0.00	(4,279,814.97)	(440,366.33)
<b>F. ENDING CASH (A + E)</b>									
		7,214,910.41	8,365,887.99	8,064,682.36	7,287,385.45				
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>									
								6,110,988.33	

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		Beginning Balances (Ret. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):										
A. BEGINNING CASH			7,287,385.45	7,287,385.45	7,287,385.45	7,287,385.45	7,287,385.45	7,287,385.45	7,287,385.45	7,287,385.45
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019									
Property Taxes	8020-8079									
Miscellaneous Funds	8080-8099									
Federal Revenue	8100-8299									
Other State Revenue	8300-8599									
Other Local Revenue	8600-8799									
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
C. DISBURSEMENTS										
Certificated Salaries	1000-1999									
Classified Salaries	2000-2999									
Employee Benefits	3000-3999									
Books and Supplies	4000-4999									
Services	5000-5999									
Capital Outlay	6000-6599									
Other Outgo	7000-7499									
Interfund Transfers Out	7600-7629									
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BALANCE SHEET ITEMS										
sets and Deferred Outflows										
Cash Not in Treasury	9111-9199									
Accounts Receivable	9200-9299									
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Deferred Outflows of Resources	9490									
SUBTOTAL			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599									
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nonoperating										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F. ENDING CASH (A + E)			7,287,385.45	7,287,385.45	7,287,385.45	7,287,385.45	7,287,385.45	7,287,385.45	7,287,385.45	7,287,385.45
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

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	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
<b>A. BEGINNING CASH</b>									
		7,287,385.45	7,287,385.45	7,287,385.45	7,287,385.45				
<b>B. RECEIPTS</b>									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019							0.00	
Property Taxes	8020-8079							0.00	
Miscellaneous Funds	8080-8099							0.00	
Federal Revenue	8100-8299							0.00	
Other State Revenue	8300-8599							0.00	
Other Local Revenue	8600-8799							0.00	
Interfund Transfers In	8910-8929							0.00	
All Other Financing Sources	8930-8979							0.00	
<b>TOTAL RECEIPTS</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>C. DISBURSEMENTS</b>									
Certificated Salaries	1000-1999							0.00	
Classified Salaries	2000-2999							0.00	
Employee Benefits	3000-3999							0.00	
Books and Supplies	4000-4999							0.00	
Services	5000-5999							0.00	
Capital Outlay	6000-6599							0.00	
Other Outgo	7000-7499							0.00	
Interfund Transfers Out	7600-7629							0.00	
All Other Financing Uses	7630-7699							0.00	
<b>TOTAL DISBURSEMENTS</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>D. BALANCE SHEET ITEMS</b>									
<u>Assets and Deferred Outflows</u>									
Cash Not in Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299							0.00	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Deferred Outflows of Resources	9490							0.00	
<b>SUBTOTAL</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599							0.00	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
<b>SUBTOTAL</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>Nonoperating</u>									
Suspense Clearing	9910							0.00	
<b>TOTAL BALANCE SHEET ITEMS</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>E. NET INCREASE/DECREASE (B - C + D)</b>									
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>F. ENDING CASH (A + E)</b>									
		7,287,385.45	7,287,385.45	7,287,385.45	7,287,385.45				
<b>G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS</b>									
								7,287,385.45	

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NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129 and 42130)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
District Superintendent or Designee

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:

This interim report and certification of financial condition are hereby filed by the governing board of the school district. (Pursuant to EC Section 42131)

Meeting Date: December 13, 2016 Signed: \_\_\_\_\_  
President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

POSITIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

QUALIFIED CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

NEGATIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Sherrie S. Castellanos Telephone: 831.385.0606 extension 4338  
Title: Chief Business Official E-mail: scastellanos@smcjuhsd.org

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review form (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.		X

CRITERIA AND STANDARDS (continued)			Met	Not Met
2	Enrollment	Projected enrollment for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.	X	
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio for the current and two subsequent fiscal years is consistent with historical ratios.	X	
4	Local Control Funding Formula (LCFF)	Projected LCFF for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.	X	
5	Salaries and Benefits	Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.	X	
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		X
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since budget adoption.		X
7	Ongoing and Major Maintenance Account	If applicable, changes occurring since budget adoption meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).	X	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.	X	
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.	X	

SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since budget adoption that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	
S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed since budget adoption by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?		X

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2015-16) annual payment?		X
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, have there been changes since budget adoption in OPEB liabilities?	X	
S7b	Other Self-insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?	X	
		• If yes, have there been changes since budget adoption in self-insurance liabilities?	n/a	
S8	Status of Labor Agreements	As of first interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)	X	
		• Classified? (Section S8B, Line 1b)	X	
S8	Labor Agreement Budget Revisions	For negotiations settled since budget adoption, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		• Certificated? (Section S8A, Line 3)	n/a	
		• Classified? (Section S8B, Line 3)	n/a	
S9	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?	X	

ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	X	
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?	X	
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior or current fiscal year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?		X
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?		X

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2017-18 Projection (C)	% Change (Cols. E-C/C) (D)	2018-19 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	22,801,105.00	7.72%	24,560,441.00	2.95%	25,284,476.00
2. Federal Revenues	8100-8299	0.00	0.00%		0.00%	
3. Other State Revenues	8300-8599	849,359.00	-63.93%	306,354.00	0.00%	306,354.00
4. Other Local Revenues	8600-8799	761,276.00	0.13%	762,238.41	0.14%	763,288.66
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%		0.00%	
b. Other Sources	8930-8979	0.00	0.00%		0.00%	
c. Contributions	8980-8999	(3,476,565.00)	-3.67%	(3,348,959.43)	3.53%	(3,467,285.40)
6. Total (Sum lines A1 thru A5c)		20,935,175.00	6.42%	22,280,073.98	2.72%	22,886,833.26
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				8,532,122.00		9,315,783.44
b. Step & Column Adjustment				170,642.00		176,315.63
c. Cost-of-Living Adjustment				213,019.44		
d. Other Adjustments				400,000.00		400,000.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	8,532,122.00	9.18%	9,315,783.44	6.19%	9,892,099.07
2. Classified Salaries						
a. Base Salaries				2,392,537.00		2,501,397.44
b. Step & Column Adjustment				47,851.00		50,028.00
c. Cost-of-Living Adjustment				61,009.44		63,785.59
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	2,392,537.00	4.55%	2,501,397.44	4.55%	2,615,211.03
3. Employee Benefits	3000-3999	3,589,687.00	8.10%	3,880,566.84	7.03%	4,153,563.87
4. Books and Supplies	4000-4999	1,329,867.62	2.39%	1,361,651.46	2.46%	1,395,148.08
5. Services and Other Operating Expenditures	5000-5999	3,207,561.38	2.39%	3,284,317.69	2.46%	3,365,210.31
6. Capital Outlay	6000-6999	431,619.00	-76.83%	100,000.00	0.00%	100,000.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,401,529.00	0.00%	1,401,529.00	0.00%	1,401,529.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(37,412.00)	0.00%	(37,412.00)	0.00%	(37,412.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%		0.00%	
b. Other Uses	7630-7699	0.00	0.00%		0.00%	
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		20,847,511.00	4.61%	21,807,833.87	4.94%	22,885,349.36
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)						
		87,664.00		472,240.11		1,483.90
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		7,490,722.52		7,578,386.52		8,050,626.63
2. Ending Fund Balance (Sum lines C and D1)		7,578,386.52		8,050,626.63		8,052,110.53
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	6,000.00				
b. Restricted	9740					
c. Committed						
1. Stabilization Arrangements	9750	0.00				
2. Other Commitments	9760	0.00				
d. Assigned	9780	0.00				
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	5,134,688.31		4,925,077.89		5,071,966.88
2. Unassigned/Unappropriated	9790	2,437,698.21		3,125,548.74		2,980,143.65
f. Total Components of Ending Fund Balance						
(Line D3f must agree with line D2)		7,578,386.52		8,050,626.63		8,052,110.53

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2017-18 Projection (C)	% Change (Cols. E-C/C) (D)	2018-19 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	5,134,688.31		4,925,077.89		5,071,966.88
c. Unassigned/Unappropriated	9790	2,437,698.21		3,125,548.74		2,980,143.65
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00				
b. Reserve for Economic Uncertainties	9789	538,104.60				
c. Unassigned/Unappropriated	9790	0.00				
3. Total Available Reserves (Sum lines E1a thru E2c)		8,110,491.12		8,050,626.63		8,052,110.53

**F. ASSUMPTIONS**

Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.

We have included costs to add staff due to increased enrollments for certificated. We have included in the classified staff the negotiated increase.

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2017-18 Projection (C)	% Change (Cols. E-C/C) (D)	2018-19 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	22,801,105.00	7.72%	24,560,441.00	2.95%	25,284,476.00
2. Federal Revenues	8100-8299	0.00	0.00%		0.00%	
3. Other State Revenues	8300-8599	849,359.00	-63.93%	306,354.00	0.00%	306,354.00
4. Other Local Revenues	8600-8799	761,276.00	0.13%	762,238.41	0.14%	763,288.66
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%		0.00%	
b. Other Sources	8930-8979	0.00	0.00%		0.00%	
c. Contributions	8980-8999	(3,476,565.00)	-3.67%	(3,348,959.43)	3.53%	(3,467,285.40)
6. Total (Sum lines A1 thru A5c)		20,935,175.00	6.42%	22,280,073.98	2.72%	22,886,833.26
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				8,532,122.00		9,315,783.44
b. Step & Column Adjustment				170,642.00		176,315.63
c. Cost-of-Living Adjustment				213,019.44		
d. Other Adjustments				400,000.00		400,000.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	8,532,122.00	9.18%	9,315,783.44	6.19%	9,892,099.07
2. Classified Salaries						
a. Base Salaries				2,392,537.00		2,501,397.44
b. Step & Column Adjustment				47,851.00		50,028.00
c. Cost-of-Living Adjustment				61,009.44		63,785.59
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	2,392,537.00	4.55%	2,501,397.44	4.55%	2,615,211.03
3. Employee Benefits	3000-3999	3,589,687.00	8.10%	3,880,566.84	7.03%	4,153,563.87
4. Books and Supplies	4000-4999	1,329,867.62	2.39%	1,361,651.46	2.46%	1,395,148.08
5. Services and Other Operating Expenditures	5000-5999	3,207,561.38	2.39%	3,284,317.69	2.46%	3,365,210.31
6. Capital Outlay	6000-6999	431,619.00	-76.83%	100,000.00	0.00%	100,000.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,401,529.00	0.00%	1,401,529.00	0.00%	1,401,529.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(37,412.00)	0.00%	(37,412.00)	0.00%	(37,412.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%		0.00%	
b. Other Uses	7630-7699	0.00	0.00%		0.00%	
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		20,847,511.00	4.61%	21,807,833.87	4.94%	22,885,349.36
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)</b>						
		87,664.00		472,240.11		1,483.90
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		7,490,722.52		7,578,386.52		8,050,626.63
2. Ending Fund Balance (Sum lines C and D1)		7,578,386.52		8,050,626.63		8,052,110.53
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	6,000.00				
b. Restricted	9740					
c. Committed						
1. Stabilization Arrangements	9750	0.00				
2. Other Commitments	9760	0.00				
d. Assigned	9780	0.00				
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	5,134,688.31		4,925,077.89		5,071,966.88
2. Unassigned/Unappropriated	9790	2,437,698.21		3,125,548.74		2,980,143.65
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		7,578,386.52		8,050,626.63		8,052,110.53



Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2017-18 Projection (C)	% Change (Cols. E-C/C) (D)	2018-19 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
<b>I. General Fund</b>						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	5,134,688.31		4,925,077.89		5,071,966.88
c. Unassigned/Unappropriated	9790	2,437,698.21		3,125,548.74		2,980,143.65
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted)						
<b>2. Special Reserve Fund - Noncapital Outlay (Fund 17)</b>						
a. Stabilization Arrangements	9750	0.00				
b. Reserve for Economic Uncertainties	9789	538,104.60				
c. Unassigned/Unappropriated	9790	0.00				
<b>3. Total Available Reserves (Sum lines E1a thru E2c)</b>		<b>8,110,491.12</b>		<b>8,050,626.63</b>		<b>8,052,110.53</b>
<b>F. ASSUMPTIONS</b>						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						
We have included costs to add staff due to increased enrollments for certificated. We have included in the classified staff the negotiated increase.						

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2017-18 Projection (C)	% Change (Cols. E-C/C) (D)	2018-19 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFE/Revenue Limit Sources	8010-8099	0.00	0.00%		0.00%	
2. Federal Revenues	8100-8299	1,388,904.00	-6.73%	1,295,372.00	0.00%	1,295,372.00
3. Other State Revenues	8300-8599	3,125,036.57	-60.68%	1,228,818.97	2.21%	1,256,008.66
4. Other Local Revenues	8600-8799	838,002.00	1.08%	847,063.35	2.36%	867,037.12
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%		0.00%	
b. Other Sources	8930-8979	0.00	0.00%		0.00%	
c. Contributions	8980-8999	3,476,565.00	-3.67%	3,348,959.43	3.53%	3,467,285.40
<b>6. Total (Sum lines A1 thru A5c)</b>		<b>8,828,507.57</b>	<b>-23.88%</b>	<b>6,720,213.75</b>	<b>2.46%</b>	<b>6,885,703.18</b>
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				1,887,164.00		1,973,029.95
b. Step & Column Adjustment				37,743.00		39,460.61
c. Cost-of-Living Adjustment				48,122.95		
d. Other Adjustments						
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	1,887,164.00	4.55%	1,973,029.95	2.00%	2,012,490.56
2. Classified Salaries						
a. Base Salaries				750,470.00		784,616.39
b. Step & Column Adjustment				15,009.00		15,692.00
c. Cost-of-Living Adjustment				19,137.39		20,008.05
d. Other Adjustments						
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	750,470.00	4.55%	784,616.39	4.55%	820,316.44
3. Employee Benefits	3000-3999	1,528,731.00	5.03%	1,605,683.92	4.99%	1,685,863.92
4. Books and Supplies	4000-4999	807,018.48	-28.20%	579,440.49	1.75%	589,589.26
5. Services and Other Operating Expenditures	5000-5999	3,895,888.42	-64.82%	1,370,680.00	0.00%	1,370,680.00
6. Capital Outlay	6000-6999	80,503.00	-100.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	369,350.00	0.00%	369,350.00	0.00%	369,350.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	37,413.00	0.00%	37,413.00	0.00%	37,413.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%		0.00%	
b. Other Uses	7630-7699	0.00	0.00%		0.00%	
10. Other Adjustments (Explain in Section F below)						
<b>11. Total (Sum lines B1 thru B10)</b>		<b>9,356,537.90</b>	<b>-28.18%</b>	<b>6,720,213.75</b>	<b>2.46%</b>	<b>6,885,703.18</b>
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
<b>(Line A6 minus line B11)</b>						
		(528,030.33)		0.00		0.00
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		666,630.66		138,600.33		138,600.33
2. Ending Fund Balance (Sum lines C and D1)		138,600.33		138,600.33		138,600.33
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	0.00		36,410.17		73,935.36
b. Restricted	9740	138,600.33		102,190.16		64,664.97
c. Committed						
1. Stabilization Arrangements	9750					
2. Other Commitments	9760					
d. Assigned	9780					
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789					
2. Unassigned/Unappropriated	9790	0.00		0.00		0.00
f. Total Components of Ending Fund Balance						
<b>(Line D3f must agree with line D2)</b>		<b>138,600.33</b>		<b>138,600.33</b>		<b>138,600.33</b>

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2017-18 Projection (C)	% Change (Cols. E-C/C) (D)	2018-19 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
1. General Fund						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated Amount	9790					
(Enter current year reserve projections in Column A, and other reserve projections in Columns C and E for subsequent years 1 and 2)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves (Sum lines E1a thru E2c)						
<b>F. ASSUMPTIONS</b>						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2017-18 Projection (C)	% Change (Cols. E-C/C) (D)	2018-19 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	22,801,105.00	7.72%	24,560,441.00	2.95%	25,284,476.00
2. Federal Revenues	8100-8299	1,388,904.00	-6.73%	1,295,372.00	0.00%	1,295,372.00
3. Other State Revenues	8300-8599	3,974,395.57	-61.37%	1,535,172.97	1.77%	1,562,362.66
4. Other Local Revenues	8600-8799	1,599,278.00	0.63%	1,609,301.76	1.31%	1,630,325.78
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		29,763,682.57	-2.56%	29,000,287.73	2.66%	29,772,536.44
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				10,419,286.00		11,288,813.39
b. Step & Column Adjustment				208,385.00		215,776.24
c. Cost-of-Living Adjustment				261,142.39		0.00
d. Other Adjustments				400,000.00		400,000.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	10,419,286.00	8.35%	11,288,813.39	5.45%	11,904,589.63
2. Classified Salaries						
a. Base Salaries				3,143,007.00		3,286,013.83
b. Step & Column Adjustment				62,860.00		65,720.00
c. Cost-of-Living Adjustment				80,146.83		83,793.64
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	3,143,007.00	4.55%	3,286,013.83	4.55%	3,435,527.47
3. Employee Benefits	3000-3999	5,118,418.00	7.19%	5,486,250.76	6.44%	5,839,427.79
4. Books and Supplies	4000-4999	2,136,886.10	-9.16%	1,941,091.95	2.25%	1,984,737.34
5. Services and Other Operating Expenditures	5000-5999	7,103,449.80	-34.47%	4,654,997.69	1.74%	4,735,890.31
6. Capital Outlay	6000-6999	512,122.00	-80.47%	100,000.00	0.00%	100,000.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	1,770,879.00	0.00%	1,770,879.00	0.00%	1,770,879.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	1.00	0.00%	1.00	0.00%	1.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments				0.00		0.00
11. Total (Sum lines B1 thru B10)		30,204,048.90	-5.55%	28,528,047.62	4.36%	29,771,052.54
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)						
		(440,366.33)		472,240.11		1,483.90
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		8,157,353.18		7,716,986.85		8,189,226.96
2. Ending Fund Balance (Sum lines C and D1)		7,716,986.85		8,189,226.96		8,190,710.86
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	6,000.00		36,410.17		73,935.36
b. Restricted	9740	138,600.33		102,190.16		64,664.97
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		0.00		0.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	5,134,688.31		4,925,077.89		5,071,966.88
2. Unassigned/Unappropriated	9790	2,437,698.21		3,125,548.74		2,980,143.65
f. Total Components of Ending Fund Balance						
(Line D3f must agree with line D2)		7,716,986.85		8,189,226.96		8,190,710.86

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2017-18 Projection (C)	% Change (Cols. E-C/C) (D)	2018-19 Projection (E)
<b>E. AVAILABLE RESERVES (Unrestricted except as noted)</b>						
<b>1. General Fund</b>						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	5,134,688.31		4,925,077.89		5,071,966.88
c. Unassigned/Unappropriated	9790	2,437,698.21		3,125,548.74		2,980,143.65
d. Negative Restricted Ending Balances (Negative resources 2000-9999)	979Z			0.00		0.00
<b>2. Special Reserve Fund - Noncapital Outlay (Fund 17)</b>						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	538,104.60		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
<b>3. Total Available Reserves - by Amount (Sum lines E1 thru E2c)</b>		<b>8,110,491.12</b>		<b>8,050,626.63</b>		<b>8,052,110.53</b>
<b>4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)</b>		<b>26.85%</b>		<b>28.22%</b>		<b>27.05%</b>
<b>F. RECOMMENDED RESERVES</b>						
<b>1. Special Education Pass-through Exclusions</b>						
For districts that serve as the administrative unit (AU) of a special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	No					
b. If you are the SELPA AU and are excluding special education pass-through funds:						
1. Enter the name(s) of the SELPA(s):						
<b>2. Special education pass-through funds</b>						
(Column A: Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223; enter projections for subsequent years 1 and 2 in Columns C and E)						
		0.00		0.00		0.00
<b>2. District ADA</b>						
Used to determine the reserve standard percentage level on line F3d (Col. A: Form AI, Estimated P-2 ADA column, Line A4; enter projections)						
		2,086.00		2,175.72		2,206.87
<b>3. Calculating the Reserves</b>						
<b>a. Expenditures and Other Financing Uses (Line B11)</b>						
		30,204,048.90		28,528,047.62		29,771,052.54
<b>b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)</b>						
		0.00		0.00		0.00
<b>c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)</b>						
		30,204,048.90		28,528,047.62		29,771,052.54
<b>d. Reserve Standard Percentage Level</b>						
(Refer to Form 01CSI, Criterion 10 for calculation details)						
		3%		3%		3%
<b>e. Reserve Standard - By Percent (Line F3c times F3d)</b>						
		906,121.47		855,841.43		893,131.58
<b>f. Reserve Standard - By Amount</b>						
(Refer to Form 01CSI, Criterion 10 for calculation details)						
		0.00		0.00		0.00
<b>g. Reserve Standard (Greater of Line F3e or F3f)</b>						
		906,121.47		855,841.43		893,131.58
<b>h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)</b>						
		YES		YES		YES

First Interim  
2016-17 Projected Year Totals  
SUMMARY OF INTERFUND ACTIVITIES  
FOR ALL FUNDS

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
011 GENERAL FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
091 CHARTER SCHOOLS SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
101 SPECIAL EDUCATION PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
111 ADULT EDUCATION FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
121 CHILD DEVELOPMENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
131 CAFETERIA SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
141 DEFERRED MAINTENANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
151 PUPIL TRANSPORTATION EQUIPMENT FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
171 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation					0.00	2,500,000.00		
181 SCHOOL BUS EMISSIONS REDUCTION FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
191 FOUNDATION SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail								
Fund Reconciliation						0.00		
201 SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
211 BUILDING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
251 CAPITAL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
301 STATE SCHOOL BUILDING LEASE/PURCHASE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
351 COUNTY SCHOOL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
401 SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
491 CAP PROJ FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
511 BOND INTEREST AND REDEMPTION FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
521 DEBT SVC FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
531 TAX OVERRIDE FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		
561 DEBT SERVICE FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation					2,500,000.00	0.00		
571 FOUNDATION PERMANENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail								
Fund Reconciliation						0.00		
511 CAFETERIA ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail								
Fund Reconciliation					0.00	0.00		

First Interim  
2016-17 Projected Year Totals  
SUMMARY OF INTERFUND ACTIVITIES  
FOR ALL FUNDS

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
621 CHARTER SCHOOLS ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
631 OTHER ENTERPRISE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
661 WAREHOUSE REVOLVING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
671 SELF-INSURANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
711 RETIREE BENEFIT FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00			
Fund Reconciliation								
731 FOUNDATION PRIVATE-PURPOSE TRUST FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00			
Fund Reconciliation								
761 WARRANT/PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
951 STUDENT BODY FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
<b>TOTALS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500,000.00</b>	<b>2,500,000.00</b>		

Provide methodology and assumptions used to estimate ADA, enrollment, revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments).

Deviations from the standards must be explained and may affect the interim certification.

**CRITERIA AND STANDARDS**

**1. CRITERION: Average Daily Attendance**

STANDARD: Funded average daily attendance (ADA) for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

District's ADA Standard Percentage Range: -2.0% to +2.0%

**1A. Calculating the District's ADA Variances**

DATA ENTRY: Budget Adoption data that exist for the current year will be extracted; otherwise, enter data into the first column for all fiscal years. First Interim Projected Year Totals data that exist for the current year will be extracted; otherwise, enter data for all fiscal years. Enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for all fiscal years.

Estimated Funded ADA

Fiscal Year	Budget Adoption Budget (Form 01CS, Item 1A)	First Interim Projected Year Totals (Form AI, Lines A4 and C4)	Percent Change	Status
Current Year (2016-17)				
District Regular	2,086.00	2,086.00		
Charter School		0.00		
<b>Total ADA</b>	<b>2,086.00</b>	<b>2,086.00</b>	<b>0.0%</b>	<b>Met</b>
1st Subsequent Year (2017-18)				
District Regular	2,216.00	2,175.72		
Charter School				
<b>Total ADA</b>	<b>2,216.00</b>	<b>2,175.72</b>	<b>-1.8%</b>	<b>Met</b>
2nd Subsequent Year (2018-19)				
District Regular	2,266.00	2,206.87		
Charter School				
<b>Total ADA</b>	<b>2,266.00</b>	<b>2,206.87</b>	<b>-2.6%</b>	<b>Not Met</b>

**1B. Comparison of District ADA to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - The projected change since budget adoption for funded ADA exceeds two percent in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard, a description of the methods and assumptions used in projecting funded ADA, and what changes will be made to improve the accuracy of projections in this area.

Explanation:  
(required if NOT met)

The enrollment projection for FY 2018-19 is now forecast at 2,355 rather than the 2,398 forecast at budget adoption. Using a ratio of .9371 of enrollment to ADA results in the 2,206.87 ADA used at the First Interim report for FY 2018-19.



2. CRITERION: Enrollment

STANDARD: Projected enrollment for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

District's Enrollment Standard Percentage Range: -2.0% to +2.0%

**2A. Calculating the District's Enrollment Variances**

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column for all fiscal years. Enter data in the second column for all fiscal years. Enter district regular enrollment and charter school enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	Enrollment		Percent Change	Status
	Budget Adoption (Form 01CS, Item 3B)	First Interim CBEDS/Projected		
Current Year (2016-17)				
District Regular	2,189	2,233		
Charter School				
<b>Total Enrollment</b>	<b>2,189</b>	<b>2,233</b>	<b>2.0%</b>	<b>Met</b>
1st Subsequent Year (2017-18)				
District Regular	2,325	2,323		
Charter School				
<b>Total Enrollment</b>	<b>2,325</b>	<b>2,323</b>	<b>-0.1%</b>	<b>Met</b>
2nd Subsequent Year (2018-19)				
District Regular	2,398	2,355		
Charter School				
<b>Total Enrollment</b>	<b>2,398</b>	<b>2,355</b>	<b>-1.8%</b>	<b>Met</b>

**2B. Comparison of District Enrollment to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Enrollment projections have not changed since budget adoption by more than two percent for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

**3. CRITERION: ADA to Enrollment**

STANDARD: Projected second period (P-2) average daily attendance (ADA) to enrollment ratio for any of the current fiscal year or two subsequent fiscal years has not increased from the historical average ratio from the three prior fiscal years by more than one half of one percent (0.5%).

**3A. Calculating the District's ADA to Enrollment Standard**

DATA ENTRY: Unaudited Actuals data that exist will be extracted into the P-2 ADA column for the First Prior Year; otherwise, enter First Prior Year data. P-2 ADA for the second and third prior years are preloaded. Budget Adoption data that exist will be extracted into the Enrollment column; otherwise, enter Enrollment data for all fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

\*Please note for FY 2013-14 unaudited actuals: Line C4 in Form A reflects total charter school ADA corresponding to financial data reported in funds 01, 09, and 62. Please adjust charter school ADA or explain accordingly.

Fiscal Year	P-2 ADA Unaudited Actuals (Form A, Lines A4 and C4*)	Enrollment CBEDS Actual (Form 01CS, Item 2A)	Historical Ratio of ADA to Enrollment
Third Prior Year (2013-14)	1,829	1,962	93.2%
Second Prior Year (2014-15)			
District Regular	1,901	2,033	
Charter School			
<b>Total ADA/Enrollment</b>	1,901	2,033	93.5%
First Prior Year (2015-16)			
District Regular	2,036	2,159	
Charter School	0	0	
<b>Total ADA/Enrollment</b>	2,036	2,159	94.3%
		Historical Average Ratio:	93.7%
		District's ADA to Enrollment Standard (historical average ratio plus 0.5%):	94.2%

**3B. Calculating the District's Projected Ratio of ADA to Enrollment**

DATA ENTRY: Estimated P-2 ADA will be extracted into the first column for the Current Year; enter data in the first column for the subsequent fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years. All other data are extracted.

Fiscal Year	Estimated P-2 ADA (Form AI, Lines A4 and C4)	Enrollment CBEDS/Projected (Criterion 2, Item 2A)	Ratio of ADA to Enrollment	Status
Current Year (2016-17)				
District Regular	2,086	2,233		
Charter School	0			
<b>Total ADA/Enrollment</b>	2,086	2,233	93.4%	Met
1st Subsequent Year (2017-18)				
District Regular	2,176	2,323		
Charter School				
<b>Total ADA/Enrollment</b>	2,176	2,323	93.7%	Met
2nd Subsequent Year (2018-19)				
District Regular	2,207	2,355		
Charter School				
<b>Total ADA/Enrollment</b>	2,207	2,355	93.7%	Met

**3C. Comparison of District ADA to Enrollment Ratio to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected P-2 ADA to enrollment ratio has not exceeded the standard for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

**4. CRITERION: LCFF Revenue**

**STANDARD:** Projected LCFF revenue for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

District's LCFF Revenue Standard Percentage Range:

**4A. Calculating the District's Projected Change in LCFF Revenue**

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. In the First Interim column, Current Year data are extracted; enter data for the two subsequent years.

Fiscal Year	LCFF Revenue (Fund 01, Objects 8011, 8012, 8020-8089)			Percent Change	Status
	Budget Adoption (Form 01CS, Item 4B)	First Interim	Projected Year Totals		
	Current Year (2016-17)	22,839,806.00	22,827,978.00		
1st Subsequent Year (2017-18)	24,617,845.00	24,586,239.00	24,586,239.00	-0.1%	Met
2nd Subsequent Year (2018-19)	25,594,244.00	25,310,013.00	25,310,013.00	-1.1%	Met

**4B. Comparison of District LCFF Revenue to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - LCFF revenue has not changed since budget adoption by more than two percent for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

**5. CRITERION: Salaries and Benefits**

STANDARD: Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the current fiscal year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the district's required reserves percentage.

**5A. Calculating the District's Historical Average Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures**

DATA ENTRY: Unaudited Actuals data that exist for the First Prior Year will be extracted; otherwise, enter data for the First Prior Year. Unaudited Actuals data for the second and third prior years are preloaded.

Fiscal Year	Unaudited Actuals - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures
	Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	
Third Prior Year (2013-14)	9,567,931.51	13,012,109.89	73.5%
Second Prior Year (2014-15)	10,648,678.42	14,243,982.09	74.8%
First Prior Year (2015-16)	11,704,216.54	17,052,639.93	68.6%
	Historical Average Ratio:		72.3%

	Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
District's Reserve Standard Percentage (Criterion 10B, Line 4)	3.0%	3.0%	3.0%
District's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the district's reserve standard percentage):	69.3% to 75.3%	69.3% to 75.3%	69.3% to 75.3%

**5B. Calculating the District's Projected Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures**

DATA ENTRY: If Form MYPI exists, Projected Year Totals data for the two subsequent years will be extracted; if not, enter Projected Year Totals data. Projected Year Totals data for Current Year are extracted.

Fiscal Year	Projected Year Totals - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures	Status
	Salaries and Benefits (Form 011, Objects 1000-3999) (Form MYPI, Lines B1-B3)	Total Expenditures (Form 011, Objects 1000-7499) (Form MYPI, Lines B1-B8, B10)		
Current Year (2016-17)	14,514,346.00	20,847,511.00	69.6%	Met
1st Subsequent Year (2017-18)	15,697,747.72	21,807,833.87	72.0%	Met
2nd Subsequent Year (2018-19)	16,660,873.97	22,885,349.36	72.8%	Met

**5C. Comparison of District Salaries and Benefits Ratio to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Ratio of total unrestricted salaries and benefits to total unrestricted expenditures has met the standard for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

**6. CRITERION: Other Revenues and Expenditures**

**STANDARD:** Projected operating revenues (including federal, other state and other local) or expenditures (including books and supplies, and services and other operating), for any of the current fiscal year or two subsequent fiscal years, have not changed by more than five percent since budget adoption.

Changes that exceed five percent in any major object category must be explained.

District's Other Revenues and Expenditures Standard Percentage Range:	-5.0% to +5.0%
District's Other Revenues and Expenditures Explanation Percentage Range:	-5.0% to +5.0%

**6A. Calculating the District's Change by Major Object Category and Comparison to the Explanation Percentage Range**

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. First Interim data for the Current Year are extracted. If First Interim Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the second column.

Explanations must be entered for each category if the percent change for any year exceeds the district's explanation percentage range.

Object Range / Fiscal Year	Budget Adoption Budget (Form 01CS, Item 6B)	First Interim Projected Year Totals (Fund 01) (Form MYPI)	Percent Change	Change Is Outside Explanation Range
<b>Federal Revenue (Fund 01, Objects 8100-8299) (Form MYPI, Line A2)</b>				
Current Year (2016-17)	1,238,681.00	1,388,904.00	12.1%	Yes
1st Subsequent Year (2017-18)	1,238,681.00	1,295,372.00	4.6%	No
2nd Subsequent Year (2018-19)	1,238,681.00	1,295,372.00	4.6%	No

Explanation:  
(required if Yes)

15-16 Carryovers in FY 2016-17 of \$93,532 Resource 3010, \$33,957 for Resource 4203, and \$1,402 for Resource 4035

<b>Other State Revenue (Fund 01, Objects 8300-8599) (Form MYPI, Line A3)</b>				
Current Year (2016-17)	722,939.00	3,974,395.57	449.8%	Yes
1st Subsequent Year (2017-18)	557,323.00	1,535,172.97	175.5%	Yes
2nd Subsequent Year (2018-19)	557,323.00	1,562,362.66	180.3%	Yes

Explanation:  
(required if Yes)

16-17 increase due to Res# 6225 Emerg Repair Prog unearned revenue balance from Fiscal 15-16 of \$1,659,785 and new grants received that were not in the adopted budget: Res # 7338 College Readiness Blk Grant \$248,767, Res# 0000, one time dollars \$214 per ADA for \$436,575, Res# 6387 \$264,996, Res# 7690 STRS on behalf \$586,101. 17-18 and 18-19 Resource #6225 and Resource #7338 are gone fully expended in FY 16-17.

<b>Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYPI, Line A4)</b>				
Current Year (2016-17)	1,565,850.00	1,599,278.00	2.1%	No
1st Subsequent Year (2017-18)	1,518,494.00	1,609,301.76	6.0%	Yes
2nd Subsequent Year (2018-19)	1,518,494.00	1,630,325.78	7.4%	Yes

Explanation:  
(required if Yes)

Increase in transfer from the County Office for Special Education and local donations.

<b>Books and Supplies (Fund 01, Objects 4000-4999) (Form MYPI, Line B4)</b>				
Current Year (2016-17)	1,551,503.00	2,136,886.10	37.7%	Yes
1st Subsequent Year (2017-18)	1,636,820.00	1,941,091.95	18.6%	Yes
2nd Subsequent Year (2018-19)	1,692,555.00	1,984,737.34	17.3%	Yes

Explanation:  
(required if Yes)

Cost increase due to federal carryovers and the addition new resources budgeted noted in other state revenues above.

<b>Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYPI, Line B5)</b>				
Current Year (2016-17)	4,655,791.00	7,103,449.80	52.6%	Yes
1st Subsequent Year (2017-18)	4,470,680.00	4,654,997.69	4.1%	No
2nd Subsequent Year (2018-19)	4,370,680.00	4,735,890.31	8.4%	Yes

Explanation:  
(required if Yes)

Costs are up due to the resources added since adoption noted in other state revenues.

**6B. Calculating the District's Change in Total Operating Revenues and Expenditures**

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Budget Adoption Budget	First Interim Projected Year Totals	Percent Change	Status
<b>Total Federal, Other State, and Other Local Revenue (Section 6A)</b>				
Current Year (2016-17)	3,527,470.00	6,962,577.57	97.4%	Not Met
1st Subsequent Year (2017-18)	3,314,498.00	4,439,846.73	34.0%	Not Met
2nd Subsequent Year (2018-19)	3,314,498.00	4,488,060.44	35.4%	Not Met
<b>Total Books and Supplies, and Services and Other Operating Expenditures (Section 6A)</b>				
Current Year (2016-17)	6,207,294.00	9,240,335.90	48.9%	Not Met
1st Subsequent Year (2017-18)	6,107,500.00	6,596,089.64	8.0%	Not Met
2nd Subsequent Year (2018-19)	6,063,235.00	6,720,627.65	10.8%	Not Met

**6C. Comparison of District Total Operating Revenues and Expenditures to the Standard Percentage Range**

DATA ENTRY: Explanations are linked from Section 6A if the status in Section 6B is Not Met; no entry is allowed below.

- 1a. STANDARD NOT MET - One or more projected operating revenue have changed since budget adoption by more than the standard in one or more of the current year or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

Explanation:  
Federal Revenue  
(linked from 6A  
if NOT met)

15-16 Carryovers in FY 2016-17 of \$93,532 Resource 3010, \$33,957 for Resource 4203, and \$1,402 for Resource 4035

Explanation:  
Other State Revenue  
(linked from 6A  
if NOT met)

16-17 increase due to Res# 6225 Emerg Repair Prog unearned revenue balance from Fiscal 15-16 of \$1,659,785 and new grants received that were not in the adopted budget: Res # 7338 College Readiness Blk Grant \$248,767, Res# 0000, one time dollars \$214 per ADA for \$436,575, Res# 6387 \$264,996, Res# 7690 STRS on behalf \$586,101. 17-18 and 18-19 Resource #6225 and Resource #7338 are gone fully expended in FY 16-17.

Explanation:  
Other Local Revenue  
(linked from 6A  
if NOT met)

Increase in transfer from the County Office for Special Education and local donations.

- 1b. STANDARD NOT MET - One or more total operating expenditures have changed since budget adoption by more than the standard in one or more of the current year or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

Explanation:  
Books and Supplies  
(linked from 6A  
if NOT met)

Cost increase due to federal carryovers and the addition new resources budgeted noted in other state revenues above.

Explanation:  
Services and Other Exps  
(linked from 6A  
if NOT met)

Costs are up due to the resources added since adoption noted in other state revenues.

**7. CRITERION: Facilities Maintenance**

**STANDARD:** Identify changes that have occurred since budget adoption in the projected contributions for facilities maintenance funding as required pursuant to Education Code Section 17070.75, or in how the district is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

**Determining the District's Compliance with the Contribution Requirement for EC Section 17070.75, as amended by AB 104 (Chapter 13, Statutes of 2015), effective 2015-16 and 2016-17 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)**

**NOTE:** AB 104 (Chapter 13, Statutes of 2015) requires the district to deposit into the account, for the 2015-16 and 2016-17 fiscal years, a minimum amount that is the lesser of 3% of the total general fund expenditures and other financing uses for that fiscal year or the amount that the district deposited into the account for the 2014-15 fiscal year.

**DATA ENTRY:** For the Required Minimum Contribution, enter the lesser of 3% of the total general fund expenditures and other financing uses for the current year or the amount that the district deposited into the account for the 2014-15 fiscal year. If EC 17070.75(e)(1) and (e)(2) apply, input 3%. Budget data that exist will be extracted, otherwise enter budget data into lines 1 and 2. All other data are extracted.

	Required Minimum Contribution	First Interim Contribution Projected Year Totals (Fund 01, Resource 8150, Objects 8900-8999)	Status
1. OMMA/RMA Contribution	780,400.23	811,823.00	Met
2. Budget Adoption Contribution (information only) (Form 01CS, Criterion 7, Line 2d)		811,823.00	

If status is not met, enter an X in the box that best describes why the minimum required contribution was not made:

- Not applicable (district does not participate in the Leroy F. Greene School Facilities Act of 1998)
- Exempt (due to district's small size [EC Section 17070.75 (b)(2)(E)])
- Other (explanation must be provided)

**Explanation:**  
(required if NOT met  
and Other is marked)

**8. CRITERION: Deficit Spending**

STANDARD: Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the district's available reserves<sup>1</sup> as a percentage of total expenditures and other financing uses<sup>2</sup> in any of the current fiscal year or two subsequent fiscal years.

<sup>1</sup>Available reserves are the unrestricted amounts in the Reserve for Economic Uncertainties and the Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup>A school district that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

**8A. Calculating the District's Deficit Spending Standard Percentage Levels**

DATA ENTRY: All data are extracted or calculated.

	Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
District's Available Reserve Percentages (Criterion 10C, Line 9)	26.9%	28.2%	27.1%
District's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):	9.0%	9.4%	9.0%

**8B. Calculating the District's Deficit Spending Percentages**

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the first and second columns.

Fiscal Year	Projected Year Totals		Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	Status
	Net Change in Unrestricted Fund Balance (Form 011, Section E) (Form MYPI, Line C)	Total Unrestricted Expenditures and Other Financing Uses (Form 011, Objects 1000-7999) (Form MYPI, Line B11)		
Current Year (2016-17)	87,664.00	20,847,511.00	N/A	Met
1st Subsequent Year (2017-18)	472,240.11	21,807,833.87	N/A	Met
2nd Subsequent Year (2018-19)	1,483.90	22,885,349.36	N/A	Met

**8C. Comparison of District Deficit Spending to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Unrestricted deficit spending, if any, has not exceeded the standard percentage level in any of the current year or two subsequent fiscal years.

Explanation:  
(required if NOT met)



**9. CRITERION: Fund and Cash Balances**

A. FUND BALANCE STANDARD: Projected general fund balance will be positive at the end of the current fiscal year and two subsequent fiscal years.

**9A-1. Determining if the District's General Fund Ending Balance is Positive**

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years.

Fiscal Year	Ending Fund Balance General Fund Projected Year Totals		Status
	(Form 011, Line F2)	(Form MYPI, Line D2)	
Current Year (2016-17)	7,716,986.85		Met
1st Subsequent Year (2017-18)	8,189,226.96		Met
2nd Subsequent Year (2018-19)	8,190,710.86		Met

**9A-2. Comparison of the District's Ending Fund Balance to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund ending balance is positive for the current fiscal year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

B. CASH BALANCE STANDARD: Projected general fund cash balance will be positive at the end of the current fiscal year.

**9B-1. Determining if the District's Ending Cash Balance is Positive**

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Fiscal Year	Ending Cash Balance General Fund		Status
	(Form CASH, Line F, June Column)		
Current Year (2016-17)	7,287,385.45		Met

**9B-2. Comparison of the District's Ending Cash Balance to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund cash balance will be positive at the end of the current fiscal year.

Explanation:  
(required if NOT met)

**10. CRITERION: Reserves**

**STANDARD:** Available reserves<sup>1</sup> for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts<sup>2</sup> as applied to total expenditures and other financing uses<sup>3</sup>:

**DATA ENTRY:** Current Year data are extracted. Enter district regular ADA corresponding to financial data reported in the General Fund, only, for the two subsequent years.

Percentage Level	District ADA		
5% or \$66,000 (greater of)	0	to	300
4% or \$66,000 (greater of)	301	to	1,000
3%	1,001	to	30,000
2%	30,001	to	400,000
1%	400,001	and	over

<sup>1</sup> Available reserves are the unrestricted amounts in the Reserve for Economic Uncertainties and the Unassigned/Unappropriated accounts in the General Fund and Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup> Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238), rounded to the nearest thousand.

<sup>3</sup> A school district that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
District Estimated P-2 ADA (Form AI, Line A4):	2,086	2,176	2,207
District's Reserve Standard Percentage Level:	3%	3%	3%

**10A. Calculating the District's Special Education Pass-through Exclusions (only for districts that serve as the AU of a SELPA)**

**DATA ENTRY:** For SELPA AUs, if Form MYPI exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button for item 1 and, if Yes, enter data for item 2a and for the two subsequent years in item 2b; Current Year data are extracted.

For districts that serve as the AU of a SELPA (Form MYPI, Lines F1a, F1b1, and F1b2):

1. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?
2. If you are the SELPA AU and are excluding special education pass-through funds:
  - a. Enter the name(s) of the SELPA(s): \_\_\_\_\_

	Current Year Projected Year Totals (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
b. Special Education Pass-through Funds (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)	0.00	0.00	0.00

**10B. Calculating the District's Reserve Standard**

**DATA ENTRY:** If Form MYPI exists, all data will be extracted or calculated. If not, enter data for line 1 for the two subsequent years; Current Year data are extracted.

	Current Year Projected Year Totals (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
1. Expenditures and Other Financing Uses (Form 01I, objects 1000-7999) (Form MYPI, Line B11)	30,204,048.90	28,528,047.62	29,771,052.54
2. Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)	0.00	0.00	0.00
3. Total Expenditures and Other Financing Uses (Line B1 plus Line B2)	30,204,048.90	28,528,047.62	29,771,052.54
4. Reserve Standard Percentage Level	3%	3%	3%
5. Reserve Standard - by Percent (Line B3 times Line B4)	906,121.47	855,841.43	893,131.58
6. Reserve Standard - by Amount (\$66,000 for districts with less than 1,001 ADA, else 0)	0.00	0.00	0.00
7. District's Reserve Standard (Greater of Line B5 or Line B6)	906,121.47	855,841.43	893,131.58

**10C. Calculating the District's Available Reserve Amount**

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years.

Reserve Amounts (Unrestricted resources 0000-1999 except Line 4)	Current Year Projected Year Totals (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00		
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYPI, Line E1b)	5,134,688.31	4,925,077.89	5,071,966.88
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	2,437,698.21	3,125,548.74	2,980,143.65
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)	0.00	0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00		
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	538,104.60		
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00		
8. District's Available Reserve Amount (Lines C1 thru C7)	8,110,491.12	8,050,626.63	8,052,110.53
9. District's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	26.85%	28.22%	27.05%
District's Reserve Standard (Section 10B, Line 7):	906,121.47	855,841.43	893,131.58
Status:	Met	Met	Met

**10D. Comparison of District Reserve Amount to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Available reserves have met the standard for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

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**SUPPLEMENTAL INFORMATION**

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DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

**S1. Contingent Liabilities**

1a. Does your district have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that have occurred since budget adoption that may impact the budget?

1b. If Yes, identify the liabilities and how they may impact the budget:

**S2. Use of One-time Revenues for Ongoing Expenditures**

1a. Does your district have ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

**S3. Temporary Interfund Borrowings**

1a. Does your district have projected temporary borrowings between funds?  
(Refer to Education Code Section 42603)

1b. If Yes, identify the interfund borrowings:

**S4. Contingent Revenues**

1a. Does your district have projected revenues for the current fiscal year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

**S5. Contributions**

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since budget adoption.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if transfers have changed by more than \$20,000 and more than five percent since budget adoption.

Identify capital project cost overruns that have occurred since budget adoption that may impact the general fund budget.

District's Contributions and Transfers Standard: -5.0% to +5.0%  
or -\$20,000 to +\$20,000

**S5A. Identification of the District's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund**

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. For Contributions, the First Interim's Current Year data will be extracted. Enter First Interim Contributions for the 1st and 2nd Subsequent Years. For Transfers In and Transfers Out, if Form MYP exists, the data will be extracted into the First Interim column for the Current Year, and 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data in the Current Year, and 1st and 2nd Subsequent Years. Click on the appropriate button for Item 1d; all other data will be calculated.

Description / Fiscal Year	Budget Adoption (Form 01CS, Item S5A)	First Interim Projected Year Totals	Percent Change	Amount of Change	Status
<b>1a. Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)</b>					
Current Year (2016-17)	(3,167,635.00)	(3,476,565.00)	9.8%	308,930.00	Not Met
1st Subsequent Year (2017-18)	(3,136,471.00)	(3,348,959.43)	6.8%	212,488.43	Not Met
2nd Subsequent Year (2018-19)	(3,555,420.00)	(3,467,285.40)	-2.5%	(88,134.60)	Met
<b>1b. Transfers In, General Fund *</b>					
Current Year (2016-17)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2017-18)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2018-19)	0.00	0.00	0.0%	0.00	Met
<b>1c. Transfers Out, General Fund *</b>					
Current Year (2016-17)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2017-18)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2018-19)	0.00	0.00	0.0%	0.00	Met

**1d. Capital Project Cost Overruns**

Have capital project cost overruns occurred since budget adoption that may impact the general fund operational budget?

No

\* Include transfers used to cover operating deficits in either the general fund or any other fund.

**S5B. Status of the District's Projected Contributions, Transfers, and Capital Projects**

DATA ENTRY: Enter an explanation if Not Met for items 1a-1c or if Yes for Item 1d.

1a. NOT MET - The projected contributions from the unrestricted general fund to restricted general fund programs have changed since budget adoption by more than the standard for any of the current year or subsequent two fiscal years. Identify restricted programs and contribution amount for each program and whether contributions are ongoing or one-time in nature. Explain the district's plan, with timeframes, for reducing or eliminating the contribution.

Explanation:  
(required if NOT met)

The contributions are for the Special Education Resource 6500 and Routine Restricted Mtc Resource 8150 Cost are up due to negotiated salary schedule increases for all years.

1b. MET - Projected transfers in have not changed since budget adoption by more than the standard for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

1c. MET - Projected transfers out have not changed since budget adoption by more than the standard for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

1d. NO - There have been no capital project cost overruns occurring since budget adoption that may impact the general fund operational budget.

Project Information:  
(required if YES)

**S6. Long-term Commitments**

Identify all existing and new multiyear commitments<sup>1</sup> and their annual required payment for the current fiscal year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also, explain how any decrease to funding sources used to pay long-term commitments will be replaced.

<sup>1</sup> Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

**S6A. Identification of the District's Long-term Commitments**

DATA ENTRY: If Budget Adoption data exist (Form 01CS, Item S6A), long-term commitment data will be extracted and it will only be necessary to click the appropriate button for Item 1b. Extracted data may be overwritten to update long-term commitment data in Item 2, as applicable. If no Budget Adoption data exist, click the appropriate buttons for items 1a and 1b, and enter all other data, as applicable.

1. a. Does your district have long-term (multiyear) commitments?  
(If No, skip items 1b and 2 and sections S6B and S6C)

b. If Yes to Item 1a, have new long-term (multiyear) commitments been incurred since budget adoption?

2. If Yes to Item 1a, list (or update) all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in Item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For:		Principal Balance as of July 1, 2016
		Funding Sources (Revenues)	Debt Service (Expenditures)	
Capital Leases	3			206,027
Certificates of Participation				
General Obligation Bonds	5			7,072,052
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				

Other Long-term Commitments (do not include OPEB):

Lease Revenue Bonds	14			11,935,000
<b>TOTAL:</b>				<b>19,213,079</b>

Type of Commitment (continued)	Prior Year (2015-16) Annual Payment (P & I)	Current Year (2016-17) Annual Payment (P & I)	1st Subsequent Year (2017-18) Annual Payment (P & I)	2nd Subsequent Year (2018-19) Annual Payment (P & I)
Capital Leases	104,673	74,013	74,013	74,012
Certificates of Participation				
General Obligation Bonds	1,601,106	1,641,656	1,689,806	1,730,256
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				

Other Long-term Commitments (continued):

Lease Revenue Bonds	1,234,344	1,234,131	1,229,769	1,226,694
<b>Total Annual Payments:</b>	<b>2,940,123</b>	<b>2,949,800</b>	<b>2,993,588</b>	<b>3,030,962</b>
<b>Has total annual payment increased over prior year (2015-16)?</b>		<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

**S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment**

DATA ENTRY: Enter an explanation if Yes.

- 1a. Yes - Annual payments for long-term commitments have increased in one or more of the current or two subsequent fiscal years. Explain how the increase in annual payments will be funded.

Explanation:  
(Required if Yes  
to increase in total  
annual payments)

Slight changes occur within the loan structure.

**S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments**

DATA ENTRY: Click the appropriate Yes or No button in Item 1; if Yes, an explanation is required in Item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

No

2. No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment.

Explanation:  
(Required if Yes)



**S7. Unfunded Liabilities**

Identify any changes in estimates for unfunded liabilities since budget adoption, and indicate whether the changes are the result of a new actuarial valuation.

**S7A. Identification of the District's Estimated Unfunded Liability for Postemployment Benefits Other Than Pensions (OPEB)**

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. Budget Adoption data that exist (Form 01CS, Item S7A) will be extracted; otherwise, enter Budget Adoption and First Interim data in items 2-4.

- 1. a. Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4)
- b. If Yes to Item 1a, have there been changes since budget adoption in OPEB liabilities?
- c. If Yes to Item 1a, have there been changes since budget adoption in OPEB contributions?

2. OPEB Liabilities

	Budget Adoption (Form 01CS, Item S7A)	First Interim
a. OPEB actuarial accrued liability (AAL)	2,226,672.00	2,226,672.00
b. OPEB unfunded actuarial accrued liability (UAAL)	2,614,898.00	2,614,898.00

c. Are AAL and UAAL based on the district's estimate or an actuarial valuation?

Actuarial	Actuarial
Jul 01, 2014	Jul 01, 2014

d. If based on an actuarial valuation, indicate the date of the OPEB valuation.

3. OPEB Contributions

Measurement Method	Budget Adoption (Form 01CS, Item S7A)	First Interim
Current Year (2016-17)	278,340.00	278,340.00
1st Subsequent Year (2017-18)	278,340.00	278,340.00
2nd Subsequent Year (2018-19)	278,340.00	278,340.00

b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (Funds 01-70, objects 3701-3752)

Current Year (2016-17)	142,524.00	147,953.00
1st Subsequent Year (2017-18)	153,019.00	153,019.00
2nd Subsequent Year (2018-19)	155,000.00	155,000.00

c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)

Current Year (2016-17)	147,475.00	153,019.00
1st Subsequent Year (2017-18)	147,475.00	153,019.00
2nd Subsequent Year (2018-19)	147,475.00	153,019.00

d. Number of retirees receiving OPEB benefits

Current Year (2016-17)	10	10
1st Subsequent Year (2017-18)	7	7
2nd Subsequent Year (2018-19)	6	6

4. Comments:

**S7B. Identification of the District's Unfunded Liability for Self-insurance Programs**

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. Budget Adoption data that exist (Form 01CS, Item S7B) will be extracted; otherwise, enter Budget Adoption and First Interim data in items 2-4.

1. a. Does your district operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB; which is covered in Section S7A) (If No, skip items 1b-4)

No
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b. If Yes to item 1a, have there been changes since budget adoption in self-insurance liabilities?

n/a
-----

c. If Yes to item 1a, have there been changes since budget adoption in self-insurance contributions?

n/a
-----

2. Self-Insurance Liabilities

- a. Accrued liability for self-insurance programs
- b. Unfunded liability for self-insurance programs

Budget Adoption (Form 01CS, Item S7B)	First Interim

3. Self-Insurance Contributions

- a. Required contribution (funding) for self-insurance programs
  - Current Year (2016-17)
  - 1st Subsequent Year (2017-18)
  - 2nd Subsequent Year (2018-19)
- b. Amount contributed (funded) for self-insurance programs
  - Current Year (2016-17)
  - 1st Subsequent Year (2017-18)
  - 2nd Subsequent Year (2018-19)

Budget Adoption (Form 01CS, Item S7B)	First Interim

4. Comments:

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**S8. Status of Labor Agreements**

Analyze the status of employee labor agreements. Identify new labor agreements that have been ratified since budget adoption, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues and explain how these commitments will be funded in future fiscal years.

If salary and benefit negotiations are not finalized, upon settlement with certificated or classified staff:

The school district must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards and may provide written comments to the president of the district governing board and superintendent.

**S8A. Cost Analysis of District's Labor Agreements - Certificated (Non-management) Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Certificated Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Certificated Labor Agreements as of the Previous Reporting Period  
Were all certificated labor negotiations settled as of budget adoption?

If Yes, complete number of FTEs, then skip to section S8B.  
If No, continue with section S8A.

**Certificated (Non-management) Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2015-16)	Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
Number of certificated (non-management) full-time-equivalent (FTE) positions	89.0	98.0	102.0	106.0

1a. Have any salary and benefit negotiations been settled since budget adoption?

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.  
If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.  
If No, complete questions 6 and 7.

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 6 and 7.

**Negotiations Settled Since Budget Adoption**

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

2b. Per Government Code Section 3547.5(b), was the collective bargaining agreement certified by the district superintendent and chief business official?

If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the collective bargaining agreement?

If Yes, date of budget revision board adoption:

4. Period covered by the agreement: Begin Date:  End Date:

5. Salary settlement:

	Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>One Year Agreement</b>			
Total cost of salary settlement	<input type="text"/>	<input type="text"/>	<input type="text"/>
% change in salary schedule from prior year or	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Multiyear Agreement</b>			
Total cost of salary settlement	<input type="text"/>	<input type="text"/>	<input type="text"/>
% change in salary schedule from prior year (may enter text, such as "Reopener")	<input type="text"/>	<input type="text"/>	<input type="text"/>

Identify the source of funding that will be used to support multiyear salary commitments:

Negotiations Not Settled

6. Cost of a one percent increase in salary and statutory benefits

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Current Year  
(2016-17)

1st Subsequent Year  
(2017-18)

2nd Subsequent Year  
(2018-19)

7. Amount included for any tentative salary schedule increases

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**Certificated (Non-management) Health and Welfare (H&W) Benefits**

1. Are costs of H&W benefit changes included in the interim and MYPs?
2. Total cost of H&W benefits
3. Percent of H&W cost paid by employer
4. Percent projected change in H&W cost over prior year

Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)

**Certificated (Non-management) Prior Year Settlements Negotiated Since Budget Adoption**

Are any new costs negotiated since budget adoption for prior year settlements included in the interim?


If Yes, amount of new costs included in the interim and MYPs  
If Yes, explain the nature of the new costs:

--

**Certificated (Non-management) Step and Column Adjustments**

1. Are step & column adjustments included in the interim and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)

**Certificated (Non-management) Attrition (layoffs and retirements)**

1. Are savings from attrition included in the budget and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?

Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)

**Certificated (Non-management) - Other**

List other significant contract changes that have occurred since budget adoption and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):


**S8B. Cost Analysis of District's Labor Agreements - Classified (Non-management) Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Classified Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Classified Labor Agreements as of the Previous Reporting Period**

Were all classified labor negotiations settled as of budget adoption?

If Yes, complete number of FTEs, then skip to section S8C.

If No, continue with section S8B.

**Classified (Non-management) Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2015-16)	Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
Number of classified (non-management) FTE positions	69.0	62.7	71.5	71.5

1a. Have any salary and benefit negotiations been settled since budget adoption?

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, complete questions 6 and 7.

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 6 and 7.

**Negotiations Settled Since Budget Adoption**

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

2b. Per Government Code Section 3547.5(b), was the collective bargaining agreement certified by the district superintendent and chief business official?

If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the collective bargaining agreement?

If Yes, date of budget revision board adoption:

4. Period covered by the agreement:

Begin Date:

End Date:

5. Salary settlement:

Current Year  
(2016-17)

1st Subsequent Year  
(2017-18)

2nd Subsequent Year  
(2018-19)

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**One Year Agreement**

Total cost of salary settlement

<input type="text"/>	<input type="text"/>	<input type="text"/>
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% change in salary schedule from prior year  
or

**Multiyear Agreement**

Total cost of salary settlement

<input type="text"/>	<input type="text"/>	<input type="text"/>
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% change in salary schedule from prior year  
(may enter text, such as "Reopener")

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Identify the source of funding that will be used to support multiyear salary commitments:

**Negotiations Not Settled**

6. Cost of a one percent increase in salary and statutory benefits

7. Amount included for any tentative salary schedule increases

Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Classified (Non-management) Health and Welfare (H&W) Benefits**

1. Are costs of H&W benefit changes included in the interim and MYPs?
2. Total cost of H&W benefits
3. Percent of H&W cost paid by employer
4. Percent projected change in H&W cost over prior year

Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)

**Classified (Non-management) Prior Year Settlements Negotiated Since Budget Adoption**

Are any new costs negotiated since budget adoption for prior year settlements included in the interim?

- If Yes, amount of new costs included in the interim and MYPs  
If Yes, explain the nature of the new costs:


**Classified (Non-management) Step and Column Adjustments**

1. Are step & column adjustments included in the interim and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)

**Classified (Non-management) Attrition (layoffs and retirements)**

1. Are savings from attrition included in the interim and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?

Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)

**Classified (Non-management) - Other**

List other significant contract changes that have occurred since budget adoption and the cost impact of each (i.e., hours of employment, leave of absence, bonuses, etc.):

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**S8C. Cost Analysis of District's Labor Agreements - Management/Supervisor/Confidential Employees**

DATA ENTRY: Click the appropriate Yes or No button for "Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

**Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period**

Were all managerial/confidential labor negotiations settled as of budget adoption?

If Yes or n/a, complete number of FTEs, then skip to S9.

If No, continue with section S8C.

Yes

**Management/Supervisor/Confidential Salary and Benefit Negotiations**

	Prior Year (2nd Interim) (2015-16)	Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
Number of management, supervisor, and confidential FTE positions	14.0	17.0	17.0	17.0

1a. Have any salary and benefit negotiations been settled since budget adoption?

If Yes, complete question 2.

If No, complete questions 3 and 4.

n/a

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 3 and 4.

No

**Negotiations Settled Since Budget Adoption**

2. Salary settlement:

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

Total cost of salary settlement

Change in salary schedule from prior year (may enter text, such as "Reopener")

	Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
Total cost of salary settlement			
Change in salary schedule from prior year (may enter text, such as "Reopener")			

**Negotiations Not Settled**

3. Cost of a one percent increase in salary and statutory benefits

4. Amount included for any tentative salary schedule increases

	Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
Amount included for any tentative salary schedule increases			

**Management/Supervisor/Confidential Health and Welfare (H&W) Benefits**

1. Are costs of H&W benefit changes included in the interim and MYPs?

2. Total cost of H&W benefits

3. Percent of H&W cost paid by employer

4. Percent projected change in H&W cost over prior year

	Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
Are costs of H&W benefit changes included in the interim and MYPs?			
Total cost of H&W benefits			
Percent of H&W cost paid by employer			
Percent projected change in H&W cost over prior year			

**Management/Supervisor/Confidential Step and Column Adjustments**

1. Are step & column adjustments included in the budget and MYPs?

2. Cost of step & column adjustments

3. Percent change in step and column over prior year

	Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
Are step & column adjustments included in the budget and MYPs?			
Cost of step & column adjustments			
Percent change in step and column over prior year			

**Management/Supervisor/Confidential Other Benefits (mileage, bonuses, etc.)**

1. Are costs of other benefits included in the interim and MYPs?

2. Total cost of other benefits

3. Percent change in cost of other benefits over prior year

	Current Year (2016-17)	1st Subsequent Year (2017-18)	2nd Subsequent Year (2018-19)
Are costs of other benefits included in the interim and MYPs?			
Total cost of other benefits			
Percent change in cost of other benefits over prior year			

**S9. Status of Other Funds**

Analyze the status of other funds that may have negative fund balances at the end of the current fiscal year. If any other fund has a projected negative fund balance, prepare an interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.

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**S9A. Identification of Other Funds with Negative Ending Fund Balances**

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DATA ENTRY: Click the appropriate button in Item 1. If Yes, enter data in Item 2 and provide the reports referenced in Item 1.

1. Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?

If Yes, prepare and submit to the reviewing agency a report of revenues, expenditures, and changes in fund balance (e.g., an interim fund report) and a multiyear projection report for each fund.

2. If Yes, identify each fund, by name and number, that is projected to have a negative ending fund balance for the current fiscal year. Provide reasons for the negative balance(s) and explain the plan for how and when the problem(s) will be corrected.

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**ADDITIONAL FISCAL INDICATORS**

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The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review.

DATA ENTRY: Click the appropriate Yes or No button for items A2 through A9; Item A1 is automatically completed based on data from Criterion 9.

- A1. Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund? (Data from Criterion 9B-1, Cash Balance, are used to determine Yes or No)
  
- A2. Is the system of personnel position control independent from the payroll system?
  
- A3. Is enrollment decreasing in both the prior and current fiscal years?
  
- A4. Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior or current fiscal year?
  
- A5. Has the district entered into a bargaining agreement where any of the current or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?
  
- A6. Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?
  
- A7. Is the district's financial system independent of the county office system?
  
- A8. Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education.)
  
- A9. Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:  
(optional)

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**End of School District First Interim Criteria and Standards Review**

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

**SUBJECT:** Approval to Surplus Items from the Warehouse

**MEETING:** December 14, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

---

Board Goals:

- Improve, Monitor and Sustain Student Achievement
- Improve School Climate in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Solvency
- 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 and yards contain the following items which are no longer in use and projected not to be used again:

- 1 Brook Hansen Rotor Cutter Asset #008750
- 1 Hot Tank Parts Cleaner Asset #10901
- 1 Chicago Electric 20 Gallon Parts Washer Asset #008851
- 1 2-Wheel Grinder (No Asset Tag)
- 1 Ryobi 7-inch Band Saw (No Asset Tag)
- 1 Makita 10-inch Crosscut Saw (No Asset Tag)
- 1 Dewalt 10-inch Metal Chop Saw (No Asset Tag)
- 1 Engine Stand 4-post Vehicle lift (No Asset Tag)
- 1 Bush Hog Model D-54 Mower Asset #1013
- 1 Ransomes Bob-Cat Model T-18B Mower Asset #2662

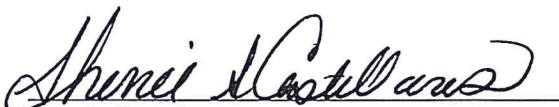
Recommendation:

It is recommended that the Board of Education approve the surplus of warehouse items.

Fiscal Impact:

Possible income if items are sold.

Submitted By:



Sherrie Castellanos  
Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent

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

**SUBJECT:** Approval of Resolution #13:16/17 Rescheduling of  
Governing Board Member Elections from Odd-  
Numbered Years to Even-Numbered Years  
(Monterey County)

**MEETING:** December 13, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

---

**GOVERNING BOARD**

Board Goals:

- \_\_\_\_\_ Improve, Monitor and Sustain Student Achievement
- \_\_\_\_\_ Improve School Climate in Support of Teaching, Learning and Student Safety
- \_\_\_\_\_ Develop/Sustain Fiscal Solvency
- \_\_\_\_\_ Ensure that Facilities are Safe for Staff and Students
- \_\_\_\_\_ Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Governor Brown signed SB 415 into law requiring school districts that hold their board elections in odd-numbered year elections to adopt a plan to transition to even-numbered year general election no later than January 1, 2018. The legislature has recognized that generally voter participation rates are historically greater during the statewide general elections held in even-numbered years. This was discussed at the November 9 board meeting with three options, the consensus of the board was in favor of option 1 which would change those board members whose term ended in November 2017 to November 6, 2018 and those board members whose terms would have expired in 2019 to extend their term one more year and hold an election on November 3, 2020.

Recommendation:

It is recommended that the Board of Education approve Resolution 13:16/17 rescheduling of governing board member's elections from odd-numbered years to even-numbered years (Monterey County)

Fiscal Impact:

With the change of elections of board members to even numbered years there will be a reduction to the district for the cost to hold an election.

Submitted By:



Daniel R. Moirao, Ed.D.  
Superintendent

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent

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

**RESOLUTION NO. 13:16/17**

**RESCHEDULING OF GOVERNING BOARD MEMBER ELECTIONS FROM ODD-  
NUMBERED YEARS TO EVEN-NUMBERED YEARS**

BEFORE THE GOVERNING BOARD OF THE  
COUNTY OF MONTEREY, STATE OF CALIFORNIA

A Resolution of the Governing Board of the South Monterey County Joint Union High School District Approving the Rescheduling of Governing Board Member Elections from Odd-Numbered Years to Even-Numbered Years, in Accordance with Elections Code §1302 and Senate Bill 415 (2015-2016 Regular Session), and Requesting the Approval of the County of Monterey to Consolidate the Same with the Statewide General Election Pursuant to Elections Code § 10404.5.

WHEREAS, on September 1, 2015, Governor Brown signed Senate Bill 415 (Reg. Sess.), codified at Stats. 2015, ch. 235, enacting Elections Code §§ 14050-14057, which would authorize voters to seek a court order to change local elections dates to even-numbered years if voter-turnout in odd-numbered year local elections is substantially lower than the average in recent statewide elections; and

WHEREAS, the South Monterey County Joint Union High School District currently conducts its elections for members of the Board of Trustees in November of odd-numbered years (e.g., November 2015) pursuant to Education Code § 5000 and Elections Code § 1302 subdivision (a); and

WHEREAS, voter participation in Monterey County is greater for statewide general elections than for odd-year local elections, including school board member elections; and

WHEREAS, the Board believes that rescheduling to even-numbered year elections may enhance voter participation and further increase the percentage of voters participating in the School Board elections; and

WHEREAS, it is considered the view of the Board that starting with the 2018 Board elections, the public interest will be better served by election of its Board members in even-numbered year elections, held in conjunction with the statewide general elections; and

WHEREAS, the Board further recognizes that there may also be a cost savings to the District resulting from aligning the District's elections with the statewide general elections; and

WHEREAS, as a result of these facts, the Board desires to change the date of future Board member elections to be consolidated with the California statewide general election in order to increase and enhance voter participation; and

WHEREAS, Elections Code § 1302(b) establishes a procedure whereby the Board may change the election date for its Board members by adopting a resolution seeking approval of the change by the Board of Supervisors of the affected county, *see* Elec. Code § 10404.5; and

WHEREAS, if the change in election date is approved by the Monterey County Board of Supervisors, it is requested that the new election date be moved from November of odd-numbered years to November of even-numbered years commencing in 2018 with Board members whose terms would have expired in 2017 being extended to 2018 and Board members whose terms would have expired in 2019 being extended to 2020, as required by Elections Code § 10404.5(g) (refer to Exhibit A),

NOW, THEREFORE, BE IT RESOLVED that:

1. The above recitals are true and correct.
2. The undersigned, constituting at least a majority of the members of the South Monterey County Joint Union High School District Governing Board, do hereby adopt this resolution to consolidate the election date for members of the Board with the state general election in November of even-numbered years, beginning in 2018 pursuant to Elections Code § 1302(b).
3. The Superintendent shall forward the original copy of this resolution to the Monterey County Superintendent of Schools, who will compile the district resolutions, and will explain the rationale for the resolutions and request formal approval of the change by the Monterey County Board of Supervisors at a public meeting within 60 days after submission and after the resolutions have been posted in accordance with law.
4. The District shall pay the expenses of mailing notice of approval of the change in election date by the Monterey County Board of Supervisors as required by Elections Code § 10404.5 subdivision (e).
5. If the consolidation of election is approved by the Board of Supervisors, the date of the District's next election will be moved to November 2018, and each subsequent

Board member election will be held two years thereafter in November of even-numbered years.

6. If the consolidation of election is approved, the terms of office of current Board members expiring in November 2017 will be extended to November 2018 and the terms of Board members expiring in November 2019 will be extended to November 2020 (see Exhibit A).
7. In the event that the Monterey County Board of Supervisors declines to authorize consolidation in 2018 on the grounds specified in Elections Code § 10404.5(d)(1), the South Monterey County Joint Union High School District Governing Board requests that the Monterey County Board of Supervisors authorize such consolidation at the soonest feasible date.
8. The Superintendent and/or her designee is authorized to take such actions and execute such agreements and documentation as are necessary to effect the intent of this Resolution.

The foregoing RESOLUTION was adopted this 13<sup>th</sup> day of December 2016, at a regular meeting of the Governing Board of the South Monterey County Joint Union High School District, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dated: December 13, 2016

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President, Board of Trustees

South Monterey County Joint Union High  
School District

**CERTIFICATION**

I, Joe Santibanez, Clerk of the Board of Trustees of the South Monterey County Joint Union High School District, do hereby certify that the foregoing Resolution was proposed by Board member \_\_\_\_\_, seconded by Board member \_\_\_\_\_, and was duly passed and adopted by a majority of the members of said Board, at an official and public meeting thereof held on December 13, 2016.

Dated: \_\_\_\_\_, Clerk

## EXHIBIT A

### Consolidation of Elections - California Elections Code Section 10404.5

10404.5 (a) A resolution of the governing board of a school district or county board of education to establish an election day pursuant to subdivision (b) of Section 1302 shall be adopted and submitted to the board of supervisors not later than 240 days prior to the date of the currently scheduled election of the district or for the members of the county board of education.

(b) The final date for the submission of the resolution by the governing board of a school district or county board of education to the board of supervisors is not subject to waiver.

(c) The board of supervisors shall notify all school districts and the county board of education located in the county of the receipt of the resolution to consolidate and shall request input from each district on the effect of consolidation.

(d) (1) The board of supervisors, within 60 days from the date of submission, shall approve the resolution unless it finds that the ballot style, voting equipment, or computer capacity is such that additional elections or materials cannot be handled. Prior to the adoption of a resolution to either approve or deny a consolidation request, the board or boards of supervisors may obtain from the elections official a report on the cost-effectiveness of the proposed action.

(2) Public notices of the proceedings in which the resolution is to be considered for adoption shall be made pursuant to Section 25151 of the Government Code.

(e) Within 30 days after the approval of the resolution by the board of supervisors, the elections official shall notify all registered voters of the districts affected by the consolidation of the approval of the resolution by the board of supervisors. The notice shall be delivered by mail and at the expense of the school district or if applicable, the county board of education.

(f) An election day established pursuant to subdivision (b) of Section 1302 shall be prescribed to occur not less than one month, nor more than 12 months, subsequent to the Election Day prescribed in Section 5000 of the Education Code or pursuant to Section 1007 of the Education Code, as appropriate. As used in this subdivision, "12 months" means the period from the Election Day prescribed in Section 5000 of the Education Code or pursuant to Section 1007 of the Education Code, as appropriate, to the first Tuesday after the first Monday in the 12th month subsequent to that day, inclusive.

(g) In the event that the Election Day for a school district governing board or county board of education is established pursuant to subdivision (b) of Section 1302, the term of office of all then incumbent members of that governing board or county board of education shall be extended accordingly.



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

**SUBJECT:** Approval of Resolution #14:16/17 Rescheduling of Governing Board Member Elections from Odd-Numbered Years to Even-Numbered Years (San Benito County)      **MEETING:** December 13, 2016

**AGENDA SECTION:**

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

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**GOVERNING BOARD**

Board Goals:

- Improve, Monitor and Sustain Student Achievement
- Improve School Climate in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Solvency
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Resolution 14:16/17 is the same as Resolution 13:16/17 except this request is for San Benito County. Since this is a joint district with San Benito County this resolution needs to be submitted to them after approval. Governor Brown signed SB 415 into law requiring school districts that hold their board elections in odd-numbered year elections to adopt a plan to transition to even-numbered year general election no later than January 1, 2018. The legislature has recognized that generally voter participation rates are historically greater during the statewide general elections held in even-numbered years. This was discussed at the November 9 board meeting with three options, the consensus of the board was in favor of option 1 which would change those board members whose term ended in November 2017 to November 6, 2018 and those board members who terms would have expired in 2019 to extend their term one more year and hold an election on November 3, 2020.


Recommendation:

It is recommended that the Board of Education approve Resolution 14:16/17 rescheduling of governing board member's elections from odd-numbered years to even-numbered years (Monterey County)

Fiscal Impact:

With the change of elections of board members to even numbered years there will be a reduction to the district for the cost to hold an election.

Submitted By:



Daniel R. Moirao, Ed.D.  
Superintendent

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent

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

**RESOLUTION NO. 14:16/17**

**RESCHEDULING OF GOVERNING BOARD MEMBER ELECTIONS FROM ODD-  
NUMBERED YEARS TO EVEN-NUMBERED YEARS**

BEFORE THE GOVERNING BOARD OF THE  
COUNTY OF SAN BENITO, STATE OF CALIFORNIA

A Resolution of the Governing Board of the South Monterey County Joint Union High School District Approving the Rescheduling of Governing Board Member Elections from Odd-Numbered Years to Even-Numbered Years, in Accordance with Elections Code §1302 and Senate Bill 415 (2015-2016 Regular Session), and Requesting the Approval of San Benito County to Consolidate the Same with the Statewide General Election Pursuant to Elections Code § 10404.5.

WHEREAS, on September 1, 2015, Governor Brown signed Senate Bill 415 (Reg. Sess.), codified at Stats. 2015, ch 235, enacting Elections Code §§ 14050-14057, which would authorize voters to seek a court order to change local elections dates to even-numbered years if voter-turnout in odd-numbered year local elections is substantially lower than the average in recent statewide elections; and

WHEREAS, the South Monterey County Joint Union High School District currently conducts its elections for members of the Board of Trustees in November of odd-numbered years (e.g., November 2015) pursuant to Education Code § 5000 and Elections Code § 1302 subdivision (a); and

WHEREAS, voter participation in San Benito County is greater for statewide general elections than for odd-year local elections, including school board member elections; and

WHEREAS, the Board believes that rescheduling to even-numbered year elections may enhance voter participation and further increase the percentage of voters participating in the School Board elections; and

WHEREAS, it is considered the view of the Board that starting with the 2018 Board elections, the public interest will be better served by election of its Board members in even-numbered year elections, held in conjunction with the statewide general elections; and

WHEREAS, the Board further recognizes that there may also be a cost savings to the District resulting from aligning the District's elections with the statewide general elections; and

WHEREAS, as a result of these facts, the Board desires to change the date of future Board member elections to be consolidated with the California statewide general election in order to increase and enhance voter participation; and

WHEREAS, Elections Code § 1302(b) establishes a procedure whereby the Board may change the election date for its Board members by adopting a resolution seeking approval of the change by the Board of Supervisors of the affected county, *see* Elec. Code § 10404.5; and

WHEREAS, if the change in election date is approved by the San Benito County Board of Supervisors, it is requested that the new election date be moved from November of odd-numbered years to November of even-numbered years commencing in 2018 with Board members whose terms would have expired in 2017 being extended to 2018 and Board members whose terms would have expired in 2019 being extended to 2020, as required by Elections Code § 10404.5(g) (refer to Exhibit A),

NOW, THEREFORE, BE IT RESOLVED that:

1. The above recitals are true and correct.
2. The undersigned, constituting at least a majority of the members of the South Monterey County Joint Union High School District Governing Board, do hereby adopt this resolution to consolidate the election date for members of the Board with the state general election in November of even-numbered years, beginning in 2018 pursuant to Elections Code § 1302(b).
3. The Superintendent shall forward the original copy of this resolution to the San Benito County Superintendent of Schools, who will compile the district resolutions, and will explain the rationale for the resolutions and request formal approval of the change by the San Benito County Board of Supervisors at a public meeting within 60 days after submission and after the resolutions have been posted in accordance with law.
4. The District shall pay the expenses of mailing notice of approval of the change in election date by the San Benito County Board of Supervisors as required by Elections Code § 10404.5 subdivision (e).

5. If the consolidation of election is approved by the Board of Supervisors, the date of the District's next election will be moved to November 2018, and each subsequent Board member election will be held two years thereafter in November of even-numbered years.
6. If the consolidation of election is approved, the terms of office of current Board members expiring in November 2017 will be extended to November 2018 and the terms of Board members expiring in November 2019 will be extended to November 2020 (see Exhibit A).
7. In the event that the San Benito County Board of Supervisors declines to authorize consolidation in 2018 on the grounds specified in Elections Code § 10404.5(d)(1), the South Monterey County Joint Union High School District Governing Board requests that the San Benito County Board of Supervisors authorize such consolidation at the soonest feasible date.
8. The Superintendent and/or her designee is authorized to take such actions and execute such agreements and documentation as are necessary to effect the intent of this Resolution.

The foregoing RESOLUTION was adopted this 13<sup>th</sup> day of December 2016, at a regular meeting of the Governing Board of the South Monterey County Joint Union High School District, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dated: December 13, 2016

---

President, Board of Trustees

South Monterey County Joint Union High  
School District

**CERTIFICATION**

I, Joe Santibanez, Clerk of the Board of Trustees of the South Monterey County Joint Union High School District, do hereby certify that the foregoing Resolution was proposed by Board member \_\_\_\_\_, seconded by Board member \_\_\_\_\_, and was duly passed and adopted by a majority of the members of said Board, at an official and public meeting thereof held on December 13, 2016.

Dated: \_\_\_\_\_, Clerk

## EXHIBIT A

### Consolidation of Elections - California Elections Code Section 10404.5

10404.5 (a) A resolution of the governing board of a school district or county board of education to establish an election day pursuant to subdivision (b) of Section 1302 shall be adopted and submitted to the board of supervisors not later than 240 days prior to the date of the currently scheduled election of the district or for the members of the county board of education.

(b) The final date for the submission of the resolution by the governing board of a school district or county board of education to the board of supervisors is not subject to waiver.

(c) The board of supervisors shall notify all school districts and the county board of education located in the county of the receipt of the resolution to consolidate and shall request input from each district on the effect of consolidation.

(d) (1) The board of supervisors, within 60 days from the date of submission, shall approve the resolution unless it finds that the ballot style, voting equipment, or computer capacity is such that additional elections or materials cannot be handled. Prior to the adoption of a resolution to either approve or deny a consolidation request, the board or boards of supervisors may obtain from the elections official a report on the cost-effectiveness of the proposed action.

(2) Public notices of the proceedings in which the resolution is to be considered for adoption shall be made pursuant to Section 25151 of the Government Code.

(e) Within 30 days after the approval of the resolution by the board of supervisors, the elections official shall notify all registered voters of the districts affected by the consolidation of the approval of the resolution by the board of supervisors. The notice shall be delivered by mail and at the expense of the school district or if applicable, the county board of education.

(f) An election day established pursuant to subdivision (b) of Section 1302 shall be prescribed to occur not less than one month, nor more than 12 months, subsequent to the Election Day prescribed in Section 5000 of the Education Code or pursuant to Section 1007 of the Education Code, as appropriate. As used in this subdivision, "12 months" means the period from the Election Day prescribed in Section 5000 of the Education Code or pursuant to Section 1007 of the Education Code, as appropriate, to the first Tuesday after the first Monday in the 12th month subsequent to that day, inclusive.

(g) In the event that the Election Day for a school district governing board or county board of education is established pursuant to subdivision (b) of Section 1302, the term of office of all then incumbent members of that governing board or county board of education shall be extended accordingly.

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

**SUBJECT:** Approval of Resolution #15:16/17 District  
Representative to Joint Powers Authority

**MEETING:** December 13, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

---

**GOVERNING BOARD**

Board Goals:

- Improve, Monitor and Sustain Student Achievement
- Improve School Climate in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Solvency
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

We are part of a Monterey & San Benito Counties Property/Liability Joint Powers Authority. To have the ability to vote on behalf of the District, we must update our designated representatives.

Recommendation:

It is recommended that the Board of Education approve Resolution #15:16/17, Approval of District Representatives to Joint Powers Authority.

Fiscal Impact:

None

Submitted By:



Sherrie S. Castellanos  
Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent

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

**RESOLUTION NO. 15:16/17**

**Approval of District Representative to Joint Powers Authority**

**WHEREAS**, it is necessary for the effective administration of South Monterey County Joint Union High School District that the District have two representatives (one primary and one alternate) to the Board of Directors of those Joint Powers Authorities in which the District participates; and

**WHEREAS**, South Monterey County Joint Union High School District belongs to Joint Powers Authorities which administers Property & Liability Insurance.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees of South Monterey County Joint Union High School District do authorize the following individuals to represent the best interests of the District in the following Joint Powers Authority:

- Monterey & San Benito Counties Property/Liability Joint Powers Authority:

Primary:        Sherrie S. Castellanos

Alternate:      Daniel Moirao, Ed.D.

**ADOPTED** this 13<sup>th</sup> day of December, 2016, by the Board of Education of the South Monterey County Joint Union High School District by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT OR NOT VOTING:**

---

President of the Governing Board of South Monterey County Joint Union High School District

Attested to:

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Secretary of the Governing Board of South Monterey County Joint Union High School District



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

**SUBJECT:** Approval of Resolution Number 16:16/17 Annual  
and Five Year Report for Fiscal Year 2015/16 for  
Fund 25 Developer Fees

**MEETING:** December 13, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

---

**GOVERNING BOARD**

Board Goals:

- \_\_\_\_\_ Improve, Monitor and Sustain Student Achievement
- \_\_\_\_\_ Improve School Climate in Support of Teaching, Learning and Student Safety
- X   Develop/Sustain Fiscal Solvency
- X   Ensure that Facilities are Safe for Staff and Students
- X   Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Sections 66001 and 66006 of the Government Code require that South Monterey County Joint Union High School District ("School District") provide to the public information on impact fees received from new residential and commercial/industrial development to mitigate the impact of that new development on the school facilities of the School District ("Reportable Fees"). The School District currently collects statutory school fees ("Statutory School Fees") pursuant to Sections 17620 et seq. of the Education Code and Sections 65995 et seq. of the Government Code.

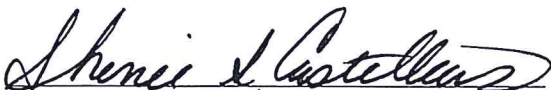
Recommendation:

It is recommended that the Board of Education approve Resolution Number 16:16/17 Annual and Five Year Report for Fiscal Year 2015/16.

Fiscal Impact:

Ending balance of Fund 25, Developer Fees \$183,779.54.

Submitted By:



Sherrie S. Castellanos  
Chief Business Official

Approved:



Daniel R. Moirao, Ed.D.  
Superintendent

RESOLUTION NO. 16:16/17

RESOLUTION OF THE BOARD OF TRUSTEES OF THE SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT APPROVING THE ANNUAL AND FIVE YEAR REPORT FOR FISCAL YEAR 2015/2016, IN COMPLIANCE WITH GOVERNMENT CODE SECTIONS 66006 AND 66001

WHEREAS, the South Monterey County Joint Union High School District ("School District") has received and expended statutory and/or alternative school facilities fees ("Reportable Fees") for the construction and/or modernization of the School District's school facilities in order to accommodate students from new development ("School Facilities"); and

WHEREAS, pursuant to Government Code Section 66006(a), the School District has established and maintained a separate capital facilities account for the Reportable Fees ("Reportable Fees Account"); and

WHEREAS, pursuant to Government Code Section 66006(a), the Reportable Fees have been deposited into the Reportable Fees Account in order to avoid any commingling of the Reportable Fees with other revenues and funds of the School District, except for temporary investments, and has expended the Reportable Fees, along with any interest income earned, solely for the purpose(s) for which the Reportable Fees were originally collected; and

WHEREAS, Government Code Section 66006(b)(1) provides that the School District shall make a written report containing certain required information available to the public within one hundred eighty (180) days after the last day of each fiscal year; and

WHEREAS, Government Code Section 66006(b)(2) requires that the Board of Trustees of the School District ("Board") review the information made available to the public, including the report entitled, "South Monterey County Joint Union High School District Annual and Five-Year Reports" for Fiscal Year 2015/2016, in Compliance with Government Code Sections 66006 and 66001, ("Report") at the next regularly scheduled public meeting, at least fifteen (15) days after the Report was made available to the public; and

WHEREAS, the Report contains the requisite information and proposed findings concerning the collection and expenditure of Reportable Fees pursuant to Government Code Sections 66006 and 66001; and

WHEREAS, pursuant to Government Code Section 66006(b)(2), notice of the time and place of the Board meeting, where the Report would be considered for adoption ("Notice"), was mailed at least fifteen (15) days prior to the Board meeting, to any interested party who filed a written request with the School District for mailed Notice of the Board meeting; and

**WHEREAS**, the School District posted Notice in the School District's regular posting locations and published Notice in a newspaper of general circulation within the School District's boundaries; and

**WHEREAS**, Government Code Section 66001(d) provides that for the fifth fiscal year following the first deposit into the Reportable Fees Account, and every five years thereafter, the School District shall make findings with respect to the portion of the Reportable Fees Account that remains unexpended; and

**WHEREAS**, when Government Code Section 66001(d) requires certain findings, these findings will be made at the same time as that information required by Government Code Section 66006(b); and

**WHEREAS**, pursuant to Government Code Section 66001(e) and (f), the School District shall make certain findings when sufficient Reportable Fees have been collected to complete the financing of incomplete Projects, and the Projects remain incomplete; and

**WHEREAS**, the School District has complied with the foregoing provisions.

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

**Section 1.** The Board finds and determines that the foregoing recitals and determinations are correct.

**Section 2.** Pursuant to Government Code Section 66006(a), the School District has established and maintained a Reportable Fees Account during Fiscal Year 2015/2016.

**Section 3.** Pursuant to Government Code Section 66006(a), the Reportable Fees collected during Fiscal Year 2015/2016 have been deposited into the Reportable Fees Account in order to avoid any commingling of the Reportable Fees with other revenues and funds of the School District, except for temporary investments, and has expended the Reportable Fees, along with any interest income earned, solely for the purpose(s) for which the Reportable Fees were originally collected.

**Section 4.** Pursuant to Government Code Section 66006(b)(1), the School District made the Report available to the public within one hundred eighty (180) days after the last day of Fiscal Year 2015/2016.

**Section 5.** Pursuant to Government Code Section 66006(b)(1), the Board reviewed the Report at the next regularly scheduled public meeting, at least fifteen (15) days, after the Report was made available to the public.

**Section 6.** Pursuant to Government Code Sections 66006(b) (1) and (2), the Board reviewed the Report which is incorporated by this reference and contains the following information:

- (A) A brief description of the type of Reportable Fees in the Reportable Fees Account;
- (B) The amount of the Reportable Fees;
- (C) The beginning and ending balance of the Reportable Fees Account;
- (D) The amount of Reportable Fees collected and the interest earned;
- (E) An identification of each School Facilities Project ("Project") on which Reportable Fees were expended and the amount of the expenditures on each Project, including the total percentage of the cost of the Project that was funded with Reportable Fees;
- (F) An identification of an approximate date by which the construction of the Project will commence if the School District determines that sufficient funds have been collected to complete financing on an incomplete Project, as identified in Section 66001(a)(2), and the Project remains incomplete;
- (G) A description of each interfund transfer or loan made from the Reportable Fees Account, including the Project on which the transferred or loaned Reportable Fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the Reportable Fees Account will receive on the loan; and
- (H) The amount of refunds made pursuant to Section 66001(e) and any allocations pursuant to Section 66001(f).

**Section 7.** Pursuant to Government Code Section 66006(b)(2), Notice was mailed at least fifteen (15) days prior to the Board meeting, to any interested party who filed a written request with the School District for mailed Notice of the Board meeting.

**Section 8.** The School District posted Notice in the School District's regular posting locations and published Notice in a newspaper of general circulation within the School District's boundaries.

**Section 9.** Pursuant to Government Code Section 66001(d), the Board reviewed the Report which is incorporated by this reference and contains the following proposed findings:

- (1) Identification of the purposes to which the Reportable Fees are to be put;
- (2) Demonstration of a reasonable relationship between the Reportable Fees and the purpose for which they are charged;
- (3) Identification of all sources and amounts of funding anticipated to complete incomplete Projects of the School District; and
- (4) Designation of the approximate dates on which the funding referred to in paragraph (3) is expected to be deposited into the respective School District account(s).

**Section 10.** When findings are required by Government Code Section 66001(d), these findings shall be made at the same time as the findings as that information required by Government Code Section 66006(b).

**Section 11.** Pursuant to Government Code Section 66001(e) and (f), the School District shall make certain findings when sufficient Reportable Fees have been collected to complete the financing of incomplete Projects, and the Projects remain incomplete.

**Section 12.** The Board determines that the School District is in compliance with Government Code Section 66000, *et seq.*, regarding the receipt, deposit, investment, expenditure and/or refund of Reportable Fees received and expended relative to Projects for Fiscal Year 2015/2016.

**Section 13.** The Board determines that no refunds and allocations of Reportable Fees, as required by Government Code Sections 66001(e) and 66006(b)(1)(H) are deemed payable at this time for Fiscal Year 2015/2016.

ADOPTED, SIGNED AND APPROVED this 13<sup>TH</sup> day of December, 2016.

**BOARD OF TRUSTEES OF THE SOUTH  
MONTEREY COUNTY JOINT UNION HIGH  
SCHOOL DISTRICT**

By: \_\_\_\_\_  
President, Board of Trustees of the South  
Monterey County Joint Union High School  
District

**ATTEST:**

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

STATE OF CALIFORNIA        )  
  ) ss.  
COUNTY OF MONTEREY        )

I, \_\_\_\_\_, Clerk, Board of Trustees of the South Monterey County Joint Union High School District, do hereby certify that the foregoing was duly adopted by the Board of Trustees of such District at a regular meeting of said Board held on the 13<sup>th</sup> day of December, 2016, at which a quorum of the Board was present and acting throughout, for which notice and an agenda were prepared and posted as required by law, the Board members had due notice of the meeting, and the attached resolution was adopted at such meeting by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
Clerk, Board of Trustees, of the South Monterey  
County joint Union High School District

STATE OF CALIFORNIA        )  
  ) ss.  
COUNTY OF MONTEREY        )

I, \_\_\_\_\_, Clerk of the Board of Trustees of the South Monterey County Joint Union High School District, do hereby certify that the foregoing is a true and correct copy of Resolution No. 16:16/17, which was duly adopted by Board of Trustees of the South Monterey County Joint Union High School District at a meeting thereof on December 13, 2016.

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



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

**SUBJECT:** Approval of the Employment of Jennifer Jones on the Basis of a Provisional Internship Permit

**MEETING:** December 13, 2016

**AGENDA SECTION:**

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

Board Goals:

- Improve, Monitor and Sustain Student Achievement
- Improve School Climate in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Solvency
- Ensure that Facilities are Safe for Staff and Students
- Ensure Compliance with Education/Other Codes / Updating Board Policies and Administrative Regulations

Summary:

The District conducted a diligent search to fill a teaching position at the Pinnacle Charter Academy Independent Study School but was unable to find a suitable credentialed teacher or a suitable qualified internship teacher. The District wishes to employ Jennifer Jones as a Single Subject teacher under the basis of a Provisional Internship Permit (PIP). The California Commission on Teacher Credentialing requires that the Board take action to employ a teacher under this type of teaching permit. Miss Jones meets all requirements necessary to apply for a PIP.


Recommendation:

It is recommended that the Board of Education approve the employment of Miss Jones on the basis of a Provisional Internship Permit.

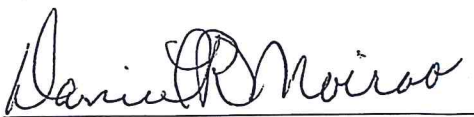
Fiscal Impact:

No fiscal impact

Submitted By:

  
\_\_\_\_\_  
Claudia Arellano  
Sr. Director of Human Resources

Approved:

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

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

**SUBJECT:** Approval of Revised English Learner  
Reclassification Criteria

**MEETING:** December 13, 2016

**AGENDA SECTION:**

**ACTION**

**INFORMATION**

**ACTION/CONSENT**

---

**GOVERNING BOARD**

Board Goals:

- Improve, Monitor and Sustain Student Achievement
- Improve School Climate in Support of Teaching, Learning and Student Safety
- Develop/Sustain Fiscal Solvency
- Ensure that Facilities are Safe for Staff and Students
- Ensure compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

Current English Learner Reclassification criteria:

1. OVERALL score of Early Advanced or Advanced on the CELDT; and not lower than Intermediate on individual skills such as Listening, Speaking, Reading, and Writing.
2. SRI- Scholastic Reading Inventory: 9<sup>th</sup> -10<sup>th</sup> grade students must score 850 or higher, 11<sup>th</sup> -12<sup>th</sup> grade students must score 900 or higher *OR* Pass the Reading portion of the CAHSEE Test
3. Writing Sample- Score of 4 or higher on a 6 point rubric on a District writing sample *OR* Pass the essay portion of the ELA CAHSEE test
4. Parent consultation

**Proposed revision to English Learner Reclassification criteria:**

Criteria 2

**Remove:** Pass the ELA-Reading portion of the CAHSEE test

Criteria 3

**Remove:** Pass the essay portion of the ELA- CAHSEE test

**Add:** Writing Sample based on a District Benchmark – Pass with a score of 2 or higher on a 4 point rubric


Recommendation:

The recommendation is to approve the revised English Learner Reclassification criteria recommended by the DELAC membership.


Fiscal Impact:

None.

Submitted By:

  
\_\_\_\_\_  
Diana M. Jiménez  
Director, Educational Services

Approved:

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

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

**SUBJECT:** Board Policies -Second Reading

**MEETING:** December 13, 2016

**AGENDA SECTION:**

ACTION

INFORMATION

ACTION/CONSENT

- 
- Improve, Monitor and Sustain Student Achievement
  - Improve School Climate in Support of Teaching, Learning and Student Safety
  - Develop/Sustain Fiscal Solvency
  - Ensure that Facilities are Safe for Staff and Students
  - Ensure Compliance with Education/Other Codes/Updating Board Policies and Administrative Regulations

Summary:

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

- BP 0410 – Nondiscrimination (revised)
- BP 0420.41 – Charter School Oversight (revised)
- BP 1312.3 – Uniform Complaint (revised)
- AR 1312.3 – Uniform Complaint (revised)
- BP 3230 – Federal Funds (new)
- AR 3230 – Federal Funds (new)
- BP 3270 – Sale and Disposal of Books, Equipment and Supplies (revised)
- BP 4151, 4251, 4351 – Employee Compensation (new)
- BP 5145.3 – Non Discrimination/Harassment (revised)
- AR 5145.3 – Non Discrimination/Harassment (revised)
- BP 5145.7 – Sexual Harassment (revised)
- AR 5145.7 – Sexual Harassment (revised)

Recommendation:

All suggested changes have been made from the first reading. It is recommended that the Board of Education approve the board 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

### Nondiscrimination In District Programs And Activities

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

- (cf. 1240 - Volunteer Assistance)
- (cf. 4030 - Nondiscrimination in Employment)
- (cf. 4032 - Reasonable Accommodation)
- (cf. 4033 - Lactation Accommodation)
- (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
- (cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
- (cf. 5131.2 - Bullying)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)
- (cf. 5146 - Married/Pregnant/Parenting Students)
- (cf. 6145 - Extracurricular and Cocurricular Activities)
- (cf. 6145.2 - Athletic Competition)
- (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
- (cf. 6164.6 - Identification and Education Under Section 504)
- (cf. 6178 - Career Technical Education)
- (cf. 6200 - Adult Education)

District programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

- (cf. 1330 - Use of Facilities)

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

- (cf. 1312.3 - Uniform Complaint Procedures)

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, application form, or other recruitment materials distributed to these groups.

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 4031 - Complaints Concerning Discrimination in Employment)*

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

*(cf. 5145.6 - Parental Notifications)*

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

#### Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

*(cf. 6163.2 - Animals at School)*

*(cf. 7110 - Facilities Master Plan)*

*(cf. 7111 - Evaluating Existing Buildings)*

\*\*\*Note: Pursuant to 28 CFR 35.130 and 35.160, the ADA requires districts to provide services and aids to ensure that a disabled individual is not excluded from participation or denied a benefit, service, or program on the basis of a disability. However, if the district can show that providing such aids and services would fundamentally alter the nature of the function, program, or meeting or would be an undue burden, then the district need not provide them.\*\*\*

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

*(cf. 6020 - Parent Involvement)*

*(cf. 9320 - Meetings and Notices)*

*(cf. 9322 - Agenda/Meeting Materials)*

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Senior Director of Human Resources  
South Monterey County Joint Union High School District  
800 Broadway  
King City, CA 93930  
831 385 0606

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination  
48985 Notices to parents in language other than English  
51007 Legislative intent: state policy

GOVERNMENT CODE

11000 Definitions  
11135 Nondiscrimination in programs or activities funded by state  
11138 Rules and regulations  
12900-12996 Fair Employment and Housing Act  
54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime  
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

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  
2301-2415 Carl D. Perkins Vocational and Applied Technology Act  
6311 State plans

6312 Local education agency plans

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 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:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Dear Colleague Letter: Electronic Book Readers, June 29, 2010

Notice of Non-Discrimination, January 1999

Protecting Students from Harassment and Hate Crime, January 1999

Nondiscrimination in Employment Practices in Education, August 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

Accessibility of State and Local Government Websites to People with Disabilities, June 2003

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

WEB SITES

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

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

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Safe Schools Coalition: <http://www.casafeschools.org>

Pacific ADA Center: <http://www.adapacific.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act:

<http://www.ada.gov>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

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Policy

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: December 13, 2016

King City, California

## Philosophy, Goals, Objectives and Comprehensive Plans

### Charter School Oversight

The Governing Board recognizes its ongoing responsibility to ensure that any charter school authorized by the Board is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

(cf. 0420.4 - Charter School Authorization)  
(cf. 0500 - Accountability)

The Superintendent or designee shall identify at least one staff member to serve as a contact for each charter school. (Education Code 47604.32)

The Board and Superintendent or designee may inspect or observe any part of the charter school at any time. The Superintendent or designee shall visit each charter school at least annually. (Education Code 47604.32, 47607)

The Superintendent or designee shall attend meetings of the charter school board whenever possible and shall periodically meet with a representative of the charter school.

### Waivers

If the charter school wishes to request a general waiver of any state law or regulation, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall apply for the waiver.

(cf. 1431 - Waivers)

### Provision of District Services

The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services, the district and charter school shall develop a memorandum of understanding which clarifies the financial and operational agreements between the district and charter school.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The charter school may be charged for the actual costs of the reporting services, but shall not be required to purchase payroll processing services from the district as a condition for creating and submitting these



reports. (Education Code 47611.3)

#### Material Revisions to Charter

Material revisions to a charter may be made only with Board approval. Material revisions shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to expand operations to one or more additional sites within the district's boundaries, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations. The Board shall consider approval of the additional locations at an open meeting. (Education Code 47605)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision.

#### Monitoring Charter School Performance

The Superintendent or designee shall monitor the charter school to determine whether it complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32. Any violations of law shall be reported to the Board.

The Board shall monitor each charter school to determine whether it is achieving, both school wide and for all groups of students served by the school, the measurable student outcomes set forth in the charter. This determination shall be based on the measures specified in the approved charter and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP).

The Board shall monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, annual update of the school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

The district may charge up to one percent of a charter school's revenue for the actual costs of supervisorial oversight of the school. However, if the district is able to provide substantially rent-free facilities to the charter school, the district may charge actual costs of supervisorial oversight up to three percent of the charter school's revenue. (Education Code 47613)

(cf. 7160 - Charter School Facilities)

### Technical Assistance/Intervention

(cf. 0520.2 - Title I Program Improvement Schools)

If, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more student subgroups identified in Education Code 52052, or for all of the student subgroups if the school has fewer than three, in regard to one or more state or school priorities identified in the charter, the district: (Education Code 47607.3)

1. Shall provide technical assistance to the charter school using an evaluation rubric adopted by the SBE pursuant to Education Code 52064.5
2. May request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074

In accordance with law, the Board may deny a charter's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regards to the academic achievement of all numerically significant subgroups of students served by the charter school.

(cf. 0420.42 - Charter School Renewal)  
(cf. 0420.43 - Charter School Revocation)

If a charter school receiving federal Title I funding has been identified for program improvement, it shall implement improvement strategies in accordance with its existing school improvement plan.

(cf. 0520.2 - Title I Program Improvement Schools)

### Complaints

Each charter school shall maintain processes to enable any person to file a complaint, in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4687, alleging the school's noncompliance with Education Code 47606.5 or 47607.3. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

## School Closure

In the event that the Board revokes or denies renewal of a charter or the school closes for any other reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or a memorandum of understanding, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days, if the charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

### Legal Reference:

#### EDUCATION CODE

215 Suicide prevention policy

220 Nondiscrimination

221.9 Sex equity in competitive athletics

222 Lactation accommodations for students

17280-17317 Field Act

17365-17374 Field Act, fitness for occupancy

35330 Field trips and excursions; student fees

38080-38086 School meals

39831.3 Transportation safety plan

39843 Disciplinary action against bus driver; report to Department of Motor Vehicles

42100 Annual statement of receipts and expenditures

44030.5 Reporting change in employment status due to alleged misconduct

44237 Criminal record summary

44691 Information on detection of child abuse

44830.1 Certificated employees, conviction of a violent or serious felony

45122.1 Classified employees, conviction of a violent or serious felony

47600-47616.7 Charter Schools Act of 1992

47634.2 Nonclassroom-based instruction

47640-47647 Special education funding for charter schools

48000 Minimum age of admission for kindergarten; transitional kindergarten

48010-48011 Minimum age of admission (first grade)

48850-48859 Educational placement of foster youth and homeless students

48907 Students' exercise of free expression; rules and regulations

48950 Student speech and other communication

49011 Student fees

49061 Student records

49110 Authority of issue work permits

49414 Epinephrine auto-injectors

49475 Health and safety, concussions and head injuries

51224.7 Mathematics placement policy  
51225.6 Instruction in cardiopulmonary resuscitation  
51745-51749.3 Independent study  
52051.5-52052 Academic performance index, applicability to charter schools  
52060-52077 Local control and accountability plans  
52075 Uniform complaint procedures  
56026 Special education  
56145-56146 Special education services in charter schools  
60600-60649 Assessment of academic achievement  
60850-60859 High school exit examination  
69432.9 Cal Grant program; notification of grade point average  
CORPORATIONS CODE  
5110-6910 Nonprofit public benefit corporations  
GOVERNMENT CODE  
1090-1099 Prohibitions applicable to specified officers  
3540-3549.3 Educational Employment Relations Act  
81000-91014 Political Reform Act of 1974  
HEALTH AND SAFETY CODE  
104420 Tobacco Use Prevention Education grant program  
104559 Tobacco-free schools  
LABOR CODE  
1198.5 Personnel records related to performance and grievance  
PENAL CODE  
667.5 Definition of violent felony  
1192.7 Definition of serious felony  
CALIFORNIA CONSTITUTION  
Article 9, Section 5 Common school system  
Article 16, Section 8.5 Public finance; school accountability report card  
CODE OF REGULATIONS, TITLE 5  
4600-4687 Uniform complaint procedures  
11700.1-11705 Independent study  
11960-11969 Charter schools  
15497.5 Local control and accountability plan template  
CODE OF REGULATIONS, TITLE 24  
101 et seq. California Building Standards Code  
UNITED STATES CODE, TITLE 20  
6311 State plan  
7221-7221j Charter schools  
UNITED STATES CODE, TITLE 42  
11431-11435 McKinney-Vento Homeless Assistance Act  
CODE OF FEDERAL REGULATIONS, TITLE 34  
200.1-200.78 Accountability  
COURT DECISIONS  
Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 166 (2006)

80 Ops.Cal.Atty.Gen. 52 (1997)

78 Ops.Cal.Atty.Gen. 297 (1995)

CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS

Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763

Management Resources:

CSBA PUBLICATIONS

Charter Schools: A Guide for Governance Teams, rev. 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

California School Accounting Manual

Sample Copy of a Memorandum of Understanding

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

Special Education and Charter Schools: Questions and Answers, September 10, 2002

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Charter Schools Program: Title V, Part B of the ESEA, April 2011

WEB SITES

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

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.qualitycharters.org>

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

(3/12) 10/13

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: December 13, 2016

King City, California

## Community Relations

### Uniform Complaint Procedures

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

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

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610)

- (cf. 3553 - Free and Reduced Price Meals)
- (cf. 3555 - Nutrition Program Compliance)
- (cf. 5141.4 - Child Abuse Prevention and Reporting)
- (cf. 5148 - Child Care and Development)
- (cf. 5148.2 - Before/After School Programs)
- (cf. 6159 - Individualized Education Program)
- (cf. 6171 - Title I Programs)
- (cf. 6174 - Education for English Language Learners)
- (cf. 6175 - Migrant Education Program)
- (cf. 6178 - Career Technical Education)
- (cf. 6178.1 - Work-Based Learning)
- (cf. 6178.2 - Regional Occupational Center/Program)
- (cf. 6200 - Adult Education)

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

his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

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

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

(cf. 3260 - Fees and Charges)

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

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

(cf. 0460 - Local Control and Accountability Plan)

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational

content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

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

10. Any other complaint as specified in a district policy

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

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

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

(cf. 5125 - Student Records)

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

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

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with



applicable state law and district policy.  
(cf. 3580 - District Records)

#### Non-UCP Complaints

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

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

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

(cf. 1312.4 - Williams Uniform Complaint Procedures)

#### EDUCATION CODE

200-262.4 Prohibition of discrimination  
222 Reasonable accommodations; lactating students  
8200-8498 Child care and development programs  
8500-8538 Adult basic education  
18100-18203 School libraries  
32289 School safety plan, uniform complaint procedures  
35186 Williams uniform complaint procedures  
48853-48853.5 Foster youth  
48985 Notices in language other than English  
49010-49013 Student fees  
49060-49079 Student records  
49069.5 Rights of parents  
49490-49590 Child nutrition programs  
51210 Courses of study grades 1-6  
51223 Physical education, elementary schools

51225.1-51225.2 Foster youth and homeless children; course credits; graduation requirements  
 51228.1-51228.3 Course periods without educational content  
 52060-52077 Local control and accountability plan, especially:  
 52075 Complaint for lack of compliance with local control and accountability plan requirements  
 52160-52178 Bilingual education programs  
 52300-52490 Career technical education  
 52500-52616.24 Adult schools  
 52800-52870 School-based program coordination  
 54400-54425 Compensatory education programs  
 54440-54445 Migrant education  
 54460-54529 Compensatory education programs  
 56000-56867 Special education programs  
 59000-59300 Special schools and centers  
 64000-64001 Consolidated application process  
 GOVERNMENT CODE  
 11135 Nondiscrimination in programs or activities funded by state  
 12900-12996 Fair Employment and Housing Act  
 PENAL CODE  
 422.55 Hate crime; definition  
 422.6 Interference with constitutional right or privilege  
 CODE OF REGULATIONS, TITLE 5  
 3080 Application of section  
 4600-4687 Uniform complaint procedures  
 4900-4965 Nondiscrimination in elementary and secondary education programs  
 UNITED STATES CODE, TITLE 20  
 1221 Application of laws  
 1232g Family Educational Rights and Privacy Act  
 1681-1688 Title IX of the Education Amendments of 1972  
 6301-6577 Title I basic programs  
 6801-6871 Title III language instruction for limited English proficient and immigrant students  
 7101-7184 Safe and Drug-Free Schools and Communities Act  
 7201-7283g Title V promoting informed parental choice and innovative programs  
 7301-7372 Title V rural and low-income school programs  
 12101-12213 Title II equal opportunity for individuals with disabilities  
 UNITED STATES CODE, TITLE 29  
 794 Section 504 of Rehabilitation Act of 1973  
 UNITED STATES CODE, TITLE 42  
 2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
 6101-6107 Age Discrimination Act of 1975  
 CODE OF FEDERAL REGULATIONS, TITLE 28  
 35.107 Nondiscrimination on basis of disability; complaints  
 CODE OF FEDERAL REGULATIONS, TITLE 34  
 99.1-99.67 Family Educational Rights and Privacy Act

- 100.3 Prohibition of discrimination on basis of race, color or national origin
- 104.7 Designation of responsible employee for Section 504
- 106.8 Designation of responsible employee for Title IX
- 106.9 Notification of nondiscrimination on basis of sex
- 110.25 Notification of nondiscrimination on the basis of age

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

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

Family Policy Compliance Office: <http://familypolicy.ed.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

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Policy

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: December 13, 2016

King City, California

## Community Relations

### Uniform Complaint Procedures

Except as the Governing Board may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 1312.2 - Complaints Concerning Instructional Materials)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)
- (cf. 4031 - Complaints Concerning Discrimination in Employment)

### Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)

Senior Director of Human Resources  
800 Broadway  
King City, Ca 93930  
831 385 0606

The compliance officer who receives a complaint may assign another compliance officer to investigate the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is designated to investigate the complaint.

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such designated employees shall include current state and federal laws and regulations governing the

program, applicable processes for investigating and resolving complaints including those involving alleged unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)  
(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement, if possible, one or more of the interim measures. The interim measures may remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

(cf. 5145.6 - Parental Notifications)

#### Compliance Officers

The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

Sr. Director of Human Resources  
800 Broadway Street  
King City, CA 93930  
831-385-0606, extension 4305

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

#### Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and

offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)  
(cf. 0460 - Local Control and Accountability Plan)  
(cf. 1220 - Citizen Advisory Committees)  
(cf. 3260 - Fees and Charges)  
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)  
(cf. 5145.6 - Parental Notifications)  
(cf. 6173 - Education for Homeless Children)  
(cf. 6173.1 - Education for Foster Youth)

The annual notification and complete contact information of the compliance officer(s) may be posted on the district web site and, if available, provided through district-supported social media.

(cf. 1113 - District and School Web Sites)  
(cf. 1114 - District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

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

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies

4. Include statements that:

a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.

b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline

c. A complaint alleging retaliation, unlawful discrimination, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

g. The Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

(cf. 0460 - Local Control and Accountability Plan)

h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.

i. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:

(1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed

(2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency

(3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1

i. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

k. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

*(cf. 5145.6 - Parental Notifications)*

l. Copies of the district's uniform complaint procedures are available free of charge.

#### District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

#### Filing of Complaint

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall



assist him/her in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

#### Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there

is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

#### Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation, shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. To resolve a complaint alleging retaliation, unlawful discrimination, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the

investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

#### Report of Findings

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

#### Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
  - a. Statements made by any witnesses
  - b. The relative credibility of the individuals involved
  - c. How the complaining individual reacted to the incident

- d. Any documentary or other evidence relating to the alleged conduct
- e. Past instances of similar conduct by any alleged offenders
- f. Past false allegations made by the complainant
- 2. The conclusion(s) of law
- 3. Disposition of the complaint
- 4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
  - b. The type, frequency, and duration of the misconduct
  - c. The relationship between the alleged victim(s) and offender(s)
  - d. The number of persons engaged in the conduct and at whom the conduct was directed
  - e. The size of the school, location of the incidents, and context in which they occurred
  - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination, including remedies offered or provided to the subject of the complaint

- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

- 6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days' moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law

2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

#### Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision

3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
  4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
  5. A report of any action taken to resolve the complaint
  6. A copy of the district's uniform complaint procedures
  7. Other relevant information requested by the CDE
- (1/13 10/14) 7/15

#### Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies, training for faculty, staff, and students, updates to school policies, or school climate surveys. For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on the victim may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation, unlawful discrimination, or bullying, appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, including discriminatory harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians. (Education Code 49013, 52075)

For complaints alleging noncompliance with the laws regarding student fees, such remedies, where applicable, shall include reasonable efforts to ensure full reimbursement to affected students and parents/guardians. (Education Code 49013; 5 CCR 4600)

#### Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 49013, 52075; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy



of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

(10/14 7/15) 3/16

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: December 13, 2016

King City, California

## Business and Noninstructional Operations

## Federal Grant Funds

The Governing Board recognizes the district's responsibility to maintain fiscal integrity and transparency in the use of all funds awarded through federal grants. The district shall comply with all requirements detailed in any grant agreement with an awarding agency and with the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards specified in 7 CFR 200.0-200.521 and any stricter state laws and district policy.

Any goods or services purchased with federal funds shall be reasonable in cost and necessary for the proper and efficient performance or administration of the program.

The Superintendent or designee shall ensure that the district's financial management systems and procedures provide for the following: (2 CFR 200.302)

1. Identification in district accounts of each federal award received and expended and the federal program under which it was received

(cf. 3100 - Budget)

2. Accurate, current, and complete disclosure of the financial and performance results of each federal award or program in accordance with the reporting requirements of 2 CFR 200.327 and 200.328

(cf. 3460 - Financial Reports and Accountability)

3. Records and supporting documentation that adequately identify the source and application of funds for federally funded activities, including information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

4. Effective controls and accountability for all funds, property, and other assets and assurance that all assets are used solely for authorized purposes
5. Comparison of actual expenditures with budgeted amounts for each federal award
6. Written procedures to implement provisions governing payments as specified in 2 CFR 200.305
7. Written procedures for determining the allow ability of costs in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award

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

The Superintendent or designee shall develop and implement appropriate internal control processes to reasonably assure that transactions are properly executed, recorded, and accounted for so that the district can prepare reliable financial statements and federal reports, maintain accountability over assets, and demonstrate compliance with federal laws, regulations, and conditions of the federal award. (2 CFR 200.61, 200.62, 200.303)

Equipment purchased with federal funds shall be properly inventoried and adequately maintained to safeguard against loss, damage, or theft of the property.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

(cf. 3440 - Inventories)

(cf. 3512 - Equipment)

All staff involved in the administration or implementation of programs and activities supported by federal funds shall receive information and training on the allowable use of federal funds, purchasing procedures, and reporting processes commensurate with their duties.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The district shall submit performance reports to the awarding agency in accordance with the schedule and indicators required for that federal grant by law and the awarding agency. As required, such reports may include a comparison of actual accomplishments to the objectives of the federal award, the relationship between financial data and performance accomplishments, the reasons that established goals were not met if applicable, cost information to demonstrate cost effective practices, analysis and explanation of any cost overruns or high unit costs, and other relevant information. The final performance report shall be submitted within 90 days after the ending date of the grant. (2 CFR 200.301, 200.328)

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

42122-42129 Budget requirements

CODE OF FEDERAL REGULATIONS, TITLE 2

180.220 Amount of contract subject to suspension and debarment rules

200.0-200.521 Federal uniform grant guidance, especially:

200.1-200.99 Definitions

200.100-200.113 General provisions

200.317-200.326 Procurement standards

200.327-200.329 Monitoring and reporting  
200.333-200.337 Record retention  
200.400-200.475 Cost principles  
200.500-200.521 Audit requirements  
CODE OF FEDERAL REGULATIONS, TITLE 34  
76.730-76.731 Records related to federal grant programs  
CODE OF FEDERAL REGULATIONS, TITLE 48  
2.101 Federal acquisition regulation; definitions

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Department of Education Audit Guide

California School Accounting Manual

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Questions and Answers Regarding 2 CFR Part 200, March 17, 2016

WEB SITES

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

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

Office of Management and Budget, Uniform Guidance:

[https://www.whitehouse.gov/omb/grants\\_docs](https://www.whitehouse.gov/omb/grants_docs)

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

System for Award Management (SAM): [www.sam.gov/portal/SAM/###11](http://www.sam.gov/portal/SAM/###11)

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

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

9/16

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: December 13, 2016

King City, California

## Business and Noninstructional Operations

### Federal Grant Funds

#### Allowable Costs

Prior to obligating or spending any federal grant funds, the Superintendent or designee shall determine whether a proposed purchase is an allowable expenditure of federal funds in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award. He/she shall also determine whether the expense is a direct or indirect cost as defined in 2 CFR 200.413 and 200.414 and, if the purchase will benefit other programs not included in the grant award, the appropriate share to be allocated to the federal grant.

(cf. 3350 - Travel Expenses)

The Superintendent or designee shall review and approve all transactions involving federal grant funds and shall ensure the proper coding of expenditures consistent with the California School Accounting Manual.

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

#### Period of Performance

All obligations of federal funds shall occur on or between the beginning and ending dates of the grant project and shall be paid no later than 90 days after the end of the funding period, unless specifically authorized by the grant award to be carried over beyond the initial term of the grant. (2 CFR 200.77, 200.308, 200.309, 200.343)

#### Procurement

On or before July 1, 2017, or such later date as may be approved in the Uniform Guidance, the Superintendent or designee shall comply with the standards specified in 2 CFR 200.317-200.326 and Appendix II of Part 200 when procuring goods and services needed to carry out a federal grant as well as any more restrictive state laws and district policies concerning the procurement of goods and services.

As appropriate to encourage greater economy and efficiency, the Superintendent or designee shall avoid acquisition of unnecessary or duplicative items, give consideration to consolidating or breaking out procurements, analyze lease versus purchase alternatives, consider entering into an interagency agreement for procurement of common or shared goods and services, and/or use federal excess or surplus property. (2 CFR 200.318)

The procurement of goods or services with federal funds shall be conducted in a manner that provides full and open competition in accordance with state laws and district regulations and the

following requirements:

1. Any purchase of supplies or services that does not exceed the "micro-purchase" threshold specified in 48 CFR 2.101 may be awarded without soliciting competitive quotes, provided that the district considers the price to be reasonable and maintains written evidence of this reasonableness in the record of all micro-purchases. (2 CFR 200.67, 200.320)

2. For any purchase that exceeds the micro-purchase threshold but is less than the bid limit required by Public Contract Code 20111, the Superintendent or designee shall utilize "small-purchase" procedures that include obtaining price or rate quotes from an adequate number of qualified sources. (2 CFR 200.320)

3. Contracts for goods or services over the bid limits required by Public Contract Code 20111 shall be awarded pursuant to California law and AR 3311 - Bids, unless exempt from bidding under the law.

(cf. 3311 - Bids)

4. If a purchase is exempt from bidding and the district's solicitation is by a request for proposals, the award may be made by either a fixed-price or cost-reimbursement type contract awarded to the entity whose proposal is most advantageous to the program, with price and other factors considered. (2 CFR 200.320)

(cf. 3312 - Contracts)

5. Procurement by noncompetitive proposals (sole sourcing) may be used only when the item is available from a single source, the need or emergency will not permit a delay resulting from competitive solicitation, the awarding agency expressly authorizes sole sourcing in response to the district's request, and/or competition is determined inadequate after solicitation of a number of sources. (2 CFR 200.320)

6. Time and materials type contracts may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general administrative expenses, and profit. (200.328)

For any purchase of \$25,000 or more, the Superintendent or designee shall verify that any vendor which is used to procure goods or services is not excluded or disqualified by the federal government. (2 CFR 180.220, 200.213)

All solicitations shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description shall avoid

detailed product specifications to the extent possible, but may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. When it is impractical or not economical to make a clear and accurate description of the technical requirements, a brand name or equivalent description may be used to define the performance or other salient requirements of procurement, clearly stating the specific features of the named brand which must be met by offers. In addition, every solicitation shall identify all requirements which the offer must fulfill and any other factors to be used in evaluating bids or proposals. (2 CFR 200.319)

The Superintendent or designee shall maintain sufficient records to document the procurement, including, but not limited to, the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis for the contract price. (2 CFR 200.318)

The Superintendent or designee shall ensure that all contracts for purchases using federal grant funds contain the applicable contract provisions described in Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. (2 CFR 200.326)

#### Capital Expenditures

The Superintendent or designee shall obtain prior written approval from the awarding agency before using federal funds to make capital expenditures, including the acquisition of land, facilities, equipment, and intellectual property and expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. (2 CFR 200.12, 200.13, 200.20, 200.33, 200.48, 200.58, 200.89, 200.313, 200.439)

#### Conflict of Interest

No Governing Board member, district employee, or district representative shall participate in the selection, award, or administration of a contract supported by federal funds if he/she has a real or apparent conflict of interest, such as when he/she or a member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of them has a financial interest in or a tangible personal benefit from a firm considered for a contract. Such persons are prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or subcontractors unless the gift is an unsolicited item of nominal value. (2 CFR 200.318)

Employees engaged in the selection, award, and administration of contracts shall also comply with BB 9270 - Conflict of Interest.

(cf. 9270 - Conflict of Interest)

## Cash Management

The Superintendent or designee shall ensure the district's compliance with 2 CFR 200.305 pertaining to payments and cash management, including compliance with applicable methods and procedures that minimize the time elapsing between the transfer of funds to the district and the district's disbursement of funds. (2 CFR 200.305)

When authorized by law, the district may receive advance payments of federal grant funds, limited to the minimum amounts needed and timed in accordance with the actual immediate cash requirements of the district for carrying out the purpose of the program or project. Except under specified conditions, the district shall maintain the advance payments in an interest-bearing account. The district shall remit interest earned on the advanced payment to the awarding agency on an annual basis, but may retain interest amounts specified in 2 CFR 200.305 for administrative expenses. (2 CFR 200.305)

When required by the awarding agency, the district shall instead submit a request for reimbursement of actual expenses incurred. The district may also request reimbursement as an alternative to receiving advance payments. (2 CFR 200.305)

The Superintendent or designee shall maintain source documentation supporting the expenditure of federal funds, such as invoices, time sheets, payroll stubs, or other appropriate documentation.

## Personnel

All district employees who are paid in full or in part with federal funds, including employees whose salary is paid with state or local funds but is used to meet a required match or in-kind contribution to a federal program, shall document the amount of time they spend on grant activities. (2 CFR 200.430)

## Records

Except as otherwise provided in 2 CFR 200.333, or where state law or district policy requires a longer retention period, financial records, supporting documents, statistical records, and all other district records related to a federal award shall be retained for a period of three years from the date of submission of the final expenditure report or, for a federal award that is renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. (2 CFR 200.333)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

## Audits

Whenever the district expends \$750,000 or more in federal grant funds during a fiscal year, it shall arrange for either a single audit or a program-specific audit in accordance with 2 CFR



200.507 or 200.514. (2 CFR 200.501)

The Superintendent or designee shall ensure that the audit meets the requirements specified in 2 CFR 200.500-200.521.

Specified records pertaining to the audit of federal funds expended by the district shall be transmitted to the clearinghouse designated by the federal Office of Management and Budget and shall be made available for public inspection. Such records shall be transmitted within 30 days after receipt of the auditor's report or within nine months after the end of the audit period, whichever is sooner, unless a longer period is agreed to in advance by the federal agency or a different period is specified in a program-specific audit guide. (2 CFR 200.512)

In the event that the audit identifies any deficiency, the Superintendent or designee shall promptly act to either correct the identified deficiency, produce recommended improvements, or demonstrate that the audit finding is invalid or does not warrant action. (2 CFR 200.26, 200.508, 200.511)

9/16

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: December 13, 2016

King City, California

Business and Noninstructional Operations

SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

The Governing Board recognizes its fiscal responsibility to maximize the use of district equipment, supplies, instructional materials, and other personal property while providing up-to-date resources that facilitate student learning and effective district operations. When the Board, upon recommendation of the Superintendent or designee, declares any district-owned personal property unusable, obsolete, or no longer needed, the Board shall determine the estimated value of the property and shall decide whether the property will be donated, sold, or otherwise disposed of as prescribed by law and administrative regulation.

(cf. 0440 - District Technology Plan)  
(cf. 3512 - Equipment)  
(cf. 6161.11 - Supplementary Instructional Materials)  
(cf. 6163.1 - Library Media Centers)

The Board shall approve the price and terms of any sale or lease of personal property of the district.

If the Board members who are in attendance at a meeting unanimously agree that the property, whether one or more items, does not exceed \$2,500 in value, the property may be sold without advertising for bids. (Education Code 17546)

If the Board members who are in attendance at a meeting unanimously find that the value of the property is insufficient to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board or may be disposed of by dumping. (Education Code 17546)

(cf. 9323.2 - Actions by the Board)

Instructional materials shall be considered obsolete or unusable by the district if they have been replaced by more recent editions or new materials selected by the Board, are not aligned with the district's academic standards or course of study, and have no foreseeable value in other instructional areas. Such materials may be sold or donated if they continue to serve educational purposes that would benefit others outside the district. Instructional materials are not appropriate for sale or donation if they meet any of the following criteria:

1. Contain information rendered inaccurate or incomplete by new research or technologies
2. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy

3. Are damaged beyond use or repair

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)
- (cf. 6161.1 - Selection and Evaluation of Instructional Materials)
- (cf. 6011 - Academic Standards)
- (cf. 6143 - Courses of Study)

The Superintendent or designee shall establish procedures to be used whenever the district sells equipment or supplies originally acquired under a federal grant or subgrant. Such procedures shall be designed to ensure the highest possible return. (34 CFR 80.32)

- (cf. 3230 - Federal Grant Funds)
- (cf. 3440 - Inventories)

Legal Reference:

EDUCATION CODE

- 17540-17542 Sale or lease of personal property by one district to another
- 17545-17555 Sale of personal property
- 35168 Inventory, including record of time and mode of disposal
- 60510-60530 Sale, donation, or disposal of instructional materials

GOVERNMENT CODE

- 25505 District property; disposition; proceeds

CODE OF REGULATIONS, TITLE 5

- 3944 Consolidated categorical programs, district title to equipment
- 3946 Disposal of equipment purchased with state and federal consolidated application funds

UNITED STATES CODE, TITLE 40

- 549 Surplus property

CODE OF FEDERAL REGULATIONS, TITLE 2

- 200.0-200.521 Federal uniform grant guidance

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Standards for Evaluating Instructional Materials for Social Content, 2013

WEB SITES

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

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

(6/96 11/09) 10/15

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: December 13, 2016

King City, California

Personnel

Employee Compensation

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

(cf. 3100 - Budget)

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

(cf. 4000 - Concepts and Roles)

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

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for years of training and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

(cf. 4030 - Nondiscrimination in Employment)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

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

(cf. 4312.1 - Contracts)

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

## Overtime Compensation

A district employee shall be paid an overtime rate of not less than one and one-half times his/her regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week. However, employees shall be exempt from overtime rules if they are employed as teachers or school administrators or if they qualify as being employed in an executive, administrative, or professional capacity and are paid a fixed salary at or above the salary level established by federal regulations. (Labor Code 510; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided he/she has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt district operations. (29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

(cf. 3580 - District Records)

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

### Legal Reference:

#### EDUCATION CODE

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45028 Salary schedule for certificated employees

45160-45169 Salaries for classified employees

45268 Salary schedule for classified service in merit system districts

#### GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:

3543.2 Scope of representation

3543.7 Duty to meet and negotiate in good faith

#### LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

510 Overtime compensation; length of work day and week; alternative schedules

#### UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

#### UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

COURT DECISIONS

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

Management Resources:

WEB SITES

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

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

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

U.S. Department of Labor, Wage and Hour Division: <https://www.dol.gov/whd>

(2/97 7/08) 10/16

Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: December 13, 2016

King City, California

## Students

## Nondiscrimination/Harassment

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school. (Education Code 234.1)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, includes physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

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

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

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

*(cf. 1240 - Volunteer Assistance)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

*(cf. 6164.2 - Guidance/Counseling Services)*

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4119.21/4219.21/4319.21- Professional Standards)*

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

*(cf. 5131 - Conduct)*

*(cf. 5144 - Discipline)*

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

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

*(cf. 5145.2 - Freedom of Speech/Expression)*

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's



nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

- (cf. 1312.3 - Uniform Complaint Procedures)
- (cf. 1330 - Use of Facilities)
- (cf. 4131 - Staff Development)
- (cf. 4231 - Staff Development)
- (cf. 4331 - Staff Development)
- (cf. 6145 - Extracurricular and Cocurricular Activities)
- (cf. 6145.2 - Athletic Competition)
- (cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

#### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

- (cf. 3580 - District Records)

#### Legal Reference:

##### EDUCATION CODE

- 200-262.4 Prohibition of discrimination
- 48900.3 Suspension or expulsion for act of hate violence
- 48900.4 Suspension or expulsion for threats or harassment
- 48904 Liability of parent/guardian for willful student misconduct
- 48907 Student exercise of free expression
- 48950 Freedom of speech
- 48985 Translation of notices
- 49020-49023 Athletic programs
- 51500 Prohibited instruction or activity
- 51501 Prohibited means of instruction
- 60044 Prohibited instructional materials

##### CIVIL CODE

- 1714.1 Liability of parents/guardians for willful misconduct of minor

##### PENAL CODE

- 422.55 Definition of hate crime
- 422.6 Crimes, harassment

##### CODE OF REGULATIONS, TITLE 5

432 Student record  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs  
UNITED STATES CODE, TITLE 20  
1681-1688 Title IX of the Education Amendments of 1972  
12101-12213 Title II equal opportunity for individuals with disabilities  
UNITED STATES CODE, TITLE 29  
794 Section 504 of Rehabilitation Act of 1973  
UNITED STATES CODE, TITLE 42  
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
6101-6107 Age Discrimination Act of 1975  
CODE OF FEDERAL REGULATIONS, TITLE 28  
35.107 Nondiscrimination on basis of disability; complaints  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.31 Disclosure of personally identifiable information  
100.3 Prohibition of discrimination on basis of race, color or national origin  
104.7 Designation of responsible employee for Section 504  
106.8 Designation of responsible employee for Title IX  
106.9 Notification of nondiscrimination on basis of sex  
COURT DECISIONS  
Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567  
Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014  
Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014  
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

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

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

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

(2/14 10/14) 9/16

(4/13 2/14) 10/14

Policy SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: December 13, 2016

King City, California

## Students

### Nondiscrimination/Harassment

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

Sr. Director of Human Resources  
800 Broadway  
King City, CA  
831 385 0606

### Measures to Prevent Discrimination

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

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

(cf. 1113 - District and School Web Sites)  
(cf. 1114 - District-Sponsored Social Media)

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

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

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

(cf. 5145.6 - Parental Notifications)

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

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

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

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

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

#### Enforcement of District Policy

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

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

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

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

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

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

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

(cf. 5125 - Student Records)

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

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 5144 - Discipline)

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

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

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

#### Process for Initiating and Responding to Complaints

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

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

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

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

When a verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Grievance Procedures (moved from Board Policy 5145.3)

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

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

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

*(cf. 5145.7 - Sexual Harassment)*

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

The ~~State Administrator~~/Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

*(cf. 6163.4 - Student Use of Technology)*

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

#### Transgender and Gender-Nonconforming Students

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

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

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

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

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

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



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

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

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

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

1. Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the district will only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In the latter instance, the district shall limit disclosure to individuals reasonably believed to be able to protect the student's well-being. Any district employee to whom a student discloses his/her transgender or gender-nonconforming status shall

seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this procedure, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

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

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

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

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

4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** The district may maintain sex-segregated facilities, such as restrooms and locker rooms, and sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic

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

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

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

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

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

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

(cf. 5132 - Dress Code)

(2/14) 10/14

Regulation: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: December 13, 2016

King City, California

## Students

### Sexual Harassment

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 5131 - Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5137 - Positive School Climate)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

### Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate

rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students

6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

#### Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

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

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

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

(cf. 4117.4 - Dismissal)

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

## Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

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

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

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

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

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

## Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

## Legal Reference:

### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

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

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

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Policy: SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Adopted: December 13, 2016

King City, California



Students

Sexual Harassment

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

Senior Director, Human Resources  
800 Broadway  
King City, CA 93930  
831 385 0606  
[carellano@smcjuhsd.org](mailto:carellano@smcjuhsd.org)

(cf. 1312.3 - Uniform Complaint Procedures)

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

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

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

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

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

#### Reporting Process and Complaint Investigation and Resolution

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

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

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

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

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

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

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

(cf. 5141.4 - Child Abuse Prevention and Reporting)

#### Confidentiality

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

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

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

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

(cf. 5125 - Student Records)

### Response Pending Investigation

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

### Notifications

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

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

(cf. 5145.6 - Parental Notifications)

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

(cf. 1113 - District and School Web Sites)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organizations  
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